

Dear School Owners:

The August 2008 "Call for Comment" (following this introduction page) includes several proposed changes from the Commission's August 2008 meeting, as well as Proposals adopted under emergency action in May 2008. We encourage you to comment on the proposed changes, as well as those adopted under emergency action. The Commission will consider your comments at its November 2008 meeting after the comment period ends, and will make additional changes as needed.

You may respond to the August Call for Comment in several ways:

- 1) By printing the document, filling it out, and mailing it to the NACCAS office at 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302.
- 2) By highlighting the entire document, clip and paste into a word document. Respond to each proposal and email the document to NACCAS at [cculbreath@naccas.org](mailto:cculbreath@naccas.org).
- 3) You may respond to the Call for Comment by clicking on the following link:  
[http://sharepoint.naccas.org/Lists/C4C\\_2008/overview.aspx](http://sharepoint.naccas.org/Lists/C4C_2008/overview.aspx).  
Then click the "Respond to this survey" button at the top left of the survey list. Please respond to each proposal only once.

# Call for Comment



## August 2008

\* Response Required By October 17, 2008

The National Accrediting Commission of Cosmetology Arts & Sciences  
4401 Ford Avenue, Suite 1300  
Alexandria, Virginia 22302-1432



# August 2008 Call for Comment

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<h2 style="margin: 0;">August 2008 Call for Comment</h2> <h3 style="margin: 0;">Tracking Proposals – 2007 and 2008</h3>
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A number is assigned to each proposal to make it easier to track changes from the proposal stage through final action. An “E” following the number indicates that the proposal was initially adopted by the Commission under emergency action, in accordance with Section 10.3(b) of the NACCAS *Rules of Practice and Procedure*.

	Proposal Number	Description of Proposal	Action Taken Tracking
August 2007 Call for Comment	07-01	Separate Standard III, Criterion 3 into two criteria	Adopted, effective January 1, 2008
	07-02	Revise Standard III, Criterion 9 and renumber it as Criterion 4	Adopted, effective January 1, 2008
	07-03	Revise Standard III, Criterion 4 and renumber it as Criterion 6	Adopted, effective January 1, 2008
	07-04	Revise Standard III, Criterion 7 and renumber it as Criterion 9	Adopted, effective January 1, 2008
	07-05	Revise Standard III, Criterion 10 and renumber as Criterion 11	Adopted, effective January 1, 2008
	07-06	Revise Standard IV, Criterion 1 and renumber it as Criterion 3	Adopted, effective January 1, 2008
	07-07	Revise Standard IV, Criterion 2	Adopted, effective January 1, 2008
	07-08	Revise Standard IV, Criterion 6 and renumber it as Criterion 4	Adopted, effective January 1, 2008
	07-09	Revise Standard IV, Criterion 7 and renumber it as Criterion 5	Adopted, effective January 1, 2008
	07-10	Synonymous terms allowed: counseling and advising	Adopted, effective January 1, 2008
	07-11	Amend and Reorganize Standard IX	Adopted, effective January 1, 2008
	07-12	Add a footnote to Part 4 of the <i>Rules</i> to clarify the anniversary dates of main and branch campuses	Adopted, effective January 1, 2008
	07-13	Add a footnote to Part 4 of the <i>Rules</i> to clarify the period covered by business plans for institutions that withdraw from Title IV program participation	Adopted, effective January 1, 2008
	07-14	Replace the “Low Outcomes Directive Process” with “Low Outcomes Monitoring” (To apply to the 2006 NACCAS Annual Report.) (Part 5 of <i>Rules</i> )	Adopted, effective January 1, 2008
	07-15	Add to actions on Complaints (Part 6 of <i>Rules</i> )	Adopted, effective January 1, 2008
	07-16E	Increase fees and remove the Schedule of Fees from the <i>Rules</i> .	Adopted Effective: July 1, 2007; Re-affirmed in February 2008
	07-17	Amend the Ability-to-Benefit Policy	Adopted, effective January 1, 2008

	Proposal #	Description of Proposal	Action Taken Tracking
	07-18E	Allow average outcomes rates for smaller institutions (Effective starting with the 2006 NACCAS Annual Report.)	Adopted Effective: July 1, 2007; Reaffirmed in February 2008
	07-19	Require an annual Community Call for Comment under Article IV of the <i>By-Laws</i>	Not adopted
	07-20	Add a new Section II to Article V of the <i>By-Laws</i>	Not Adopted

Note: Changes 07-01 through 07-18E were published in the *2008 NACCAS Handbook*.

	Proposal #	Description of Proposal	Action Taken Tracking
May 2008 Call for Comment	08-01E	Amend §4.21 of the Rules of Practice and Procedure to change the time for approving “teach-out” agreements from 45 days to 15 days.	Adopted Effective: May 5, 2008 Reaffirmed
	08-02E	Amend §11.3 and add a definition of “government entity” to the Glossary of Terms.	Adopted Effective: May 5, 2008 Reaffirmed
	08-03E	Amend §11.4 and add a definition of “State oversight agency” to the Glossary of Terms.	Adopted Effective: May 5, 2008 Reaffirmed
	08-04E	Proposal to only require a rationale when a proposed program exceed state minimum requirements by 50%.	Adopted Effective: May 5, 2008 Reaffirmed
	08-05E	Add a time line for carrying out the annual comprehensive review of two standards.	Adopted Effective: May 5, 2008 Reaffirmed

Note: Changes 08-01E through 08-05E were published in an amended edition of the *2008 NACCAS Handbook*, available on NACCAS web site at [www.naccas.org](http://www.naccas.org). The *2008 NACCAS Handbook* also may be purchased in printed copy or on CD rom for \$34.95 for both volumes 1 and 2.

	Proposal Number	Description of Proposal	Action Taken
August 2008 Call for Comment	08-06	Amend section 1.10 of the Rules to allow extensions for more processes.	Not yet adopted. Please vote.
	08-07	Amend section 2.6 of the Rules so institutions will pull the renewal application off the NACCAS web site.	Not yet adopted. Please vote.
	08-08	Amend section 2.7 of the Rules so institutions will pull instructions for the Institutional Self-Study off of NACCAS’ web site.	Not yet adopted. Please vote.
	08-09	Amend section 3.6 to link an institution’s renewal visit date to its anniversary date.	Not yet adopted. Please vote.
	08-10	Amend section 8.5 of the Rules to link the maximum time frames allowed for deferring action to the time frames under section 8.18 rather than to the number of meetings.	Not yet adopted. Please vote.

