

## GLOSSARY OF TERMS

**Ability-to-Benefit** - A student who is beyond the state recognized age of compulsory education, lacks a high school diploma or its equivalent, and has the "ability-to-benefit" from the education or training offered at an institution. An institution must determine through testing or some other means that their students have the ability to complete successfully and benefit from their chosen course of study prior to enrollment.

**An Academic** - A person who has expertise and current teaching experience in post-secondary education, and has knowledge in pedagogy and in the development of curriculum.

**Accountability** - The process of reporting and justifying results and outcomes in order to assess the usefulness and effectiveness of an institution and/or course. Accountability studies are used to determine the extent to which educational objectives have been met by an institution.

**Accreditation** - The process through which an agency or organization recognizes that educational institutions or programs of study have met established standards. This is accomplished, generally, through initial and periodic peer evaluations.

**Achievement Test** - An evaluative instrument which provides an estimate of the extent to which an individual has acquired certain information or mastered certain skills.

**Additional Training Facility** - A training facility within two miles of the original campus facility(ies) which is under the same supervision and is part of the campus. (Refer to Section 4.12 of the *Rules of Practice and Procedures*.)

**Admission Procedure** - The process through which a determination is made as to whether an applicant has met enrollment standards with respect to age, educational level, course prerequisites, satisfactory grade on applicable entrance examinations and other requirements established by the institution.

**Advertising** - The institution's name, letterhead, public disclosures, publications, public information releases, advertisements, published notices, public statements, recruitment practices, promotional practices, materials disseminated and disclosures made by its agents or representatives.

**Advising** - (1) A session or sessions between school personnel and a prospective student aimed at identifying the student's particular academic background and other factors which influence future benefit from education in cosmetology arts and sciences. (2) The process of assisting people to understand their capabilities and interests, a way of providing academic and personal support and guidance to students during the course of their training through consultation with qualified staff members.

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**Affiliated Institution** - An institution which is not accredited by NACCAS, but which is under the same ownership as one or more NACCAS-accredited institutions. The ownership and control of the affiliated school must be identical to that of the accredited school.

**Alumni/ae** - Male/female graduates or former students of the institution.

**Annual Report** - A written declaration concerning the administrative capability and educational effectiveness of an accredited institution, submitted to NACCAS each calendar year.

**Aptitude Test** - An evaluative instrument which provides an estimate of an individual's ability to learn if appropriate education or training is provided.

**Assignment** - Organized material to be studied and/or a task to be performed by a student; generally according to required techniques and principles, and subject to evaluation by the institution.

**Assurance** - One way of ascertaining the extent to which an institution complies with established standards and requirements through consultation and discussion with students and management and instructional staff.

Specific criteria which may be met through assurances to team members are designated "A" on the Standards and Criteria document.

**Attrition Rate** - Percentage of students from a fixed sample which fails to complete a course of study.

**Audio-Visual Aids** - Training materials or devices which enhance learning by appealing to the senses of hearing and sight.

**Branch Campus** - An extension of an institution in a separate location. Such a site is subject to compliance with requirements established under Section 4.11 of the *Rules of Practice and Procedure*.

**Cancellation** - The process by which enrollees remove themselves from a program. Some may fail to start training on the specified start date or may formally cancel the enrollment contract within three business days of signing it.

**Catalog** - The descriptive publication of a school which serves as a general reference for program and course information and school requirements.

**Certificate** - (1) A document issued by a school as evidence that a student has completed a prescribed course or program of study successfully; (2) A legal document issued by

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some states authorizing schools to undertake a specific mission in the field of education.

(3) A legal document issued by some states authorizing teachers to perform specific tasks in the field of education.

**Certificate of High School Equivalency (General Education Development)** - A formal document issued by a State Department of Education or other authorized agency certifying that an individual has met state requirements for high school graduation equivalency.

**Certification** - Verification of proficiency in a given task or tasks.

**Certification by a National Professional Organization** - A document issued by a private, professional organization attesting to a person's ability to meet minimum standards established by peers for occupational practice in a given field.

