

NACCAS Standards and Criteria

January 1, 2012 Version

Last Updated 1/2012

Standard III

III. ADMINISTRATIVE SERVICES

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

- D1. The institution is legally authorized to provide training.
- O 2. Appropriate licenses and certificates issued by state and/or other regulatory authorities are publicly displayed.
- A/O/D 3. The institution complies with applicable federal, state, and local statutes and regulations governing the operations of the institution including the NACCAS *Rules of Practice and Procedure*.
- D 4. The institution has adopted written operating policies and procedures.
- A 5. The institution's written operating policies and procedures are implemented and maintained effectively.
- D 6. The institution effectively administers all the student financial assistance programs in which the institution participates.
- D 7. The institution has current, signed participation agreement(s) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable.
- D 8. If participating in federal loan programs, the institution maintains an official cohort default rate below the threshold established by the U.S. Department of Education.
- D/O 9. Advertising for the institution is factual.
- D10. Advertising conforms to the NACCAS Policy on Advertising.
- D 11. The institution maintains copies of any training agreements with government agencies, school districts and/or other entities, if applicable.
- D 12. The institution guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records.
- D 13. The institution complies with the Family Education Right to Privacy Act.
- D 14. The institution provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.
- O 15. All institution records are maintained and safeguarded against loss, theft, identify theft, or damage.
- A 16. The institution utilizes technologies and practices that are effective in verifying the identity of a distance-learning student who participates in class or coursework (such as a secure login and pass code or proctored examinations) while protecting student privacy.

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- A/D 17. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be available in the language in which the course will be taught.