	Proposal Number	Description of Proposal	Action Taken
	08-11	Amend section 8.10 of the Rules to place institutions on probation before withdrawing accreditation for administrative reasons.	Not yet adopted. Please vote.
	08-12	Amend section 8.13 to expand the situations deemed to be voluntary relinquishment of accreditation.	Not yet adopted. Please vote.
	08-13	Amend section 8.16 to add "continue accreditation" to the list of actions the Commission can take on institutions in processes other than applications for accreditation (monitoring and change processes).	Not yet adopted. Please vote.
	08-14	Amend section 4.2 of the rules to increase the advance notice required for name changes.	Not yet adopted. Please vote.
	08-15	Delete section 4.11(b)(4) of the Rules as it duplicates section 4.11(d).	Not yet adopted. Please vote.
	08-16	Amend section 4.11(a)(2) of the rules to reduce from 3 to 2 the years a main campus has to have been accredited before it can establish a branch.	Not yet adopted. Please vote.
	08-17	Amend section 4.11(f) of the Rules to make it easier for a branch to become a free-standing institution.	Not yet adopted. Please vote.
	08-18	Add new section 4.11(g) and 4.15(b) to the Rules to cover situations in which main and branch campuses switch designations.	Not yet adopted. Please vote.
	08-19	Re-organize Part 4 of the Rules to distinguish between changes that are substantive (and require prior approval) and changes that are non-substantive (and only require notice).	Not yet adopted. Please vote.
	08-20	Consolidate various monitoring procedures in Part 5 of the Rules.	Not yet adopted. Please vote.
	08-21	Add a definition of "business entity" to the Glossary of Terms.	Not yet adopted. Please vote.
	08-22	Amend the code of ethics to narrow situations in which Commissioners must recuse from discussion and voting.	Not yet adopted. Please vote.
	08-23	Amend Article XX of the By-Laws to clarify several points in the procedure for processing complaints against the Commission, or commissioners.	Not yet adopted. Please vote.
	08-24	Delete references to a particular brokerage firm from the "Master Statement of NACCAS' Investment Policy and Objectives."	Not yet adopted. Please vote.
	08-25E	Amend Appendix #2, NACCAS' Schedule of Fees to increase some fees and add some fees to correspond to new processes.	Adopted under emergency action to go into effect July 1, 2008 Please vote.



Part I – Proposed Changes in the *Standards,  
Rules of Practice and Procedure, Policies, and By-Laws*

New wording is in ***bold italics*** and wording to be deleted is ~~overstruck~~.

**08-06:** Amend section 1.10 of the Rules

**Rationale:** The proposal will allow institutions in processes other than renewal to be granted some extensions of time. Institutions that have applied for approval of changes, and institutions undergoing monitoring may have the need for extra time to prepare responses or documents for the Commission. This amendment would allow them to receive limited time extensions under the same conditions as institutions that have applied for renewal of accreditation.

**Proposed Wording:**

Section 1.10    Extensions for Submitting Documents to the Commission

Throughout the process of consideration of any application for renewal of accreditation, ***application for a substantive change submitted pursuant to Part 4 of these Rules, or monitoring process pursuant to Part 5 and 6 of these Rules***, the maximum combined total of any and all extensions granted shall be 45 days, unless extraordinary circumstances are shown. The days allowed for any administrative “show cause” or administrative “withdrawal” arising from a ~~renewal~~ ***the*** process shall be counted as extensions for purposes of this section.

**Vote**

- Agree**
- Disagree**
- Comments Attached**

**08- 07: Amend section 2.6 of the Rules**

**Rationale:** Institutions would be able to look at the renewal packet at any time, and begin the institutional self-study well in advance of the anniversary date. There would be savings in staff time and postage for the Commission.

**Proposed Wording:**

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. ~~shall send an application (Application #4) to an institution for purposes of undergoing renewal of accreditation at least twelve months before its anniversary date.~~ 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 ~~returned~~ **sent** to the Executive Director of NACCAS by the due date. It must include

- (1) The application form completely filled out,
- (2) All required exhibits;
- (3) *The institutional self-study***
- (4) Application fee; and
- (5) Deposit toward the on-site evaluation fee.<sup>1</sup>

**Vote**

- Agree**
- Disagree**
  
- Comments Attached**

<sup>1</sup> 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.

**08-08: Amend section 2.7 of the Rules**

**Rationale:** Institutions receive instructions on preparing the ISS at NACCAS accreditation workshops. Additional instructions and aids are available on NACCAS' web site. The mailing is redundant and costly.

**Proposed Wording:**

Sub-Part C - Institutional Self-Study

Section 2.7 Nature of the Institutional Self-Study

(a) The Institutional Self-Study (ISS) 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 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.** ~~included in the application package.~~ 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 borne by the applicant.

**Vote**

- Agree**
- Disagree**
  
- Comments Attached**

**08-09: Amend section 3.6 of the Rules**

**Rationale:** This clarifies in the rule that the renewal visit will take place before the applicant's anniversary date. If an extension is granted to an applicant for submission of the application or institutional self-study, the institution will still be visited before its anniversary date.

**Proposed Wording:**

Section 3.6 Announced Visits: Date and Postponements

(a) [Length of visit] (No change)

(b) Renewal Visits: ***Renewal visits shall be scheduled to take place between two and six months prior to an institution's anniversary date for renewal of accreditation.*** ~~In no instance shall the on-site renewal evaluation of an accredited school take place more than eight (8) months past the due date for the application for renewal of accreditation.~~

(c) Regular On-Site Evaluations: (No change)

(d) Special Monitoring or Investigative Visits: (No change)

(e) [Absence of an evaluator] (no change)

**Vote**

- Agree**
- Disagree**
  
- Comments Attached**

**08-10: Amend section 8.5 of the Rules**

**Rationale:** When the rule was adopted, the Commission met three times a year. It now meets monthly. The rules generally allow institutions 45 days to respond to a deferral and the Commission needs additional time to review the response before making a decision.

**Proposed Wording:**

**Section 8.5    Deferral of Action**

⋮

(b) The Commission may defer any action ***within timeframes allowable under section 8.18 of these Rules*** on an application for initial accreditation, renewal of accreditation or on changes for only one regularly scheduled Commission meeting. ~~After deferral for one Commission meeting, the Commission~~ ***then*** shall render a decision based on the information before it.

**Vote**

- Agree**
- Disagree**
  
- Comments Attached**

**08-11: Amend section 8.10 of the Rules**

**Rationale:** The Commission could bring many schools into compliance rapidly, through a limited period of probation, and thus avoid lengthy administrative withdrawal and appeal procedures.

**Proposed Wording:**

Section 8.10    Status: Accreditation on Probation

(a) ***Any currently accredited institution that does not respond, or submits an incomplete response, to an administrative “show cause” order issued in accordance with Section 7.1 (b) of these Rules, shall be placed on Probation status for a limited time.***

[The remainder of this section would be unchanged.]

**Vote**

- Agree**
- Disagree**
  
- Comments Attached**

**08-12: Amend section 8.13**

**Rationale:** The amendment would lessen the time an institution remains on the list of accredited institutions after it closes, or changes its name, location or owner without notifying NACCAS. The administrative “show cause” procedure would continue to provide a due process safeguard for the institution.

