

Instructions
Preliminary 2007 Annual Report



Due: April 30, 2008

Submit Form 1, Form 2, the three grids, and sample back-up documentation to:

Ms. Jamie Wescott
Research Technician
NACCAS
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302

Technical Assistance: If you need technical assistance when preparing your preliminary report, please contact Ms. Wescott at (703) 600-7600 ext. 128. She may contact you with suggestions for improving your back-up documents after they are received in order to provide technical assistance.

National Accrediting Commission of Cosmetology Arts & Sciences, Inc.

4401 Ford Avenue, Suite 1300 Alexandria, VA 22302-1432 • (703) 600-7600 • (703) 379-2200

<http://www.naccas.org> naccas@naccas.org

Instructions/Annual Report Worksheet
 Preliminary 2007-2008 Annual Report

General:

Your institution’s success with regard to providing a quality education to your students is measured, in part, by student outcomes. NACCAS’ Standard I, Criterion 4, requires you to meet or exceed the following rates of student achievement:

50% graduation 60% placement 70% licensure

Each rate is based on a slightly different cohort, or group of students.

The Preliminary 2007 Annual Report Worksheet (Form 1), Rates Calculation Worksheet (Form 2), and Grids (attached here), are intended to help you organize your documentation in order to show compliance with Standard I, Criterion 4. By preparing this Preliminary 2007 Annual Report, you will see where you need to improve student tracking and back-up documentation before you submit your final report by November 30th.

1. Fill out the three grids for each program offered at your institution.

Grid		Use to fill in the annual report worksheet:
Cohort 1 Grid	Provides information used to calculate your completion rate	Items 1, 2, 8 and ATB information
Cohort 2 Grid	Provides information used to calculate your placement rate	Items 3, 4, 5, 9 and ATB information
Cohort 3 Grid	Provides information used to calculate your licensure rate	Items 6 and 7 and ATB information

2. Fill out a Form 1 for each program offered at your institution, by pulling information from the Grids.
3. Then fill out a Form 2 to calculate preliminary completion, placement and licensure rates for your institution.
4. If there are fewer than 100 students in a each of the cohorts for each year – 2005, 2006, and 2007 – and your institution has a rate below the standard, you have the option of substituting a three-year average rate for the 2007 rate.
5. Copy your written procedures for tracking students and gathering information for the NACCAS annual report. Attach these to the Form 1 Worksheet.
6. Attach your Grids and back-up documentation to Form 1.

Completion Data: (Cohort 1 Grid: Students scheduled to graduate in 2007)

1. Complete a Cohort 1 Grid for each program. Follow the instructions on the Grid.
 - Make sure that only students who were scheduled to graduate in 2007 are listed.
 - If a student whose original enrollment agreement has him/her scheduled to graduate in 2006, but he/she had a leave of absence that changed the “scheduled to graduate” date to a date in 2007, this student **should** be listed on the Cohort 1 Grid.
 - If a student whose original enrollment agreement has him/her scheduled to graduate in 2007, but he/she had a leave of absence that changed the “schedule to graduate” date to a date in 2008, this student **should not** be listed on the Cohort 1 Grid.
2. Students in the following groups must be listed on the Cohort 1 Grid, but do not need to be counted as “scheduled to graduate.”
 - Students in a program of less than one (1) academic year in length who dropped out within 15 days of enrollment. Mark them “EW” on the Grid.
 - Students in a program of more than one academic year who dropped out within thirty (30) days of enrollment. Mark them “EW” on the Grid.
 - Students in short programs that were not eligible for Federal student financial assistance, who were only auditing the program, for personal enrichment. Mark them “A” on the Grid.

Note: When you prepare your final 2007 annual report, these students will be counted as enrolled in 2007.

3. Count the number of students who are listed on the Cohort 1 Grid as “scheduled to graduate” in 2007 (do not include the “EW” or “A” students) and enter this number on Item 1 of the Form 1 Worksheet corresponding to the program.
4. Double check the files of the students that you have listed as graduates.
 - If your graduation policy states that students must pay all debts owed to your school before they can graduate, mark students who still owe your money with an “IG”.
 - If there are students listed on the Grid who have completed the required hours for their program of study, but have not completed other requirements such as a final exam, or completion of a certain number of services, mark them as “IG”.
5. Count the number of students on the Cohort 1 Grid marked with a “G” as graduates and enter this number in Item 2 on the Form 1 Worksheet corresponding to the program.
6. For each student whose name appears on a line with an asterisk (*), attach the following documents to the Cohort 1 Grid:
 - A copy of the student’s enrollment agreement, with amendments, if any, and
 - Documentation showing the student completed the program, if applicable.

Placement Data: (Cohort 2 Grid: Students whose graduation date was in 2007, no matter what year they were scheduled to graduate)

1. Fill in a Cohort 2 Grid for each program, following the instructions on the Grid.
 - Some students listed on Grid 1 may also be listed on Grid 2 if they graduated in 2007.
 - Other students on Grid 1 will not be listed on Grid 2, because they did not graduate until 2008.
 - Some students who were scheduled to graduate in 2006 or earlier will be listed on Grid 2, because they did not graduate until 2007.
2. Count the students listed on the Cohort 2 Grid and enter the number into Item 3 on the Form 1 Worksheet corresponding to the program.
3. On the Cohort 2 Grid enter the name, address, and telephone number of the employers for as many students who graduated in 2007 as you can. Include fax number and e-mail address, if available.

