

# Outcomes

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## *2021 Cohort Published*

This Institution was accredited by the National Accrediting Commission of Career Arts & Sciences also called NACCAS in the Cohort year 2021. Each year, by November 30th, this institution provides a cohort grid to determine its “outcomes” (graduation rate, placement rate, and its licensure rate). To remain accredited, institutions have to meet minimum thresholds. Annual Report Outcomes submissions are subject to random audits and official audits during on-site visits; such as, but not limited to accreditation renewal visits.

***It is relevant & important to remember that this cohort year included the Covid crisis. Some students were unable to successfully attend, graduate, sit for licensure and/or obtain employment due to government required closures, government required quarantines, personal health concerns, & care for others with Covid.***

In 2022, we became accredited by MSA-CESS. For this cohort, we followed the NACCAS Instructions.

## Most Recent Annual Report Outcomes

The University of Aesthetics & Cosmetology	
1357 N. Milwaukee Ave. Chicago, IL 60622	
<b>NACCAS ID</b>	<b>023165-00</b>
<b>Graduation Rate</b>	<b>88.24%</b>
<b>Placement Rate</b>	<b>30%</b>
<b>Licensure Rate</b>	<b>100.00%</b>

## Accreditor (NACCAS) Instructions

On the pages to follow, please see the instructions given by our accreditor to determine the Annual Report Outcomes.

# 2021 Data Annual Report (Submitted in 2022) Instructions

Welcome to the 2021 (data) Annual Report Instructions. Please read the instructions carefully from beginning to end, as changes have been made from last year's instructions. For your convenience, substantive changes from last year's instructions have been indicated with a "★" icon. Please note that minor clarifications may not be indicated with an icon, so read this document thoroughly. **The 2021 (data) Annual Report must be submitted by January 15, 2023 (note: November 30, 2022 remains as the deadline for graduation, placement, and licensure). If your institution is accredited or in the process of gaining accreditation (i.e., in candidate or initial applicant status) as of November 1, 2022, then you are required to submit the 2021 (data) Annual Report electronically to NACCAS.**

Institutions should monitor NACCAS' website ([www.naccas.org](http://www.naccas.org) > "Events/Webinars" > "Webinar Schedule") for upcoming webinars regarding the 2021 (data) Annual Report. If institutions cannot attend the live webinars, recorded versions will be available at a later date in the "Recorded Webinars" section, under the "Events/Webinars" menu.

**COVID-19: The Board of Commissioners has adopted temporary waivers and exemptions with respect to each of the student outcome rates tracked within the 2021 (data) Annual Report. These temporary waivers and exemptions are in addition to the other exemptions detailed in these instructions. For an exhaustive list of all such temporary waivers and exemptions, please refer to [Appendix B: COVID-19 Exemptions and Restricted Variances](#).**

If you require technical assistance, please contact [support@naccas.org](mailto:support@naccas.org). If you have any questions relating to the annual report, please contact Brett Jones at 703-600-7600 ext. 191 or via email at [bjones@naccas.org](mailto:bjones@naccas.org).

## Steps for Completing the 2021 (Data) Annual Report

*(You must read these instructions before beginning!)*

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## Step 1: Review General Information