<b>Proposed Wording:</b>	<b>Vote</b>
<p>Section 8.13 Voluntary Relinquishment of Accreditation                      :                      :                      (b) <b>The following actions</b> <del>The sale of an institution</del> shall constitute the voluntary relinquishment of accreditation of <b>an institution if there is no response to an order to “show cause” or a response to “show cause” does not warrant another action:</b></p> <p>(1) <b>The institution closes or ceases operation as an educational institution (See section 1.2(b) (3) of these Rules.);</b></p>	<p><input type="checkbox"/> Agree  <input type="checkbox"/> Disagree  <input type="checkbox"/> Comments Attached</p>
<p>(2) <b>The institution loses its license to operate in the state in which it is located (See section 1.2(b) (2) of these Rules.);</b></p>	<p align="center"><b>Vote</b></p> <p><input type="checkbox"/> Agree  <input type="checkbox"/> Disagree  <input type="checkbox"/> Comments Attached</p>
<p>(3) <b>The institution changes name without complying with the procedures established by section 4.2 of these Rules;</b></p>	<p align="center"><b>Vote</b></p> <p><input type="checkbox"/> Agree  <input type="checkbox"/> Disagree  <input type="checkbox"/> Comments Attached</p>
<p>(4) <b>The institution relocates without complying with the procedures established by Part 4, Sub-Part B of these Rules;</b></p>	<p align="center"><b>Vote</b></p> <p><input type="checkbox"/> Agree  <input type="checkbox"/> Disagree  <input type="checkbox"/> Comments Attached  <b>Vote</b></p>

<p>(5) <del>The institution is sold and its accreditation</del> if the parties to the sale do not comply with the notice and application requirements set forth in Part 4, Sub-Part C of these Rules.</p> <p>(c) The effective date of the relinquishment may never be later than the institution's anniversary date, <del>or</del> the date of the <i>institution's</i> request to voluntarily relinquish accreditation, <i>or the Commission's notice</i>, whichever comes later.</p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> <b>Agree</b></p> <p><input type="checkbox"/> <b>Disagree</b></p> <p><input type="checkbox"/> <b>Comments Attached</b></p>
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**08-13: Amend section 8.16 of the Rules.**

**Rationale:** Processes such as outcomes monitoring, financial monitoring, and change of ownership visits are required of accredited institutions throughout the period of accreditation granted. Findings of non-compliance through these processes may lead to loss of accreditation. The amendment would clarify that when there are no violations, accreditation continues without changing the anniversary date of the institution.

<p><b>Proposed Wording:</b></p> <p>Section 8.16 <u>Oversight of Continued Compliance</u></p> <p>(a) The Commission may delegate in one or more committees authority to make recommendations on applicant or accredited schools to the full Commission.</p> <p>(b) A duly constituted committee with authority to recommend school actions <i>and/or the Commission</i> may</p> <ol style="list-style-type: none"> <li>(1) Request additional information;</li> <li>(2) Order the school to show cause why its accreditation should not be withdrawn for non-compliance with specific accreditation requirements; <del>and/or</del></li> <li>(3) Order a special visit to the institution to gather additional information for the school record; <i>and/or</i></li> <li>(4) <i>Continue accreditation in any of the statuses established by this Part.</i></li> </ol>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> <b>Agree</b></p> <p><input type="checkbox"/> <b>Disagree</b></p> <p><input type="checkbox"/> <b>Comments Attached</b></p>
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**08-14:** Amend section 4.2 of the rules

**Rationale:** The amendment will enable the Commission to approve a name change or point out problems with it before the institution begins using the new name.

**Proposed Wording:**

Section 4.2 Change of Name

~~30 Days:~~ **Ninety (90)** days: An application for Change of Name must be completed and returned to the Executive Director of NACCAS at least ~~thirty (30)~~ **ninety (90)** days prior to the new name going into effect. The application must include a reason for the name change. (See Appl. #11)

**Vote**

- Agree**
- Disagree**
- Comments Attached**

**08-15:** Delete section 4.11(b)(4) of the Rules

**Rationale:** Section 4.11(b)(4) duplicates section 4.11(d).

**Proposed Wording:**

Section 4.11(b)

~~(4) In the event of a change of ownership of a main campus, a new branch may not be established off the main unless the new owners have completed the change of ownership process including an on-site evaluation, review and approval by the Commission.~~

Section 4.11(d)

(d) Establishment of a Branch by a New Owner. In the event of a change of ownership of a main campus, a new branch may not be established off the main unless the new owners have completed the change of ownership process including an on-site evaluation, review and approval by the Commission.

**Vote**

- Agree**
- Disagree**
- Comments Attached**

**08-16: Amend section 4.11(a)(2) of the rules**

**Rationale.** Under NACCAS procedures, which include a period as a candidate, an institution that has been accredited for two years has sufficient experience to administer a branch campus.

**Proposed Wording:**

4.11(a)(1) A "main campus" is a school of cosmetology arts and sciences which has been accredited by NACCAS for the **two (2)** ~~three (3)~~ most recent years. Any change in location of the main campus must comply with the procedures set out in Section 4.3 of these *Rules*. The main campus includes facilities located within a two (2) mile radius of the primary training site.

**Vote**

- Agree**
- Disagree**
- Comments Attached**

**08-17 Amend section 4.11(f) of the Rules**

**Rationale:** The experience of managing a main and branch campus is sufficient to ensure adherence to accreditation standards when a branch becomes a main campus.

**Proposed Wording:**

4.11 (f) Change from Branch to Freestanding Institution. In order for a branch campus to become an accredited freestanding institution, such branch must **have achieved full branch status.** ~~be in operation immediately preceding its application for a period of two years, and must undergo early renewal of accreditation.~~

**Vote**

- Agree**
- Disagree**
- Comments Attached**

**08-18:** Add new sections 4.11(g) and 4.15(b) to the Rules

**Rationale:** The Commission has been faced with enough petitions to switch the main and branch campus designations to warrant a rule to cover this situation.

**Proposed Wording:**

**4.11 (g) Re-designation of main campuses as branches:** *In order for a main campus (or campuses) to be re-designated as branches of another main campus, the campuses must comply with the requirements for a branch set out in sections 4.11(a) and (b) of these Rules.*

**Vote**

- Agree
- Disagree
  
- Comments Attached

**4.15(b): Shifting the designation of a main campus and its branch:** *An institution may request a re-designation of a main campus as a branch and its branch as a main campus if the branch campus has achieved full branch status from NACCAS.*

**Vote**

- Agree
- Disagree
  
- Comments Attached

**08-19:** Re-organize Part 4 of the Rules to distinguish between  
Substantive and Non-Substantive Changes

**Rationale:** During NACCAS' the Community Call for Comment in February 2008, NACCAS' constituencies discussed this issue at length, and identified a number of changes that should not be considered substantive.

Note: Changes to Part 4 that have separate proposal numbers are incorporated into this reorganization.

**Proposed Wording:**

PART 4 -- SUBSTANTIVE CHANGES  
AND NOTIFICATION REQUIREMENTS

**Part 4A Changes Requiring Approval Before Being Included in  
The Aegis of Institutional Accreditation**

Section 4.0: Substantive Changes

The following changes require approval from NACCAS before they will be included under the aegis of Institutional Accreditation already granted by NACCAS.

