

National Accrediting Commission of Career Arts & Sciences, Inc.
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<http://www.naccas.org> naccas@naccas.org

NACCAS Annual Report - Frequently Asked Questions

When is NACCAS' 2011 Annual Report due?

November 30th, 2012.

Do I have to submit an Annual Report?

If you are fully accredited prior to November 30, 2012, you must submit an electronic Annual Report to NACCAS. If your institution is in the “candidate” or “initial applicant” phase of the accreditation process as of November 30, 2012, then you are **not** required to file the electronic Annual Report with NACCAS. However, you will need to prepare a hard copy of the Annual Report prior to your initial accreditation visit, as the visit team will verify your outcome rates on-site.

If you are unsure of whether the Annual Report is required for your institution, contact Jason Tiezzi at (703) 600 – 7600, extension 155.

Where can I find instructions for the Annual Report?

Instructions are available on the NACCAS website (www.naccas.org) in two places:

1. On the main homepage, there is a section titled “NACCAS News” (you may have to scroll down to see this section). The Annual Report Instructions should be posted around September 1, 2012.
2. On the main homepage, there are several links in blue near the left-hand margin. The very first link from the top says “Member Menu / Login”. Click on this link, and you will arrive at a screen which says “Member Menu: Welcome NACCAS Members”. Towards the bottom of this page will be a copy of the Annual Report Instructions.

Do I have to submit my cohort grids and backup documentation to NACCAS?

You will be notified by NACCAS if you are required to submit cohort grids and backup documentation in support of your 2011 Annual Report. Otherwise, no documentation is required.

However, all accredited institutions must maintain this documentation on-site, as NACCAS reserves the right to request verification for any and all parts of the Annual Report.

How do I know if my Annual Report has been submitted?

A confirmation e-mail will be sent to the e-mail address on record with NACCAS. This confirmation email will explicitly state that the report has been received by NACCAS. If you are unsure whether your report has been successfully submitted, please contact Jason Tiezzi at (703) 600 – 7600, extension 155.

What happens if I submit my Annual Report late?

You will be assessed a late filing fee of \$505 per accredited campus and may be subject to disciplinary action.

Can I get an extension to file my Annual Report?

You must submit your request for an extension in writing by filling out the “Extension of Time Request Form” found on our website under “Applications and Forms”.

This request must be received at least 30 days prior to November 30, 2012 and be accompanied by a letter of explanation of why the extension is needed. A request submitted within 30 days of the due date may result in a late fee, where applicable.

Extensions will be considered by NACCAS on a case-by-case basis.

The system is preventing me from submitting my Annual Report.

The electronic system will not allow you to submit your Annual Report until all information tabs (Program Information, Loan Program Information, Compliance Information, and Enrollment Growth Information) have been completed. Please contact NACCAS if you are still unable to submit your Annual Report.

I accidentally submitted my Annual Report before I was finished!

If it is prior to midnight on November 30, 2012, please contact Jason Tiezzi in order to have your Annual Report unlocked. If it is after this date, you will need to file an “annual report change request form” to unlock/modify your report.

Please be advised you must **resubmit** you Annual Report after you have made your changes or you may be assessed a late fee.

I do not offer a barbering or manicuring class. Do I have to fill in the program information for those sections?

You must complete every program section in the “Programs Information” tab. When selecting a program your institution does not offer, simply answer “No” to the question “Was this class taught in 20XX?” and you will not be required to fill in the rest of the information for the corresponding program.

I offer a combination program that does not appear in the program information tab. What should I do?

NACCAS calculates its outcome rates on an institutional basis, rather than programmatic basis, meaning NACCAS is not particularly concerned with where you enter “borderline” programs. Generally, we recommend that you add the program to whichever category you feel is most relevant. Just make sure you keep a record of which programs were entered where.

My outcome rates are not in compliance with NACCAS! What now?

Institutions that are found out of compliance with Standard I, Criterion 5 will be placed on “Low Outcomes Monitoring” and will receive written notification from NACCAS outlining any additional reporting requirements. This notification will also outline the deadline for returning to compliance, which is determined by the institution’s longest program on record.

Typically, institutions will have 12 to 18 months from the time of initial non-compliance to establish compliance before the Commission must take adverse action, including probation and a withdrawal of accreditation.

HELP! I don't remember my username and/or password!

Please contact Mr. Allen Harmon via e-mail at aharmon@naccas.org in order to reset your username and/or password. Please be advised that NACCAS can only release new usernames and passwords to the owner on record.

As call and e-mail volumes increase closer to the Annual Report filing deadline, it may take up to 24 to 48 hours to have your username and password reset.

I have a question that has not been covered in this FAQ sheet.

Please refer to the 2011 Annual Report Worksheet Instructions published on our website at www.naccas.org for detailed step-by-step directions on how to complete NACCAS' Annual Report.

If you are unable to find an answer to your question, do not hesitate to contact:

Jason Tiezzi, Senior Analyst
E-Mail: jtiezzi@naccas.org
Phone: (703) 600 – 7600 ext. 155

If for some reason Mr. Tiezzi cannot be reached, contact:

Alex Kim, Compliance Specialist
E-Mail: akim@naccas.org
Phone: (703) 600 – 7600 ext. 177

E-mails and voicemails will be answered within 24 hours but you will typically receive a response by the close of business the same day.