- **Deadline:** The 2021 (data) Annual Report is **due electronically by midnight (EST) on January 15, 2023 for all institutions.** This includes applicants for initial accreditation and institutions in candidate status.
- **Minimum Outcomes Thresholds:** NACCAS' Standard I requires an institution to meet or exceed the following measures of student success:
  - 50% graduation; 60% placement; 70% licensure exam pass rate
  - Note: These outcome rates are calculated for the institution as a whole and by program
  - Please note that the burden of proof is on an institution to demonstrate compliance with NACCAS' minimum outcomes thresholds. If an institution fails to calculate its outcome rates in accordance with these instructions or support its rates with compliant documentation, it may be found out of compliance with NACCAS' outcomes requirements as described in Standard I, even if it self-reports compliant outcome rates.
- **Key Definitions:** NACCAS' 2021 (data) Annual Report is derived from a single cohort of students – those scheduled to graduate in 2021. NACCAS' graduation, placement and licensure definitions are provided below:
  - **Graduation Rate:** Based on all students scheduled to graduate from their program in 2021. Of those students scheduled to graduate in 2021, the percentage that actually graduated by November 30, 2022.  
 Note: The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes, re-enrollments and other contract changes have been accounted for). For re-enrollments, 100% of the student's hours must carry over to the re-enrollment contract; otherwise the previous enrollment will still be counted in the applicable cohort year as a non-graduate.
  - **Graduate:** A student who has completed all applicable academic and non-academic requirements, as defined by the institution's graduation policy published in the institution's enrollment agreement.
  - ★○ **Terminated Student:** A student is considered terminated if he/she was expelled from the institution based upon the institution's published grounds for termination. The institution must maintain documentation of the reason for termination and it must match the published grounds for termination.
  - ★○ **Withdrawn Student:** A student who has requested to withdraw from the institution and has actually withdrawn.
  - **Placement Rate:** Of those graduates from the graduation cohort who are eligible for placement, the percentage who were placed by November 30, 2022.
  - **Eligible for Placement:** A graduate from the graduation cohort is considered eligible for placement unless they meet one of the six (6) exemptions detailed below (or one of the COVID-19 placement exemptions):
    - a. The graduate is deceased
    - b. The graduate has a permanent or indefinite disability
    - c. The graduate was deployed for military service/duty
    - ★d. The graduate becomes incarcerated within six (6) months of completion of the program.
    - e. The graduate studied under a student visa and is ineligible for employment in the U.S.
    - f. The graduate continued his/her education at an institution under the same ownership (note: the new program must be a NACCAS-approved program and the institution under the same ownership must be NACCAS-accredited)
    - g. **Additionally, please refer to [Appendix B: COVID-19 Exemptions and Restricted Variances](#)**
  - **Placement:** A graduate who is or has been employed in a field for which their training prepared them (i.e., in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and on or before November 30, 2022. Graduates who obtain temporary positions (i.e., positions where there is an expectation prior to the graduate's hire that the employment relationship between the employer and graduate will not last more than one month) are not considered placed.
  - **Licensure Rate:** Of the graduates from the graduation cohort who sat for all parts of their required state/national licensure exam by November 30, 2022, the percentage that passed all required parts of the state/national exam by November 30, 2022.
- **Multiple Campuses:** Please note the annual report combines data from a main campus and all affiliated additional locations, as they are considered one institution. Data from provisionally accredited campuses should be included in the annual report.

- **Note:** For the 2021 (data) Annual Report, if your institution had an additional location that voluntarily relinquished (or otherwise lost) its accreditation prior to submission and had students that were scheduled to graduate in 2021, those students should **not** be included in your 2021 (data) Annual Report.
- **Submission:** The 2021 (data) Annual Report must be submitted online by midnight (EST) on **January 15, 2023**. Please remember to test your login information for NACCAS' website prior to January 15, 2023. Failure to check your login information prior to this deadline is done at your own risk.

**Reminder: If you purchased a new main campus, it is your responsibility to set up your new username and passcode. Please contact [support@naccas.org](mailto:support@naccas.org) for assistance.**