- (a) Change of mission, degree or credential granted;
- (b) Change of name;
- (c) Relocation ***described in Part 4A – Subpart B;***
- (d) Changes of ownership or control ***described in Part 4A – Subpart C;***
- (e) Establishment of a branch campus ***described in Part 4A – Sub-Part D;***
- ~~(f) Expansion of campus facilities; [Moved to Sub-Part on Non-Substantive Changes]~~
- (f) ***Substantive*** Additions or Changes to Program ***offerings described in Part 4A Sub-Part E;***
- (h) Change in the way academic programs are measured;
- ~~(i) Contracting education programs or courses; [Moved to section on non-substantive changes]~~

**Vote**

- Agree**
- Disagree**
- Comments Attached**

<p>(g) Change in participation in federal student assistance programs; and</p> <p>(h) Teach-Out or school closure agreements.</p> <p>⋮</p> <p>[Move provisions of section 4.9 to the section on Non-Substantive changes]</p>	
<p><del>Section 4.10 — <u>Visit Following Multiple Changes</u> —</del></p> <p><del>If a school undergoes a change in name, location, and ownership within a six month period, the Commission shall not take final action on the changes until the school has submitted to a full team on-site evaluation at the school's expense.</del></p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> <b>Agree</b></p> <p><input type="checkbox"/> <b>Disagree</b></p> <p><input type="checkbox"/> <b>Comments Attached</b></p>
<p style="text-align: center;"><u>Sub-Part D – Addition of Campuses and Expansion of Campuses</u></p> <p><b>Section 4.11      <u>Branch Campus</u></b></p> <p>(a) Definitions:</p> <p>(1) A "main campus" is a school of cosmetology arts and sciences which has been accredited by NACCAS for the <b>two (2)</b> <del>three (3)</del> most recent years. Any change in location of the main campus must comply with the procedures set out in Section 4.3 of these <i>Rules</i>. The main campus includes facilities located within a two (2) mile radius of the primary training site.</p> <p>⋮</p> <p>(b)</p> <p>⋮</p>	<p style="text-align: center;">See Proposal 08-16 To Vote</p>

<p><del>(4) In the event of a change of ownership of a main campus, a new branch may not be established off the main unless the new owners have completed the change of ownership process including an on-site evaluation, review and approval by the Commission</del></p> <p style="text-align: center;">⋮</p> <p>(f) Change from Branch to Freestanding Institution. In order for a branch campus to become an accredited freestanding institution, such branch must <b>have achieved full branch status</b>. <del>Be in operation immediately preceding its application for a period of two years, and must undergo early renewal of accreditation.</del></p>	<p>See Proposal 08-17 To Vote</p>
<p><b><i>(g) Re-designation of main campuses as branches: In order for a main campus (or campuses) to be re-designated as branches of another main campus, the campuses must comply with the requirements for a branch set out in sections 4.11(a) and (b) of these Rules.</i></b></p> <p>Footnote  <sup>2</sup> During the period following establishment of a branch campus, and until provisional branch accreditation is granted, the institution must notify its students that the branch is not accredited. If the main campus is certified to participate in federal student financial assistance programs, that certification does not extend to any branch; the branch must be accredited and be certified separately by the U.S. Department of Education before any federal student financial assistance may be disbursed to students at the branch.</p> <p>Footnote 3  <sup>1</sup> If a branch campus is granted a shorter period of accreditation, the main campus and all branches will have the same shortened period of accreditation.</p> <p><del>(g)</del> <b>(h)</b> Renewal of Accreditation. The anniversary date of a branch campus and its main campus shall coincide.</p>	<p>See Proposal 08-18 To Vote</p>

Sub-Part E – Substantive Additions and Changes to Program Offerings

**Vote**

Section 4.12 Definitions

- (a) The following additions or changes to program offerings are substantive:
- (1) A program is added in a subject matter area not already covered by a NACCAS-approved program at the institution Example: The school adds an instructor training program;
  - (2) A program is added that requires a separate state license. Example: All approved programs are licensed by a State Board of Barbering and Cosmetology when the school adds a massage program licensed by the State Board of Health;
  - (3) The length of a program already approved by NACCAS is increased or decreased over 25%.
  - (4) The school combines into one program those complete programs previously approved by the Commission and the total length for the new combined course is the same, longer or shorter than the sum of lengths for the individual programs.
  - (5) A change in the way the length of a program is measured such as change from clock hours to credit hours, or credit hours to competency-based academic measurement.
  - (6) A change in the way a program is delivered. Example: school-based program converts to on-line modality.
- (b) Non-Substantive additions or changes to program offerings are listed in Part 4B.

- Agree**
- Disagree**
  
- Comments Attached**

<p><b>Section 4.13      <u>Approval Procedure for Substantive Additions or Changes to Program Offerings</u></b></p> <p>(a) NACCAS approves programs offered by institutions within the aegis of institutional accreditation granted. Substantive additions or changes to program offerings which were not approved during an institution's most recent initial or re-accreditation evaluation may not be advertised or offered until they are approved in accordance with the procedures established in this section and the NACCAS Addition or Change of Program Policy.</p> <p>(b) <u>Before the new or changed program is offered:</u> Prior to the scheduled beginning of the first class enrolled in the substantive new or changed program, the institution must submit the appropriate application and fee to NACCAS and obtain approval by the Commission.</p> <p>© The Executive Director of NACCAS shall send the application to two outside program evaluators in accordance with section 3.3(d) of these <i>Rules</i> and the Policy on Substantive Addition or Changes to Program Offerings who will recommend to the full Commission whether or not the program complies with requirements for final approval and inclusion under the aegis of institutional accreditation already granted to the applicant.</p>	<p>No Changes Proposed</p>
<p style="text-align: center;"><u>Sub-Part F – Other Changes – [No changes Recommended]</u></p> <p style="text-align: center;"><u>Sub-Part G – Commission Actions on Substantive Changes [No changes recommended]</u></p> <p style="text-align: center;"><b><u>Part 4B Non-Substantive Changes Requiring Notification and an Abbreviated Procedure</u></b></p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> <b>Agree</b></p> <p><input type="checkbox"/> <b>Disagree</b></p> <p><input type="checkbox"/> <b>Comments Attached</b></p>