**Clock Hour** - A measure of time: 60 minutes (as opposed to a class hour which may be of fewer minutes: typically 50). It defines the amount of time a student spends in educational or training activities. The number of clock hours required of a student is based on individual state requirements.

**Cognate Areas** - Courses which serve to supplement the practical, scientific and business skills of the cosmetology or massage professions. (For a list of programs in the cognate areas, refer to Appendix #1 of the *Rules*).

**Cognitive Skills** - (1) Knowledge; (2) Skills acquired through perception, reasoning or intuition.

**Combination Course** - An institution combines into one course those complete courses previously approved by the Commission. (Subject to compliance with Part 4 Sub-Part E of the *Rules of Practice and Procedure*).

**Competency** - The ability to perform a specific task or qualify for a certain role which is generally measured against established norms.

**Competency-Based Instruction** - A method of measuring academic performance which compares a student's ability to perform certain tasks with established norms of proficiency.

**Consumer Safety** - The extent to which an educational institution or organization takes precautions to ensure the well-being of students and the public in the course of carrying out its mission.

**Continuing Education** - Participation in a program of instruction which is organized under responsible sponsorship, capable direction and qualified instruction designed to

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improve professional proficiency. Twelve clock hours of continuing education or in-service training are required for all instructors in NACCAS-accredited institutions each year. Minor variations in the amount of hours of participation in continuing education activity are acceptable from year to year as long as the average number of hours attended per year is 12. (Refer to Standard II).

**Contracting for Educational Programs** - An agreement which permits a student to take a portion of course work off-campus at an institution other than the one in which he/she originally enrolled. (Subject to compliance with the NACCAS Policy on Contracting for Educational Programs or Courses).

**Cosmetology** - The art and science which concerns the care for the health, condition and appearance of the hair, skin and nails.

**Course** - A unit of study or module covering a portion of the subject matter content of a program that, in combination with other units or models, constitutes a program of study.

**Course Goals** - See Objective: behavioral, educational performance.

**Course Outline** - A written plan of instruction including a general description of the course, topics to be taught, goals and objectives, resources and procedures. Subject to compliance with Standard VI, Criterion 2 and the NACCAS Course Outline Guidelines.

**Credit** - An award given to a student for successful completion of a program, course, lesson or other educational/training related activity.

**Credit Hour** - A unit of value awarded to a student for successful completion of a program, course or course lesson. (Institutions which measure academic performance in credit hours must demonstrate compliance with the NACCAS Policy Governing Measurement of Academic Programs. Please note that state licensing and other requirements may apply to credit hour programs).

**Curriculum** - A related group of courses in a given field of study.

**Diagnostic Test** - An instrument given to identify specific areas of weakness or strength in individual skills.

**Documentation** - Printed material which demonstrates compliance with a particular accreditation requirement. Designated "D" on the Standards and Criteria document.

**Educational Goal** - An expected result of education or training.

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**Educational Records** - Records and files maintained by a school for each student which include his/her name, address, basic education, date of enrollment, programs, courses, grades, current academic standing, enrollment agreements and other relevant information.

**Eligibility/Eligible Program** - (1) Indication by NACCAS that an institution or department meets the pre-requisites under Part 1 Sub-Part B of the *Rules* qualifying as a candidate for accreditation. (2) Indication by the U.S. Department of Education that an institution, or one or more of its programs, qualifies for consideration as a participant in one or more Federal funding programs for students.

**Employability** - Possession of the skills, knowledge, techniques, aptitudes, or abilities useful for, or necessary to obtain a job.

**Employment Assistance** - Assisting qualified and interested graduates in obtaining employment by giving them leads to known available employment positions.

**Enrollee** - An applicant who has been accepted by an institution for admission into a program of study, and who has entered into an agreement or contract which establishes the terms of enrollment.

**Enrollment Agreement (Enrollment Contract)** - An agreement entered into by an institution and student which sets forth their respective obligations concerning the student's chosen program of study.

**Evaluation** - The collection and analysis of information which leads to a judgment concerning an individual or institution's performance.

**Evaluation Team** - A committee appointed by the National Accrediting Commission of Cosmetology Arts and Sciences and approved by the school and which is charged with gathering information related to an institution's operation, educational program and business practices. The committee's findings are reviewed by the Board of Commissioners when making accreditation decisions. (Refer to Guidelines for On-site Evaluation Teams and Part 2 of the *Rules*).