- **Certification Form:** The certification form (and all required attachments to the certification form) must be signed, dated and **uploaded electronically** to NACCAS no later than January 15, 2023 (see page 31 for a blank certification form). Complete instructions for electronically uploading the certification form is provided in the "Instructions for Electronic Submission" section, beginning on page 21.
- **Late Filing Fee:** There is a late penalty of \$505 per campus for any report not completely submitted by midnight (EST) on January 15, 2023. For institutions granted candidate status in 2022, the late fee will be waived for the 2021 (data) Annual Report.
- **Incomplete / Incorrect Attachments Filing Fee:** If an institution uploads incorrect or incomplete attachments with its report (see page 31 of these instructions for all required attachments), it will be assessed a \$75 penalty for each incorrect/incomplete attachment.
- **Financial Statements:** Financial statements are not due with the annual report. Instead, they are due within six months of the end of your fiscal year (accredited institutions), or with your application for initial accreditation (initial applicant institutions).
- **Three-Year Rates:** If an institution reports a non-compliant outcome rate to NACCAS and has fewer than 30 students in that cohort for the current year, the institution may use a three-year rate for that specific cohort. The three-year rate will be based on combined data from the 2019, 2020 and 2021 cohorts. NACCAS will automatically calculate three-year rates for all eligible institutions that report a rate below the thresholds specified in Standard I. NACCAS will then notify institutions by letter if they are in compliance with Standard I by means of three-year data. Please note that while a three-year rate may bring an institution into compliance with Standard I, it does not replace the actual 2021 rate submitted. Accordingly, the 2021 data will remain in NACCAS' records and will be used for purposes of determining future three-year rates. *Note: If the NACCAS Commission determines that the institution's 2021 (data) Annual Report contains systemic errors (normally through an audit or visit process), three-year averaging will not apply.*
- ★ • **Two-Year Rates:** If an institution reports a non-compliant programmatic outcome rate to NACCAS and has fewer than 30 students in that cohort for the current year, the institution may use a two-year rate for that specific program cohort. The two-year rate will be based on combined data from the 2020 and 2021 cohorts. NACCAS will automatically calculate two-year rates for all eligible programs that report a rate below the thresholds specified in Standard I. NACCAS will then notify institutions by letter if they are in compliance with Standard I by means of two-year data. Please note that while a two-year rate may bring an institution into compliance with Standard I, it does not replace the actual 2021 rate submitted. Accordingly, the 2021 data will remain in NACCAS' records and will be used for purposes of determining future two-year rates. *Note: If the NACCAS Commission determines that the institution's 2021 (data) Annual Report contains systemic errors (normally through an audit or visit process), two-year averaging will not apply. Please be advised that two-year averaging will only be applied for the 2021 Annual Report.*
- **Supplemental Filing of the Annual Report:** NACCAS allows all institutions the option of completing a supplemental filing of the 2021 (data) Annual Report. For further details regarding this optional supplemental filing, please see page 20 of these instructions.
- **Backup Documentation:** Unless otherwise notified by letter, an institution is not required to upload or submit backup documentation (i.e., enrollment agreements, proof of placement, etc.) to the NACCAS office. **NACCAS reserves the right, however, to request verification for any and all parts of the annual report.** Therefore, it is imperative that every institution maintain backup documentation supporting the data in its electronic submission, as required by NACCAS' Standard I. Acceptable backup documentation for the annual report is defined on pages 4-7 of these instructions.
  - Sample placement documentation templates are available on NACCAS' website ([www.naccas.org](http://www.naccas.org)) in the "Annual Report Information" section, under the "Accreditation" menu. Institutions may utilize this resource, although it is not required.

## Step 2: Gather Documentation

Standard I states that all institutions are required to retain backup documentation to verify the annual report data they submit. Unless otherwise notified by letter, an institution is not required to upload or submit backup documentation to the NACCAS office; instead, it must retain full backup documentation at its campus(es). **However, NACCAS reserves the right to request verification for any and all parts of the annual report.** Therefore, it is imperative that each institution retain backup documentation that is both accurate and complete. This backup documentation will also be verified during any on-site full-team visit. **Please note that these documentation requirements will also be effective for next year's 2022 (data) Annual Report**, meaning institutions can utilize the forms of documentation below for both the 2021 (data) and 2022 (data) Annual Reports.

### (Graduation):

Acceptable backup documentation for the graduation rate includes:

- Documentation showing the student's original contract end date (this must be a copy of the original, fully executed enrollment agreement)
- Any addenda made to the original contract (e.g., leave of absence, schedule change, re-enrollment, etc.). Such documentation should clearly show the student's revised contract end date.
- If the student is a non-graduate, proof that the student failed to graduate from the program (e.g., refund calculation, withdrawal paperwork, proof that the student has failed to pay off their balance or otherwise meet the institution's graduation requirements, etc.)
- Documentation showing that the student graduated from the program (if applicable) and their date of graduation (e.g., an official [signed and/or sealed] diploma, an official [fully completed and signed and/or sealed] report to the state oversight agency showing that the student has graduated, etc.)

*Note: If a transcript is used as proof of graduation, please ensure that it is accompanied by proof that the student has met all non-academic graduation requirements (e.g., payment of all fees if required)*

- If a student was scheduled to graduate in 2021, but was not listed on the annual report cohort grid due to one of NACCAS' approved exemptions (e.g., student was deceased, student was deployed for military service, etc.), you should maintain backup documentation supporting the reason the student was not listed on the cohort grid. See page 10 of these instructions for further details regarding the types of documentation required for different scenarios.