<p><b>Section 4.15 Definitions of Non-Substantive Changes</b></p> <p><b>(a) Non-Substantive changes in ownership:</b> [Moved from Section 4.9 of the Rules – No change to current language is recommended]</p> <p>(1) Stock or partnership shares are re-assigned within a corporation or partnership, without consideration, upon the death or retirement of the owner;</p> <p>(2) Stock or partnership shares are re-assigned within a corporation or partnership, without consideration, and without any change in control.</p> <p>(3) A change of between 10% and 49% of shares or interest, as long as there is no change in control.</p> <p>Footnote  <sup>4</sup> The term “consideration” includes any exchange of value including cash, promissory note, real or personal property, barter, trade, services or other.</p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> <b>Agree</b>  <input type="checkbox"/> <b>Disagree</b></p> <p><input type="checkbox"/> <b>Comments Attached</b></p>
<p><b>(b) Expansion of campus facilities:</b> Moved from section 4.12 of the Rules. Changes to current language are indicated.] <del>A school seeking to expand facilities within the accredited status of the main campus must formally request such approval from the Commission by submitting a letter stating the rationale for adding the facility and identifying the street address of the location prior to initiating use of the space. Expansion facilities must be within two (2) miles of the main facility to ensure immediate supervision by the main school.</del> <b>Expansion of a campus to facilities within a two (2) mile radius of the facility (facilities) evaluated by NACCAS during the most recent initial or re-accreditation process.</b></p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> <b>Agree</b>  <input type="checkbox"/> <b>Disagree</b></p> <p><input type="checkbox"/> <b>Comments Attached</b></p>
<p><b>(c) Non-substantive additions or changes to program offerings</b></p> <p><b>(1)</b> [Moved from section 4.14(a)] <del>Paid Employee Exception: A program not needing to seek approval from NACCAS under Sub Part D of this Part, would be any program where the institution does not charge an individual to attend, but instead pays the person as an employee. An example of such would be when a school employs an individual as a teachers aid while simultaneously training the individual as an instructor.</del> <b>A program an institution offers to its employee(s) at no charge.</b></p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> <b>Agree</b>  <input type="checkbox"/> <b>Disagree</b></p> <p><input type="checkbox"/> <b>Comments Attached</b></p>

(2)	<b><i>The length of a program already approved by NACCAS is increased or decreased by 25% or less;</i></b>	<p style="text-align: center;"><b>Vote</b></p> <input type="checkbox"/> <b>Agree</b> <input type="checkbox"/> <b>Disagree</b>  <input type="checkbox"/> <b>Comments Attached</b>
(3)	<b><i>[Moved from section 4.16 with modifications.] Two or more programs or modules that have already been approved by NACCAS are combined. The total length of the combination is the same as or no more or less than 25% longer or shorter than the sum of the lengths of the separate programs or modules;</i></b>	<p style="text-align: center;"><b>Vote</b></p> <input type="checkbox"/> <b>Agree</b> <input type="checkbox"/> <b>Disagree</b>  <input type="checkbox"/> <b>Comments Attached</b>
(4)	<b><i>A change is made in compliance with a State mandate;</i></b>	<p style="text-align: center;"><b>Vote</b></p> <input type="checkbox"/> <b>Agree</b> <input type="checkbox"/> <b>Disagree</b>  <input type="checkbox"/> <b>Comments Attached</b>
(5)	<b><i>A crossover program is added that allows completers in one program previously approved by NACCAS to meet the requirements for licensure in the area covered by another program previously approved by NACCAS;</i></b>	<p style="text-align: center;"><b>Vote</b></p> <input type="checkbox"/> <b>Agree</b> <input type="checkbox"/> <b>Disagree</b>  <input type="checkbox"/> <b>Comments Attached</b>
(6)	<b><i>A program, already approved by NACCAS at one campus, is added to the program offerings at another campus in the same state, under the exact same ownership; and</i></b>	<p style="text-align: center;"><b>Vote</b></p> <input type="checkbox"/> <b>Agree</b> <input type="checkbox"/> <b>Disagree</b>  <input type="checkbox"/> <b>Comments Attached</b>

<p>(8) <b><i>A course is offered to prepare persons who have already graduated from programs in the cosmetology arts and sciences or massage to prepare for state licensing.</i></b></p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> Agree  <input type="checkbox"/> Disagree</p> <p><input type="checkbox"/> Comments Attached</p>
<p>(9) <b><i>Test Market Exception: An institution may advertise a maximum of one new program a year before it receives approval from NACCAS. However, the course must be advertised:</i></b></p> <p>(1) <b><i>In accordance with the NACCAS Policy on Advertisement; and</i></b></p> <p>(2) <b><i>An application for approval must be submitted within 15 days of the start of the first class.</i></b></p> <p><b><i>In all other particulars, the course is subject to this section of the Rules and related sections, policies, and accreditation requirements.</i></b></p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> Agree  <input type="checkbox"/> Disagree</p> <p><input type="checkbox"/> Comments Attached</p>
<p><b>de)</b> <del>[Moved from Section 4.19] an institution wishing to contract for educational programs or courses with another institution or organization, accredited or otherwise, must seek the obtain approval from the Commission in accordance with NACCAS' Policy on Contracting for Educational Programs or Courses (see Appendix #8).</del> <b><i>Contracting for education programs or courses. (See Appendix #8 – Policy on Contracting for Educational Programs or Courses)</i></b></p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> Agree  <input type="checkbox"/> Disagree</p> <p><input type="checkbox"/> Comments Attached</p>
<p><b>Section 4.16 Abbreviated Procedure to Notify NACCAS of Non-Substantive Changes</b></p> <p>(a) <b><i>At least 10 days before the change, the institution must submit the appropriate Notification Form and fee to the Executive Director of NACCAS. The fee shall be waived where a program change is mandated by the state in which the school is located.</i></b></p> <p>(b) <b><i>NACCAS shall acknowledge the change.</i></b></p> <p><b><u>Part 4C</u> Changes after Submission of Application for Candidate Status or Initial Application [Moved but no amendments recommended]</b></p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> Agree  <input type="checkbox"/> Disagree</p> <p><input type="checkbox"/> Comments Attached</p>

**08-20:** Consolidate various monitoring procedures in Part 5 of the Rules.

**Rationale:** The on-going requirements for institutions, and the actions the Commission can take will be clearer.

<p><b>Proposed Wording:</b></p> <p style="text-align: center;"><del>PART 5 – MONITORING ANNUAL REPORTS AND SPECIAL REPORTS</del></p> <p style="text-align: center;"><u>Sub-Part A – Annual Reports</u></p> <p>Section 5.0    <u>Annual Report</u>          :          :          (d)    Monitoring:</p> <p>(1) — <del>The school owner of designated representative must complete a workshop made available following the date the annual report on which a low outcome was based was due;</del></p> <p>(2) — <del>The institution must submit a plan to improve the low outcome(s);</del></p> <p>(3) — <del>The institution must submit monitoring reports, on forms provided by NACCAS. The monitoring reports shall cover the outcomes cohorts for the year following the year on which the low outcomes was based, and</del></p> <p>(4) — <del>The institution must participate in a study to verify the accuracy of its annual reporting in the following year.</del></p> <p>(5) — <del>An institution may not be on monitoring for a low rate in the same area for two consecutive years.</del></p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> <b>Agree</b></p> <p><input type="checkbox"/> <b>Disagree</b></p> <p><input type="checkbox"/> <b>Comments Attached</b></p>
<p><b><i>Depending on the number of years the institution has had a low outcome, and in accordance with section 8.18 of these Rules, the Commission may monitor the institution through a process including requiring the institution to undertake one or more of the elements listed below:</i></b></p> <p>(1)    <b><i>Participate in training on strategies for improving outcomes and reporting;</i></b></p> <p>(2)    <b><i>Submit a preliminary annual report with back-up documentation;</i></b></p> <p>(3)    <b><i>Conduct a student retention study;</i></b></p> <p>(4)    <b><i>Submit a plan for improvement and/or supplement to a plan for improvement; and</i></b></p> <p>(5)    <b><i>Undergo a consultation visit.</i></b></p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> <b>Agree</b></p> <p><input type="checkbox"/> <b>Disagree</b></p> <p><input type="checkbox"/> <b>Comments Attached</b></p>