**Extra Instruction Charges** - Fees assessed to students for instructional time beyond the limits established under the enrollment agreement or enrollment contract. (See the NACCAS Policy on Extra Instruction Charges).

**Faculty** - Qualified personnel who perform tasks associated with the school's educational programs such as designing curricula, preparing and teaching lessons, providing consultation and advice to students and conducting evaluations of student performance.

**Fee** - A charge for services, supplies, equipment, etc. (See Tuition).

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**FERPA - The Family Educational Rights and Privacy Act of 1974** - A Federal law designed to protect the privacy of a student's education records. The law applies to all institutions which receive funds under an applicable program from the U.S. Department of Education. NACCAS requires all accredited institutions to comply with FERPA. (Refer to Standard III, Criterion 6).

**Field Activities** - Supervised learning experiences which are related to a student's course of study and take place in an educational or occupational setting, external to the usual instructional site.

**Financial Responsibility** - The degree to which an institution's fiscal resources allow it to carry out its mission as an educational institution and to discharge its responsibilities to students.

**Follow-Up** - A systematic procedure to collect and evaluate information on the performance of students and their overall satisfaction with their training after they have completed all or part of a program. This information can be collected from "out of school" students as well as their employers and should be used to evaluate and improve the school's educational programs.

**General (Basic) Education** - Education such as that offered at the elementary through secondary levels. (First through twelfth grades).

**Generally Accepted Accounting Principles (GAAP)** - The conventions, rules, and procedures necessary to define accepted accounting principles at a particular time. The consensus on the theory and practice of accounting at a particular time.

**Grading Policy** - A written policy which explains expected levels of performance for students and the method of assigning grades.

**Graduate** - A student who has satisfied established course requirements and, if applicable, has been awarded a certificate or diploma from the institution.

**Graduation Rate** - Percentage of enrolled students from a fixed sample who have satisfactorily completed all of the prescribed course requirements.

**Guidance** - See "Advising".

**Industry Developed Test** - A commercial (usually proprietary) instrument designed specifically to estimate the aptitude of individuals to complete successfully a program or course of study in a given field, such as cosmetology or massage.

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**In-School Transfer** - An enrollee who changes from one program to another within the same institution.

**Institutional** - Certain criteria within the *Standards* are designated as being "institutional" in nature. These pertain to the institution taken as a whole and generally are not applied to individual programs or courses of study within the institution.

**Institutional Self-Study** - An in-depth, qualitative assessment of an institution's overall educational programs measured in relation to its stated mission, objectives and accreditation standards.

**Instructional Materials (Also see Kit)** - Textbooks, reference books and periodicals, audio and video tapes, equipment, supplies, implements and other materials used in a course or program to assist students in training.

**Instructor** - See Faculty.

**Job Description** - A written statement which details specific duties and responsibilities associated with a certain administrative, instructional or other staff position.

**Job Readiness** - The degree to which a student has acquired the knowledge, skills, and qualifications necessary for productive employment.

**Kit** - A collection of equipment, implements, and supplies needed generally for practical and laboratory instruction.

**Laboratory** - A training facility in which students receive practical training in the field of cosmetology or massage and their specialized and cognate areas.

**Lesson** - The concepts and/or skills to be taught within a prescribed subject or section of a course or program.

**Lesson Plan** - An outline of the concepts and/or skills to be taught during a specific class session or sessions. Should include lesson objectives, (behavioral or otherwise), methods of motivation, material to be taught, review questions, application assignments, and evaluation methods.

**Licensure or Certification Rate** - Percentage of graduates from a fixed sample which obtains licensure or certification as required for occupational practice.

**Main Campus** - An educational institution which has met the prerequisites and requirements necessary for operating a separate training facility within the scope of its accreditation. (See Branch Campus).

**Mission** - The stated purpose of an institution.

**Nationally Recognized Test** - A widely used evaluation instrument which has been reviewed formally and recognized by independent, national testing authorities.

