

ADMISSIONS: GUIDELINES FOR ADMISSION POLICIES

NACCAS requires each institution to have in place an admissions policy. The policy must identify all requirements that a prospective student must meet prior to enrolling in, and beginning, a specific program of study. Required documents must be maintained in each student's file. Criterion 2 states:

The school's admission policies require that each admitted student meet one of the following:

- a. Have a high school diploma, or its equivalent, or a certificate of attainment (only applicable for non-Title IV recipients);
- b. Be above the age of compulsory school attendance in the state in which the school is located and fulfill criteria for admission as a student who has the ability to benefit from the training, according to the NACCAS Ability-to-Benefit Policy; or
- c. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

High School Diploma/GED

A school may demonstrate compliance by maintaining a copy of each student's high school diploma or GED certificate in the students' school files.

A student may also sign a notarized statement to the effect that he or she has graduated from high school or received a GED certificate, but is unable to provide the actual documentation. Students who self-certify their educational degree/certification must identify the name and address of the school where they received their education, and the date they graduated or were awarded a GED certificate. Copies of the student self-certification documents must be maintained in each student's file.

Proof of Age or Health Certificate

Document proof of age with a drivers license, birth certificate or passport. Document health with a certificate, if required.

Ability-to-Benefit

For schools that accept ability to benefit students, the school must maintain documentation of the results of each student's test for verification that the student has

achieved a passing score. Information on the third-party test administrator also must be maintained.

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Training Agreements

For schools that enroll students through a training agreement with another entity, the school is not required to have a separate contract with each individual student. However, the school must maintain copies of any training agreements with a list of students enrolled through the agreement.