4. Count the number of 2007 graduates who are employed, and enter this number in Item 4 of the Form 1 Worksheet corresponding to the program.
 5. For each graduate whose name appears on a line marked with an asterisk (*), attach a copy of proof of employment to Grid 2. This documentation may include
 - Employer follow-up surveys
 - Student follow-up surveys
 - Telephone logs of employer or graduate contacts
 - Postcard surveys returned by graduates
 - Business cards
 - Flyers or advertisements naming graduates working in service facilities
 - Notes to the file from instructors certifying they saw the graduate working in XYZ salon
 6. Count the students listed as “unavailable for employment” for each reason and enter it into the appropriate spaces in Item 5 of the Form 1 Worksheet corresponding to the program. Acceptable exemptions are:
 - Deceased or Disabled
 - The graduate has been deployed for military service/duty.
 - The graduate has continued in higher education.
 - The graduate studied under a student visa.
- Make sure you have documentation to show the unavailability for employment for these graduates. If a student whose name is marked with an asterisk (*) is “unavailable for employment”, please attach your documentation of this to the Cohort 2 Grid.

Licensure Data: (Cohort 3 Grid: Students who sat for the licensure examination for the first time in 2007, no matter what year they graduated)

1. Fill in a Cohort 3 Grid for each program, following instructions on the Grid.
 - If a graduate took all portions of the exam in 2007, list him or her.
 - If a graduate took one portion of the exam in 2006 or earlier, and took the other part(s) in 2007, he/she should be listed as taking the exam in 2007.
 - If a graduate only took one portion of the exam in 2007, and left other parts for later, do not list him or her.
2. Attach a copy of state licensing examination reports for 2007 to the Cohort 3 Grid.
 - If your state (or test administrator) issues reports for a 12-month period other than January 1 – December 31, you may base your report on this 12-month period.
 - If the state (or test administrator) does not issue examination reports, attach to Grid 3 a copy of the other documentation you used to fill in the Cohort 3 Grid.
3. Count the number of examinees listed on Grid 3. Enter this number in Item 6 of the Form 1 Worksheet corresponding to the program.
4. Count the number of examinees listed as having passed all portions of the licensure examination up to the submission of the annual report on November 30, 2008. Enter this number in Item 7 of the Form 1 Worksheet.

Form 1
Preliminary Annual Report Worksheet: 2007

Fill out a Form 1 for each program offered at the institution(s) covered by this annual report.

Name of Program: _____ NACCAS Ref. #(s) _____

Cohort 1: Number of students scheduled to graduate in 2007 (S)	Item 1
Students from cohort 1 who completed the program (G)	Item 2

Cohort 2: Number of Students who Graduated in 2007, no matter what year they were scheduled to graduate. (GG)	Item 3
Number of Students from Cohort 2 who have worked in a salon or professional service related to the training received at your institution (J)	Item 4

Number of Graduates from Cohort 2 who are unavailable to work due to (U):	Item 5
Deceased	
Disabled	
Active Military	
Continuing in Higher Education	
Studied under a Student Visa	

Cohort 3: Number of graduates, no matter what year they graduated, who took Licensure Exam in 2007 (E):	Item 6
Number from Cohort 3 who passed Licensure Exam (L)	Item 7

Make as many copies of this form as you need.

Form 2 Preliminary Rates Calculation Worksheet: 2007

Copy information on each program from Form 1 into Form 2 then follow the steps to calculate the preliminary completion, placement and licensure rates for your institution(s) for 2007. Outcomes rates are based on all programs combined. Make extra pages if you have more than five (5) programs.

Completion Rate: Preliminary Rate for 2007

	Program Name					TOTAL ALL PROGRAMS
	Example: COS					
Item 1						S =
Item 2						G =

$$\frac{\text{G (Graduates)}}{\text{S (Students scheduled to graduate)}} = \text{Preliminary 2007 Completion Rate*}$$

*Note: If the preliminary rate is below 50%, and "S3" in the chart below is less than 100, you have the option of using a three-year average rate for 2005, 2006 and 2007.

Optional Three-Year Average Completion Rate

	2005	2006	2007	Total for 3 Years
Item 1 (all programs)				S3 =
Item 2 (all programs)				G3 =

$$\frac{\text{G3}}{\text{S3}} = \text{Average 3-Year Completion Rate}$$

Placement Rate: Preliminary Rate for 2007

	Program Name					TOTAL ALL PROGRAMS
	Example: COS					
Item 3						GG=
Item 4						J =
Item 5						U =

$$\frac{\text{J (Jobs)}}{\text{GG - U (Graduates - Unavail. Exemptions)}} = \text{Preliminary 2007 Placement Rate*}$$

*Note: If the preliminary 2007 Placement Rate is below 60%, and the GG for each year is less than 100, you have the option of using a three-year average rate for 2005, 2006 and 2007.

Optional Three-Year Average Placement Rate

	2004	2005	2006	Total for 3 Years
Item 3 (all programs)				GG3 =
Item 4 (all programs)				J3 =
Item 5 (all programs)				U3 =

$$\frac{\text{J3}}{\text{(GG3 - U3)}} = \text{Average 3-Year Placement Rate}$$

See back for Licensure Rate Calculations

Licensure Rate:

	Program Name					TOTAL ALL PROGRAMS
	Example: COS					
Item 6						E =
Item 7						L =

$$\frac{\text{L (Passed)}}{\text{E (Took Exam)}} = \text{Preliminary 2007 Licensure Rate*}$$

*Note: If "E" is below 70%, and "E3" in the chart below is less than 100, you have the option of using a three-year average rate for 2005, 2006 and 2007.

Optional Three-Year Average Rate

	2005	2006	2007	Total for 3 Years
Item 6 (all programs)				E3=
Item 7 (all programs)				L3 =

$$\frac{\text{E3}}{\text{L3}} = \text{Average 3-Year Licensure Rate}$$