**Norm** - A standard of performance.

**Normative Data** - Statistical or tabular data which summarize the test performance of some clearly defined group and which can serve as a frame of reference for interpreting test results.

**Objective (Behavioral)** - A statement which describes expected behaviors resulting from a learning experience.

**Objective (Educational)** - A statement of what an education or training program can accomplish for reasonably diligent students. For courses in cosmetology or massage and their specialized and cognate areas, educational objectives are goals which reasonably can be attained given the institution's educational methods and which describe skills to be acquired, information to be learned, training to be received and attitudes and habits to be developed.

**Objective (Performance)** - A description of expected observable and measurable student behavior or performance; the conditions under which the performance is to take place and the minimal acceptable criteria of performance.

**Observation** - Materials, actions, methods, procedures, techniques, and facilities which can be observed as a means of showing compliance with accreditation requirements. Criteria requiring observation are designated "O" in the Standards and Criteria document.

**Occupational Competence** - The composite of knowledge, concepts, attitudes, habits, skills, and other abilities needed by an individual to perform satisfactorily in an occupation.

**Occupational License or Certification** - A document issued by a state, federal or other government agency which authorizes occupational practice in a given field.

**Organizational Chart** - A graphic description of the reporting lines which staff members are expected to follow within an institution or organization.

**Orientation** - A briefing designed to acquaint students and/or staff with the institution's educational programs and administrative and support services.

**Outcomes** - The results of formal instruction such as graduate employment, increased earnings, measurable gains in occupational competency or increased knowledge, skill,

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dexterity, or appreciation; or improved attitude; or employer satisfaction with a graduate's professional performance.

**Placement Assistance** - See Employment Assistance.

**Placement Rate** - Percentage of graduates from a fixed sample which obtains employment resulting from skills acquired through training at the institution.

**Postsecondary Education** - An organized educational program or formal instruction offered by an educational institution serving (primarily) individuals who have completed secondary education or are beyond the state-determined age of compulsory education.

**Practical Instruction** - Instruction which includes "hands on" application of knowledge and experimentation in a supervised setting.

**Pre-requisite** - A course or other requirement which is needed before participation in a later activity, such as more advanced course of study, is permitted

**Professional Certification** - A document issued by a private professional organization attesting to a person's ability to meet minimum standards established by peers for occupational practice in a given field.

**Professional Service Facility** - An enterprise, which has been organized for the purpose of, and is legally authorized to, provide the public with a particular product or service.

**Proficiency** - A standard of performance which must be met in order to demonstrate mastery of a specific skill.

**Program** - (1). A planned sequence of educational activities which exceeds 150 clock hours of instruction, or the equivalent in credit hours or competencies, (and/or leads to state licensure or certification), and leads to the acquisition of a skill or knowledge generally over a predetermined period of time. A program may be delivered in discrete courses, units, or modules. A program generally leads to a certificate, diploma, or some other type of formal recognition by an institution.

Examples: A 30-credit cosmetology program; a 600-hour massage program; a ten-month competency-based barbering program.

(2). A designation on the Standards and Criteria document (program) which indicates that the criterion must be met for each program of study offered by the institution.

**Program Outline** - A written plan of instruction including a general description of the program, courses, requirements for a program, topics to be taught, goals and objectives,

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resources and procedures. Subject to compliance with Standard VI - Criterion 2 and the NACCAS Program/Course Outline Guidelines.

**Program Self-Study** - An in-depth, qualitative assessment of the strengths and weaknesses of a program of study measured in relation to stated course objectives and accreditation standards. (See Section 4.9 of the *Rules* and the NACCAS Policy on the Addition or Change of a Course).

**Progress Report** - A summary of a student's performance and advancement over a specified period of time during the course of instruction. Usually given to students at the end of predetermined intervals or grading periods.

**Promotional Literature** - Written material which promotes an institution's educational programs and services and is made available to the public.

**Qualitative** - Pertaining to the characteristics, attributes or traits of something such as an institution or educational program. A qualitative review of an institution would include an evaluation of the characteristics attributable to, for example, its faculty, administrative procedures, equipment and facility as contributing to the achievement of its educational objectives.

**Readability Level** - Using accepted methods of measurement, the level of reading comprehension difficulty attributed to course materials.

