

NACCAS Rules of Practice & Procedure
February 2012

Part 2 – Application For Candidate Or Accreditation Status

Sub-Part A - Application for Candidate Status

Section 2.0 **Purpose**

The purpose of candidate status is for institutions interested in becoming accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) to become knowledgeable of NACCAS Accreditation Standards and other requirements and to implement them in their operations. It is to prepare institutions to meet the requirements for initial accreditation.

Institutions that are interested in applying for initial accreditation must first obtain candidate status. Exceptions are listed in [Section 1.2c](#) (see page 55).

Section 2.1 **Application for Candidate Status**

- (a) An institution interested in becoming a candidate for accreditation with NACCAS must first meet all institutional eligibility requirements, except it does not have to have been in operation for two years ([See Part 1, Sub-Part B](#), see page 54).
- (b) To initiate the process of obtaining candidate status, fill out the Application for Candidate Status ([Application #1](#), found on the NACCAS website under “Applications and Forms”) This is available on the NACCAS web site at www.naccas.org or may be obtained by writing or calling NACCAS headquarters to request a copy. Applications must be submitted in accordance with [Part 1](#) (see page 53) of these *Rules* and specific directions or instructions, which accompany the application form.
- (c) To initiate the application process, send to the Executive Director of NACCAS a complete application that includes:
 - (1) The application form completely filled out;
 - (2) Application fee;
 - (3) Required exhibits; and
 - (4) Sustaining fee.

Section 2.2 **Grant of Candidate Status**

- (a) Candidate status shall be granted by the Executive Director of NACCAS if the following conditions are met:
 - (i) the application is complete and demonstrates the applicant meets institutional eligibility requirements,
 - (ii) the required sustaining fee has been paid, and

NACCAS Rules of Practice & Procedure
February 2012

- (iii) if the applicant was previously an accredited school, or an applicant for candidate status or initial accreditation, the applicant shall have paid to NACCAS all fees and other charges outstanding to NACCAS as of the date the applicant's prior accreditation (or application for candidate status) was withdrawn or denied.
- (b) A removal from candidate status is appealable pursuant to [Part 9](#) (see page 113) of these *Rules*.

Section 2.3 **Workshop Attendance and Technical Assistance**

- (a) The application fee for candidate status allows the owner and one other representative of the applicant institution to attend a NACCAS Accreditation Workshop at no additional charge. The institution must send at least one representative to a NACCAS Accreditation Workshop.
- (b) Following attendance at the Workshop, the institution must conduct and develop a preliminary institutional self-study.
- (c) Once the preliminary institutional self-study is ready, the candidate may request an on-site candidate consultation. The request shall:
 - (1) Be in writing;
 - (2) Sent to the Executive Director of NACCAS;
 - (3) Give the name of the Owner or school employee designated as liaison for the candidate and accreditation processes;
 - (4) Include documentation to show that the liaison attended a NACCAS Accreditation Workshop within the past 12 months; and
 - (5) Include one copy each of the school catalog, preliminary institutional self-study and enrollment agreement(s) or contract(s).
- (d) NACCAS shall schedule an on-site candidate consultation by one or more NACCAS staff members or evaluators (the candidate consultant(s)).
 - (1) The functions of the consultant(s) shall be to supplement the Accreditation Workshop attended by one or more representatives of the applicant institution, to provide the most current interpretations and expectations of the Commission under the *Standards and Criteria* related policies, and *Rules of Practice and Procedure* and to discuss with the school liaison and other authorized personnel specific ways the school can comply with these and ways the institution can show this compliance in the Institutional Self-Study, which must accompany an application for initial accreditation.
 - (2) Throughout the day(s), the candidate consultant(s) shall write sections of a Consultancy Report and work with the school liaison and other authorized

NACCAS Rules of Practice & Procedure February 2012

personnel to develop a plan to correct areas of limitation and to put into place systems needed to comply with accreditation requirements. The plan shall include an implementation calendar. The candidate consultant(s) shall discuss the preliminary team report during an exit interview, and mail a final report to the school within 15 days.

- (3) Within 45 days following the candidate consultation visit, the school shall submit to NACCAS its fully developed plan for achieving compliance with NACCAS' accreditation requirements together with the implementation calendar.
- (e) The institution may obtain additional technical assistance while implementing its compliance plan, at no additional charge, from the candidate consultant(s) and through:
- (1) Attendance at additional NACCAS Accreditation Workshops (upon payment of required fees);
 - (2) Additional on-site assistance by a NACCAS staff person, or other NACCAS evaluator (upon payment of required fees); and/or
 - (3) One-on-One, pre-arranged, consultation with Commission staff at NACCAS' headquarters.
- (f) The NACCAS staff person assigned to work with the candidate, together with the liaison, shall determine when the institution is ready to apply for initial accreditation and jointly shall make this recommendation to the Executive Director of NACCAS, but with reference to [Section 1.2](#) (see page 55) of these *Rules*.
- (g) A school in candidate status shall be required to submit the minimum sustaining fee in accordance with [Appendix #2](#) (see page 129) to these *Rules*.

Section 2.4 Duration of Candidate Status and Obligation of Candidate Institutions

- (a) Candidate status shall expire upon the occurrence of the earlier of any of the following events:
- (1) Twenty-four months from the date of the notice from NACCAS that candidate status has been granted to the institution, if the institution has not applied for initial accreditation;
 - (2) The school fails to fulfill its obligations under the [Rules of Practice and Procedure](#) (see page 53) and policies of the Commission, including payment of required fees. Determination of such failure shall be made by the Executive Director of NACCAS in accordance with the same rules and procedures that apply to applicants for accreditation and accredited institutions; or
 - (3) The school receives its grant of initial accreditation.