<p style="text-align: center;"><b>Sub-Part B – Financial Monitoring</b></p> <p><b>Section 5.1 <u>Financial Statements</u></b></p> <p><b>(a) Institutions must submit financial statements that comply with NACCAS’ Standard VII – Criterion 2 e – g.</b></p> <p style="padding-left: 40px;"><b>(1) An Institution that applies for initial accreditation must submit a financial statement for its most recently completed fiscal year at the same time the application is submitted.</b></p> <p style="padding-left: 40px;"><b>(2) Accredited institutions must submit their financial statements within six months following the end of each institution’s fiscal year.</b></p> <p><b>(b) In any accreditation process, the Commission may request the institution’s most recent financial statement, or a partial-year statement to determine compliance with NACCAS’ Standard of financial practices and management.</b></p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> <b>Agree</b></p> <p><input type="checkbox"/> <b>Disagree</b></p> <p><input type="checkbox"/> <b>Comments Attached</b></p>
<p style="text-align: center;"><b>Sub-Part C – Monitoring of Government Actions</b></p> <p>[Moved from Part 6 of the Rules]</p> <p><b>Section 5.2</b> Information from the U.S. Department of Education or Other Government Entities</p> <p><del>(a)</del> Information received from the U.S. Department of Education or other government agencies shall be reviewed by <del>the Executive Director</del> <b>a designated committee of the Commission</b> and where it suggests any possible area of noncompliance with accreditation standards or other requirements, the <del>Executive Director</del> <b>Committee</b> shall initiate a process in any of the ways listed in Section <del>6.3</del> <b>8.16 of these Rules.</b></p> <p><del>(b)</del> <del>Information received from the U.S. Department of Education or other government agencies indicating a school's failure to comply with its Title IV responsibilities shall follow the complaint procedure, will be classified as a government action in any notifications to the school and government agencies.</del></p>	<p style="text-align: center;"><b>Vote</b></p> <p><input type="checkbox"/> <b>Agree</b></p> <p><input type="checkbox"/> <b>Disagree</b></p> <p><input type="checkbox"/> <b>Comments Attached</b></p>

<p style="text-align: center;"><b><u>Sub-Part D – Special Reports</u></b></p> <p>Section 5.2 <u>Special Report</u> [No changes]</p>	<p><b>No Changes Proposed</b></p>
<p style="text-align: center;"><b><u>Sub-Part E – Committee and Commission Action on Annual Reports, Financial Statements and Special Reports</u></b></p> <p>Section 5.3 <b><u>Committee and</u></b> <u>Commission Action</u></p> <p><b>(a) A designated Committee may initiate a process and bring an institution before the Commission in any of the ways set out in section 8.16 of these Rules.</b></p> <p>(b) The full Commission shall take appropriate action under Part 8 of the Rules. <del>up and consider any annual report, annual report record, or any special report, and may, as appropriate,</del></p> <p><del>(a) Order the school to "show cause" as to why its accreditation should not be withdrawn, in accordance with Part 7 of these Rules; or</del></p> <p><del>(b) Find the institution in compliance with accreditation requirements and close the process,</del></p> <p><del>(c) Take any of the actions it deems necessary as authorized in Part 8 of these Rules.</del></p> <p><del>(d) The Executive Director and/or Commission may order additional information or actions by the institution, including a special on-site visit to provide technical assistance for institutions:</del></p> <p><del>(1) That have been required to prepare and/or implement a plan for improvement or to evaluate the effectiveness of a plan and its implementation.</del></p>	<p><b>Vote</b></p> <p><input type="checkbox"/> <b>Agree</b></p> <p><input type="checkbox"/> <b>Disagree</b></p> <p><input type="checkbox"/> <b>Comments Attached</b></p>

<b>08-21:</b> Add a definition of “business entity” to the Glossary of Terms.	
<b>Rationale:</b> NACCAS’ By-Laws state that “No two people from the same business entity may serve simultaneously on the Commission.” The new definition will clarify this provision.	
<b>Proposal:</b>  <i>Business entity shall include corporations, partnerships, or franchises, etc., that cause entities to be linked in a common way or influences the business operation.</i>	<b>Vote</b>  <input type="checkbox"/> Agree <input type="checkbox"/> Disagree  <input type="checkbox"/> Comments Attached

<b>08-22:</b> Amend the code of ethics	
<b>Rationale:</b> By having a board of thirteen (13) Commissioners representing four different constituencies and six different zones, the Commission’s structure provides controls against conflicts of interest.	
<b>Proposed Wording:</b>  Amend NACCAS’ Code of Ethics items 3a and b as follows:  To control against conflict of interest or the perception of such conflicts, each commissioner shall disavow from discussion or voting on any action involving a school if:  a. He or she owned or operated or served as a consultant to the school or had a contractual relationship with the school within the past five years (Commission consultations under Part 1 of NACCAS’ Rules of Practice and Procedure are excepted). <b>He or she owns or operates the institution or the institution is part of the same corporation, franchise, or licensing arrangement as an institution owned or operated by the Commissioner.</b>	<b>Vote</b>  <input type="checkbox"/> Agree <input type="checkbox"/> Disagree  <input type="checkbox"/> Comments Attached
b. The school is located in the state of the <b>Commissioner’s</b> <del>his or her</del> primary residence <b>or state in which the corporate headquarters of the Commissioner’s institution, or headquarters of a corporation with which the Commissioner’s institution is affiliated, is located.</b> <del>Or in another state where the commissioner has interest in a cosmetology school.</del>  [The remainder of the Code would be unchanged.]	<b>Vote</b>  <input type="checkbox"/> Agree <input type="checkbox"/> Disagree  <input type="checkbox"/> Comments Attached

**08-23: Amend Article XX of the By-Laws**

**Rationale:** : Clarify that complaints may be presented against a Commissioner or the Commission itself. Also clarify Section III on costs related to processing a complaint.

**Proposed Wording:**

Article XX of NACCAS' By-Laws  
SECTION I - Complaint

- A. 30 days after incident: Complaints regarding the conduct of a Commissioner **or of the Commission** shall be in detail, in writing or typed, signed by the complainant, and submitted to the Chair or First Vice Chair of the Commission, if the complaint is concerning the Chair, within 30 days of the incident from which the complaint arises. The complaint shall state the name of the Commissioner, and contain relevant dates, briefly describe the actions forming the basis of the complaint, and identify all witnesses. A complaint based upon written evidence should be accompanied by copies of relevant documents. Any other documents or materials that support the allegations should accompany the complaint. Complainant must make a diligent effort to obtain witnesses. Members of the Board of Commissioners shall be barred from bringing any complaint arising from Commission action on a corporate matter, if he or she has not first complied with the requirements of Article III, Section IX.