**Reading Level** - The level of reading comprehension ascribed to an individual based on assessment through standardized testing.

**Recruitment** - The process of identifying potential students and encouraging their enrollment in a program. (Refer to the NACCAS Advertising Policy).

**Refund Policy** - A published statement explaining the method by which a student's account with a school is settled should the student withdraw from a program of study. (It must comply with the NACCAS Cancellation and Settlement Policy and Minimum Refund Guidelines and applicable state and federal requirements.)

**Reliability** - The extent to which a test yields scores which are free from errors of measurement and hence yields scores which are consistent.

**Remedial Instruction** - Special instruction developed and delivered to alleviate deficiencies in the basic skills (usually verbal and computational) needed to complete a course. (See NACCAS Ability-to-Benefit Policy).

**Satisfactory Academic Progress Standards** - Quantitative and qualitative measures used by an institution to determine the extent to which students are making adequate

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progress toward completion of a course of study within a specified time-frame.  
(Institutions must comply with the provisions of the NACCAS Policy on Satisfactory Academic Progress in establishing such standards and procedures for implementation.)

**Scheduled Class** - Planned instruction which is required for all students enrolled in a given program of study. Classes given on an "as needed" basis are not considered to be scheduled classes.

**Secondary Student** - A student currently enrolled in a high school program.

**Seminar** - An educational or training program of 150 clock hours or less which does not lead to occupational licensure or state certification.

**Specialized Course or Program** - A program which falls under the category of cosmetology arts and sciences, or massage, but with concentration in one or more specific disciplines such as, aromatherapy, skin or nail care.

**Specialized School** - An institution which offers programs in specific disciplines which fall under the category of cosmetology arts and sciences, or massage but which does not offer a "Basic Cosmetology" Program.

**Student Satisfaction** - A measure of the degree to which expectations have been met. Data for this purpose are generated (commonly) from an end-of-program critique submitted by students, or from a postgraduate survey mailed to all of the school's graduates.

**Subject** - A division or field of organized knowledge.

**Subject Specialist** - A person whose background, education, training, or experience qualifies him/her as a reliable authority or expert on a given subject, and who is appointed by the National Accrediting Commission of Cosmetology Arts and Sciences to evaluate programs and institutions in accordance with published accreditation standards.

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**Substitute Instructor** - An instructor who is qualified by preparation, experience and knowledge of an institution's educational methods, who conducts classes when needed; usually in the absence of assigned instructors.

**Support (Ancillary) Services** - Supplemental activities and resources provided for a student or group of students by an educational institution. These services are designed to assist the students in achieving the measure of their potential, to motivate students to study, or to respond to students' questions of an academic or non-academic nature.

**Tabular Data** - Items which are organized in a table or list. To review phrase in context, see "normative data".

**Text** - Organized written material covering one or more learning assignments.

**Theory** - That branch of an art or science consisting in a knowledge of its principles and methods.

**Theory Instruction** - Conceptual learning.

**Training** - Learning experiences designed to lead to the acquisition of a skill, knowledge, or aptitude.

**Training Agreement** - A contract or agreement with a school district, junior or community college or government agency through which an accredited institution provides training to students. Such students are generally not contracted individually with the institution they are attending.

**Transcript** - An official copy of a student's educational record at an institution; usually listing all courses taken, final grades received, and credit toward a certificate or diploma, (if applicable.)

**Tuition (Also see Fee)** - The charge for instruction at an educational institution.

**Unit** - A logical grouping of facts, concepts, and ideas that relate to one particular area of instruction.

**Validity** - The degree to which certain specified inferences based on a test are appropriate.

**Vocational Education** - Learning designed to prepare a student to enter a particular discipline or to upgrade the skills or knowledge required for his/her present job.

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**Withdrawal** - The termination of an enrollee prior to successful completion of a program. Classifications of withdrawals include but are not limited to:

**Drop** - Students who terminate voluntarily after starting training.

**Dismissal** - Involuntary termination of students; generally due to their failure to meet established academic or attendance standards, policies or requirements of the institution.

**Out of School Transfer** - An enrollee or student who leaves one institution to pursue training at another institution.