

## Appendix #7B

### MODIFIED PROGRAM SELF-STUDY - FORMAT

(Note: This self-study format is only to be used when multiple schools under the exact same ownership are applying for approval of the same program. In this case, the full Program Self-Study must be completed for one school; all other schools under the same ownership, that will be offering the new program must then submit the Modified Program Self-Study.)

#### Standard I: Educational Objectives and Institutional Evaluation

The school has a published mission statement identifying the school as providing career preparation in cosmetology arts and sciences, the massage field, and/or related fields and/or unrelated fields. The school assesses its performance against its stated objectives, documents the results of the assessment, and uses the assessment to maintain or improve institutional performance.

Interpretation of Standard: Every accredited institution must have a specific mission statement. The mission must be clearly stated and readily understandable by the public, a prospective student, parents and other educational institutions. The mission should be reasonable in relation to the school's space and facilities and program(s) of study offered. The institution must be able to demonstrate that its rates of student retention, completion, licensure and placement are assessed against its educational effectiveness and that it has used information obtained through the assessment process for improvement.

I.1

& 2 Submit a copy of the mission statement that is printed in the school's catalog.

I.1

&2.b Describe the rationale for developing and offering the new or changed program.

I.1

&2.c State the specific objectives of the program.

I.7 Describe how the school will assess the effectiveness of the new program.

#### Standard II: Instructional Staff

The school employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational program and institution.

Interpretation of the Standard: The overall effectiveness of an institution is based in part on the quality and motivation of the school's instructional staff. The selection of instructors, orientation to the school's educational systems, guidance and evaluation during a teacher's tenure, and providing continuing education opportunities is one of the most important responsibilities of the school's administration.

- II.1a Provide a list of the school's instructional staff responsible for the new program, a copy of each instructor's license, if applicable, and the date of hire for each.
- II.1b Submit a completed NACCAS Questionnaire for Staff Members for each currently employed instructor who will be teaching the new program.
- II.2 Describe when the school's instructional staff has the opportunity to prepare for class, evaluate students' progress in the new program, advise students individually, and participate in activities of continuing education.
- II.3a Provide a list of all substitute instructors for the new program. Indicate whether the instructor(s) are required to hold a license and include their license number(s).

**Standard III: Administrative Services**

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

Interpretation of the Standard: Performance standards and monitoring of the school's policies and procedures need to be employed to ensure adequate administrative controls. The organizational structure and written policies are designed to promote, among its staff, a spirit of understanding, cooperation and responsibility for providing quality education.

- III.1 Provide evidence that the school is approved to teach the new or changed program from applicable state or local regulatory agencies.
- III.3 State who is responsible for the new program, their qualifications, and their role in the day-to-day operations of the school.

**Standard IV: Admissions Policies and Procedures**

The school has published admissions policies that are appropriate for the educational program(s), and the school follows these policies.

Interpretation of the Standard: An institution's recruitment practices should be ethical in nature and should be aimed at the student population the school serves.

- IV.1 & .2 Submit a copy of your current school catalog, which has been highlighted to show the changes made for the new program, including admission requirements, program listing, tuition and fees, refund policy, graduation requirements, etc.

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- IV.6 Provide a copy of any pre-enrollment information for the new program, which the school provides to applicants and which describes the following:
- i. compensation a successful graduate may reasonably expect;
  - ii. the physical demand of the profession;
  - iii. safety requirements for the profession;
  - iv. licensing requirements for the jurisdiction in which the school is located, or for which it is preparing graduates;

### **Standard V: Student Support Services**

The school has in place student support services, which provide appropriate information and advice to students.

Interpretation of the Standard: Each institution is required to develop a program of student support services that is consistent with its stated mission. Such services should support the school's educational program, objectives and reflect the institution's concern for the welfare of the student. Each institution should strive to ensure that all relations, including financial record keeping, reflect the highest standards and are in conformance with all state and federal laws and regulations.