[The remainder of Section I and Section II are unchanged]

⋮

SECTION III - Costs

Half of the cost of the independent panel shall be **assessed against** ~~borne by~~ the complainant or the complained-against Commissioner, whichever party loses, or **against** ~~by~~ both if both are found at fault. A Commissioner assessed costs ~~may shall~~ be barred from Commission activities until costs have been paid.

**Vote**

- Agree**
- Disagree**
  
- Comments Attached**

**08-24:** Amend the “Master Statement of NACCAS’ Investment Policy and Objectives”

**Rationale:** The amendment would give the Commission flexibility in selecting an investment manager.

**Proposed Wording:**

**MASTER STATEMENT OF NACCAS’ INVESTMENT POLICY AND OBJECTIVES<sup>2</sup>**

Items - IV. – No change

V. Communications

A. Investment Manager/Director of Finance communications with the Trustees. (No change)

B. Finance Committee’s communication with the Investment Manager.

1. Within the timeframe specified in the Agreement, provide the Investment Manager with any revision of the master Statement of Investment Policy.

2. Meet at least each February and August with the Investment Manager ~~at Meeder & Associates.~~

[The remainder of the policy would be unchanged.]

**Vote**

- Agree**
- Disagree**
- Comments Attached**

<sup>2</sup> The Commission adopted this policy at its February 2005 meeting (see Minutes, item 195, page 244).

**08-25E: Amend Appendix #2, NACCAS' Schedule of Fees**

Rationale: New fees are needed to correspond to new processes. Some fees need to increase to cover costs to the Commission.

Note: The fee increases were adopted under emergency action to go into effect on July 1, 2008.

Appendix #2 – Schedule of Fees		Action Needed
The National Accrediting Commission of Cosmetology Arts and Sciences is a 501(c) (3) non-profit corporation. The program of accreditation is sustained solely by payment of fees by applicant, candidate, and accredited schools. All applications submitted to the NACCAS office <u>must</u> include all required fees. The application will not be processed until the money is received.		
<p>NOTE:</p> <p>A. Fees are non-refundable except where noted.</p> <p>B. Fees are adjusted yearly on July 1<sup>st</sup>. Any fees not paid prior to July 1<sup>st</sup> will be subject to any increase on the new fee schedule effective July 1<sup>st</sup>. However, any school with a visit scheduled after July 1<sup>st</sup>, which pays the visit fee in full prior to July 1<sup>st</sup> will not have to pay the new fee.</p> <p>C. Late fees equal to 25% of the base fee are assessed commencing the 15<sup>th</sup> of each month following the due date. All late fees are capped at 150% of the base fee.</p> <p>D. Refer to the <i>Rules of Practice and Procedure</i> for requirements related to each process.</p>		
	Old Fee	Proposed New Fee
<p><b>Candidate for Accreditation Application</b> (includes one program and attendance at a workshop by two school representatives)</p> <p>Note: If an applicant for candidate status does not meet the basic eligibility requirements for accreditation found in the <i>Rules of Practice and Procedure</i> section 1.2(b) its application and all fees shall be returned.</p>	\$1,290.00 + Prorated Annual Sustaining Fee	No change
If a school owner attends a workshop and subsequently submits an application for candidate status within 30 days, the workshop registration fee(s) paid by the school owner and up to one other school representative will be credited toward the candidate for accreditation application fee.		No change
<p>Candidate Consultation Visit</p> <p>Note: This fee is refunded if the institution withdraws from candidate status before receiving the technical assistance visit.</p>	\$1,675.00	No change
<b>Initial Accreditation Application</b> (includes one program)	\$1,290.00	No change
<b>Provisional Branch Application</b> (includes one program)	\$2,580.00	No change

	Old Fee	Proposed New Fee	
<b>Renewal of Accreditation Application</b> (includes one program)	\$1,290.00	No change	
<b>Each additional program</b> covered by an application for candidate, initial, branch, or renewal of accreditation.	\$330.00	No change	
<b>On-Site Evaluation</b>			
<ul style="list-style-type: none"> <li>Regular Visit (Section 3.2(a) of the <i>Rules</i>)</li> </ul> <p>Note: This is a flat rate based on the previous fiscal year's average visit cost expense. The on-site evaluation fee will be billed over a five-month period with full payment required prior to the on-site evaluation. Each payment will be in the amount of \$670.00.</p> <p><sup>1</sup> This fee applies to initial, renewal or second branch campus accreditation visits and other evaluations conducted by a full team.</p>	<p>Schools in contiguous 48 states: \$3,350.00 + cost of extra evaluators for specialized programs, if needed</p> <p>Schools outside the contiguous 48 states: Actual Costs</p>	<p>Schools in contiguous 48 states: <b>\$3,650.00</b> + cost of extra evaluators for specialized programs, if needed</p> <p>Schools outside the contiguous 48 states: Actual Costs</p>	<p><b>Vote:</b></p> <p><input type="checkbox"/> Agree</p> <p><input type="checkbox"/> Disagree</p> <p><input type="checkbox"/> <b>Comments Attached</b></p>
<ul style="list-style-type: none"> <li>Provisional Branch Campus On-Site Evaluation</li> </ul>	\$2,512.50	<b>\$2,800.00</b>	<p><b>Vote:</b></p> <p><input type="checkbox"/> Agree</p> <p><input type="checkbox"/> Disagree</p> <p><input type="checkbox"/> <b>Comments Attached</b></p>
<ul style="list-style-type: none"> <li>Two-Day Visit Fee as required by Two-Day Visit Policy</li> </ul>	\$4,400.00	<b>\$4,700.00</b>	<p><b>Vote:</b></p> <p><input type="checkbox"/> Agree</p> <p><input type="checkbox"/> Disagree</p> <p><input type="checkbox"/> <b>Comments Attached</b></p>