NACCAS Rules of Practice & Procedure
February 2012

- (b) The following obligations apply to institutions in candidate status that wish to become accredited:
- (1) Submit the minimum sustaining fee in accordance with [Appendix #2](#) (see page 129) to these *Rules*;
 - (2) Submit change applications, as applicable, in accordance with [Section 4.18](#) (see page 85) of these *Rules*;
 - (3) Respond to Commission directives, orders, and decisions within required time lines;
 - (4) Progress steadily through candidacy by:
 - (i) Sending representatives to the Workshop;
 - (ii) Drafting the institutional self-study and submitting it to the NACCAS consultant(s) prior to the consultation visit;
 - (iii) Receiving the NACCAS consultant(s);
 - (iv) Completing revisions to procedures, policies, and documents, set out in the Consultancy Report and implementation plan; and
 - (v) Applying for initial accreditation before candidate status expires.

Sub-Part B -- Application for Accreditation Status

Section 2.5 **Application for Initial Accreditation**

- (a) The application form for initial accreditation ([Application #2](#), found on the NACCAS website under “Applications and Forms”) may be printed from the NACCAS Web site at www.naccas.org or requested by writing or telephoning the NACCAS headquarters. The correct mailing address of the school must be specified in the request.
- (b) Submit the application form to NACCAS headquarters. In order to be complete and ready for processing, the application must include:
- (1) Application form, completely filled out;
 - (2) All required exhibits;
 - (3) Application fee;

NACCAS Rules of Practice & Procedure
February 2012

- (4) Deposit toward the on-site evaluation fee submitted by certified check;⁴ and
 - (5) Sustaining fee.
- (c) The application and institutional self-study must be complete and the school ready for the on-site evaluation visit within one (1) year or the process must be initiated anew (including payment of fees).
- (d) The school will be required to have available the most recent annual report data or preliminary annual report data (no less than six months of the current or most recent year) during its first on-site evaluation for verification by the evaluation team.

Section 2.6 **Application for Renewal of Accreditation**

- (a) Within nine to twelve months before its anniversary date, an institution must submit to NACCAS an application for renewal of accreditation and an institutional self-study. This time frame may be varied in cases when a school is called up for early renewal of accreditation.
- (b) The completed application must be sent to the Executive Director of NACCAS by the due date. It must include:
- (1) The application from completely filled out;
 - (2) All required exhibits;
 - (3) The institutional self-study;
 - (4) Application fee; and
 - (5) Deposit toward the on-site evaluation fee.⁵

Sub-Part C - Institutional Self-Study

Section 2.7 **Nature of the Institutional Self-Study**

- (a) The institutional self-study is a qualitative analysis of the strengths and weaknesses of the school. The completion of the ISS by the applicant school is a critical step in the application process. The ISS must be in a form approved by NACCAS and must result

⁴ The balance shall be billed monthly until the fee is paid in full or paid thirty days from the date of the confirmation of the on-site evaluation, but not later than the day of the visit in any case. Non-receipt of funds may, after notice, result in cancellation of the on-site visit.

⁵ The balance shall be billed monthly until the fee is paid in full or paid thirty days from the date of the confirmation of the on-site evaluation, but no later than the day of the visit in any case. Non-receipt of funds may, after notice, result in cancellation of the on-site visit.

NACCAS Rules of Practice & Procedure February 2012

from the participation of the entire staff and faculty of the school, students, graduates, employers, and other appropriate persons. Instructions for completing the ISS are given at the NACCAS Accreditation Workshops and are available on NACCAS' [web site](#). On an initial application, an on-site evaluation visit will not be scheduled until a completed ISS and the required exhibits are received by NACCAS.

- (b) The applicant may request written or oral consultation from NACCAS with respect to completion of the ISS. If on-site consultation is requested, any expenses for such on-site assistance must be paid by the applicant.

Section 2.8 Processes That Include a Self-Study Requirement

- (a) Schools in the following application processes must submit an institutional self-study to NACCAS:
 - (1) Applicant for initial accreditation;
 - (2) Applicant for renewal of accreditation;
 - (3) Applicant for additional location accreditation; and
 - (4) Institution that is called up for early renewal of accreditation.
 - (5) Category 2 Change of Location
- (b) Other processes require a variation on the ISS:
 - (1) Candidate for accreditation: preliminary institutional self-study, and
 - (2) Applicant for addition or change of a program: program self-study.
 - (3) Category 3 Change of Control.

Related Documents

The following documents may be helpful to you in understanding the requirements of this part of the NACCAS *Rules*. They are available on the NACCAS web site at www.naccas.org, in the *NACCAS Handbook*.

Appendix #1 (see page 128)	Statement of Scope
Appendix #2 (see page 129)	Schedule of Fees – Posted on NACCAS' Website
Appendix #3 (see page 130)	NACCAS Workshop Requirements
Appendix #4 (see page 132)	Procedures Governing Measurement of Academic Programs

**NACCAS Rules of Practice & Procedure
February 2012**

<u>Appendix #5A</u> (see page 135)	Institutional Self-Study: Candidate Status
<u>Appendix #5B</u> (see page 136)	Institutional Self-Study: Requirements for Completing the Institutional Self-Study (ISS): Accredited Status
<u>Appendix #5C</u> (see page 137)	Institutional Self-Study Format

Found on the NACCAS website under “Applications and Forms”:

<u>Application Form #1</u>	Application for Candidate Status
<u>Application Form #2</u>	Application for Initial Accreditation - school required to go through candidacy
<u>Application Form #4</u>	Application for Renewal of Accreditation