- V.1 Describe when orientation takes place for new students.

### **Standard VI: Curriculum (Program)**

The school offers a program (or programs) of study of appropriate length in cosmetology arts and sciences, electrology, massage, and/or related fields and/or unrelated fields. Schools shall develop a written curriculum which is based on its stated mission. The curriculum for programs in the cosmetology field shall include instruction in the fundamental principles of the care of the health, condition, and appearance of the hair, skin and nails, and shall include instruction in the cognate areas which serve to supplement the practical, scientific and business skills of the cosmetology profession. The curriculum for programs in the massage field shall include instruction in the fundamental principles of massage and/or bodywork. Each program includes both theoretical knowledge and skill development.

Interpretation of the Standard: The major indicator of a school's quality is the effectiveness of its educational programs. The educational programs must be consistent with the school's stated mission, and adequate in content in order to achieve measurable results. The curricula content and learning experiences are preplanned, and are designed and organized in a systematic manner. The curricula content is appropriate for helping students learn skills that will ultimately enhance their employability and develop professional work skills. Instructional materials should be utilized and reviewed, and their quality and appropriateness to the program assessed.

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- VI.1a Describe the relationship of the new program to existing programs and courses in the school.
- VI.1d Cite external validation and opinions as it relates to the relevancy of the new program content, such as examples by state regulatory agencies or the school's advisory committee.
- VI.  
2& 3 Provide a copy of the program outline cross-referenced with the subject areas cited in Criterion 3. If state laws or regulations prohibit any of the listed subject areas from being taught, submit appropriate documentation to substantiate this fact. (The information under Criteria 2 and 3 must be provided only if the school is located in a different state from the other school(s) applying to add this program.)
- VI.5a Describe the teaching methods used to present theory and practical classes for the new program.
- VI.5b Provide a list of all instructional training aids, reference textbooks and audio visual materials available for staff and students for the new program.
- VI.5c Provide a sample of five lesson plans for theory instruction and a sample of five lesson plans for practical instruction for the new program.

### **Standard VIII: Instructional Space and Facilities**

The school provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

Interpretation of the Standard: Each institution must provide an environment which is conducive to effective instruction and learning and which supports the educational programs offered by the school. The adequacy of the environment is measured against the demands made upon it by the school's educational programs, student population and the school staff. Instruction is provided in a clean, safe, and sanitary environment. Light, temperature, ventilation, and space are appropriate for the type of instruction being provided.

- VIII.1a Provide a list of the equipment included in the student kit for the new program. If the school does not provide a student kit, describe how the school provides a student with the tools necessary to fulfill program requirements.
- VIII.2a Describe how the school's staff and students are provided with access to current reference books, periodicals and other materials to support the school's new program.

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- VIII.3 Describe how classrooms and demonstration areas are protected from auditory and visual distractions.
- VIII.3b Submit a floor plan and a description of the facilities provided for the program.
- VIII.4 Describe how the school assures that there are sufficient tables or desks and chairs to meet the needs of the students assigned to a theory class at any one time.
- VIII.5 Describe any changes made for the new program to ensure that the school provides a safe and healthy educational environment as specified in Criterion 5.
- VIII.7a Provide an assessment of how the institution's laboratory equipment and furniture meet the needs of the new program.
- VIII.7b Describe how the quantity and variety of the products and supplies needed for laboratory work are provided for student use as it pertains to the new program.

Provide an explanation of any changes that have occurred to the space, facilities, and equipment with regard to the new program, as well as future plans for improvement.

### **Standard IX: Evaluation of Students**

The school uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

Interpretation of the Standard: The school utilizes means to assess and record the knowledge and skills acquired by students and determine that prior to graduation students have met all performance standards.

- IX.3 Describe the interaction between staff and students regarding student progress.
- IX.5 Describe how the school ensures that each student meets all requirements before being awarded a certificate of completion for the new program.