<ul style="list-style-type: none"> <li>Refusal of an On-Site Visit; Refusal of the date of a visit; Cancellation of A Visit after Accepting Visit Date; and/ or Withdrawal of Application Prior to Visit</li> </ul>	\$500.00 + any direct costs	No change	
<b>Annual Sustaining Fee</b> Note: Schools which apply for Candidacy, Initial, and Branch accreditation will pay the base amount of the sustaining fee, pro-rated, based on the number of months remaining in the fiscal year (July 1st – June 30th). A chart to calculate this for you is available at <a href="http://www.naccas.org">www.naccas.org</a>			
Base sustaining fee: All schools in candidate status, accredited, or which have applied for initial accreditation, are invoiced for the Annual Sustaining fee in two separate billings: One in June for the basic fee of \$990.00 and one in January for the remaining balance based on a graduated scale using the number of students scheduled to graduate as listed on the school's most recent NACCAS Annual Report.	\$1,620.00	No change	
<ul style="list-style-type: none"> <li>0 – 99 Students</li> </ul>	\$ 1,620.00	No change	
<ul style="list-style-type: none"> <li>100 - 199</li> </ul>	\$ 1,800.00	No change	
<ul style="list-style-type: none"> <li>200 - over</li> </ul>	\$ 1,980.00	No change	
<ul style="list-style-type: none"> <li>Fee for late payment of sustaining fee.</li> </ul>	25% of the fee per month or portion thereof	No change	
<b>Change Applications:</b> Note: Schools in candidate status must notify NACCAS of changes, but do not need to submit exhibits or fees.			
Change of Ownership			
<ul style="list-style-type: none"> <li>Application fee for a single institution</li> </ul>	\$1,690.00	No change	
<ul style="list-style-type: none"> <li>Additional application fee for additional institutions undergoing the same change of ownership</li> </ul>	\$500.00 each	No change	
Change of Financial Structure			
<ul style="list-style-type: none"> <li>Application fee for a single institution</li> </ul>	\$950.00	No change	
<ul style="list-style-type: none"> <li>Additional application fee for additional institutions undergoing the same change of financial structure</li> </ul>	\$250.00 each	No change	
Change of Location Application			
	\$750.00	No change	
Change of Name Application			
	\$750.00	No change	
<b><i>Change of Designation branch campus status to main campus status, or main campus status to Branch Campus status. Change the main campus from which a branch campus is branched or to re-designate a main campus as a branch of another main campus.</i></b>	None	<b>\$750.00</b>	<b>Vote:</b> <input type="checkbox"/> Agree <input type="checkbox"/> Disagree  <input type="checkbox"/> <b>Comments Attached</b>

Addition or Change of a Program			
<ul style="list-style-type: none"> <li>Application fee for a program at one institution</li> </ul>	\$1,580.00	No change	
	Old Fee	Proposed New Fee	
<ul style="list-style-type: none"> <li>Additional application fee for additional institutions under the same change of ownership adding or changing the same program</li> </ul>	\$530.00 each	No change	
Clock Hour to Credit Hour Conversion Application	\$600.00	No change	
Application for Contracting to Train Students at Another Facility	\$400.00	No change	
Change in Participation in Federal Student Financial Assistance (Title IV) Programs			
<ul style="list-style-type: none"> <li>Withdrawal or termination from Title IV participation</li> </ul>	No Fee	No change	
<ul style="list-style-type: none"> <li>Visit prior to beginning participation in Title IV</li> </ul>	See visit fees	No change	
<b>Workshop</b>	\$300.00	No change	
<b>Pocket Seminars</b>			
<ul style="list-style-type: none"> <li>First staff instructor</li> </ul>	\$2,000.00 + travel expenses	No change	
<ul style="list-style-type: none"> <li>Each additional staff instructor</li> </ul>	\$500.00 + travel expenses	No change	
<ul style="list-style-type: none"> <li>Materials fee per participant</li> </ul>	\$150	No change	
<b>Annual Report</b>			
<ul style="list-style-type: none"> <li>Late Filing: Note: 25% of the sustaining fee is assessed each month or portion thereof that the report is late.</li> </ul>	\$505.00 Basic	No change.	
<ul style="list-style-type: none"> <li><b>Submission of an inaccurate annual report</b></li> </ul>	NEW	<b>\$525.00</b>	<b>Vote:</b> <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Comments
<b>Annual Financial Statements</b>			
<ul style="list-style-type: none"> <li><b>Late Filing:</b></li> </ul>	NEW	<b>\$525.00</b>	<b>Vote:</b> <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Comments
<b>Appeals</b> The appropriate fee(s) must be paid in the form of a cashiers, certified check or money order and must be submitted with the school's letter notifying NACCAS of its intent to appeal the Commission's action.			

<ul style="list-style-type: none"> <li>Appeal from withdrawal for administrative reasons (by submitting the fee or missing document)</li> </ul>	\$500.00	No change	
<ul style="list-style-type: none"> <li>Other appeals – documentary</li> </ul>	\$2,890.00	No change	
	Old Fee	Proposed New Fee	
<ul style="list-style-type: none"> <li>Personal Appearance</li> </ul>	\$4,000.00	No change	
<b>Mailing Labels</b>			
<ul style="list-style-type: none"> <li>Copies</li> </ul>	\$700.00	No change	
<ul style="list-style-type: none"> <li>On Disk</li> </ul>	\$1,000.00	No change	
<b>NACCAS Handbook</b>			
<ul style="list-style-type: none"> <li>Volume 1</li> </ul>	\$10.00	No change	
<ul style="list-style-type: none"> <li>Volume 2</li> </ul>	\$34.95	No change	
<ul style="list-style-type: none"> <li>Both volumes on CD rom</li> </ul>	\$31.95	No change	
<b>NACCAS Logo Stickers (50/pack)</b>			
<b>NACCAS NOW</b>			
	\$50.00 per year	No change	
<b>Other Technical Assistance Fees</b>			
<ul style="list-style-type: none"> <li>Consultation/On-Site Assistance</li> </ul>	\$950.00 per day + expenses	No change	
<ul style="list-style-type: none"> <li>Additional on-site assistance by a NACCAS staff person</li> </ul>	Actual costs	No change	
<ul style="list-style-type: none"> <li>Fee for Consultation at NACCAS' Headquarters</li> </ul>	No fee. School pays its own expenses.	No change	
<ul style="list-style-type: none"> <li>Research of a school file and copy sent to school (Minimum one hour)</li> </ul>	\$45.00 per hour	No change	
<ul style="list-style-type: none"> <li>Research Federal regulations and copy sent to school (Minimum one hour)</li> </ul>	\$45.00 per hour	No change	
<b>Return Check Fee (Assessed on any check returned from the bank for insufficient funds.)</b>			
	\$35.00	No change	
<p><b>Disputes Involving Fees:</b> If a school believes it has been billed by NACCAS for a fee which it has already paid or in error, it shall submit to the Executive Director of NACCAS, in writing, in a timely manner, a letter including proof that the fee has been paid or stating the grounds in the NACCAS <i>Rules of Practice and Procedure</i> which supports its belief that the fee is not owed. Disputes which are not resolved administratively shall be submitted to the Interim Committee on Changes or the full Commission.</p>			



## Call for Comment August 2008

### Comment Form

Identifying information is optional: Identifying information is only used to provide the Commission with statistics on the level of response from the diverse communities of interest.

Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Written Comments: Please identify the proposal or institution on which you are commenting (example: Proposal 08-08). If your comments do not address any specific proposal, please identify them as "general." You may attach additional pages, if you wish. Thank you for taking the time to respond to these important issues.

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You may complete your response on-line by submitting the above comment form to Tony Mirando, M.S., D.C., Executive Director, NACCAS, by e-mail to [amirando@naccas.org](mailto:amirando@naccas.org)