### (Placement):

Sample placement documentation templates are available on NACCAS' website ([www.naccas.org](http://www.naccas.org)) in the "Annual Report Information" section, under the "Accreditation" menu. Institutions may utilize this resource, although it is not required.

Acceptable backup documentation for the placement rate includes:

- Documentation showing why a graduate was ineligible for employment, if applicable (e.g., records of military service for someone who was deployed in the military, etc.)
- Documentation showing the employment of each graduate that is listed as employed. **All institutions are reminded that they are responsible for ensuring the accuracy of the placement documentation gathered.** Some ways an institution may document employment are listed below. This list is not all-inclusive. Please consult with NACCAS, however, before using a type of documentation that is not listed below. (Note: Any documentation gathered after November 30, 2022 must show that the graduate was employed by the annual report deadline. Similarly, documentation for employments that occurred prior to the student's graduation (and did not continue following graduation) will not be accepted.)
  - Employer follow-up surveys (i.e., a document or survey completed by the employer). All employer surveys must contain (at minimum) the graduate's contact manager, the graduate's position title and the date the survey was completed. Surveys that do not contain this information will be rejected as inadequate.
  - A "telephone log" of employer or graduate contacts (i.e., a record of a phone/in-person conversation with a graduate or employer). A "phone log" must contain the following information: the date the phone/in-person verification was conducted, the school official conducting the verification, the graduate's position title and the contact manager at the graduate's employer. Phone logs that do not contain this information will be rejected as inadequate.
- ★• Official advertisements (e.g., salon website) that name graduates by first and last name that includes a description of how the institution verified employment.

- Self-certifications from graduates (e.g., an exit interview, a survey returned by the graduate, etc.); such self-certifications must include the graduate's signature. Please do not add employment information to the exit interview after its original completion by the graduate; this may result in the self-certification being rejected by NACCAS. (Note: As a reminder, students must be employed following graduation; self-certifications dated before graduation will be rejected as not compliant. Employment may be documented on the day of graduation, but not before.)
- Emails from employers or graduates attesting to the graduate's employed status; for emails from graduates, institutions must maintain documentation that confirms the email address belongs to the graduate (e.g., enrollment agreement or exit interview listing email address, social networking post/message confirming email address, etc.); For emails from employers, the institution must maintain documentation that proves the email address belongs to the employer (e.g., printout from employer website showing contact email address, proof that the domain of the email address is associated with the employer, printout from social networking website, etc.)

Note: A printout from the institution's internal database does not constitute sufficient verification of a graduate's email address.

- Screenshot or printed copy (in the original formatting) of social networking correspondence from graduates and/or employers attesting to the graduate's employed status; NACCAS recommends (but does not require) that social networking correspondence be date-stamped

Note: If a graduate goes by a nickname on social media, then the institution should maintain documentation that confirms the individual in the social media posting is the respective graduate.

- Screenshot or printed copy (in the original formatting) of social networking postings by graduates and/or employers; NACCAS recommends (but does not require) that such screenshots / printouts be date-stamped

Note: If a graduate goes by a nickname on social media, then the institution should maintain documentation that confirms the individual in the social media posting is the respective graduate. Additionally, it should be clear from the posting that the student is employed. For example, an unidentified picture of an individual in a salon setting is not sufficient to confirm employment.

- Printed copies of text messages, provided the institution can prove that the text message originated from the graduate's phone number (e.g., enrollment agreement or exit interview listing the phone number, social networking post/message listing the phone number, etc.). **The text message printout must display the phone number of origination.**

Note: A printout from the institution's internal database or a printout of the phone's contact page does not constitute sufficient verification of a graduate's phone number.

- ★ • Employment pay stub including the following information: student name, employer name, and dates of payment period (not date pay stub generated/issued, but the period in which student was being paid.)
- Reminder: Business cards are not accepted as documentation supporting a graduate's employment.
- For graduates employed in a permanent "freelance" position (i.e., graduates who work independently without being affiliated with a physical business establishment) OR graduates "working from home" (i.e., graduates who perform beauty services out of a personal residence), NACCAS has special documentation requirements, as described below. These special documentation requirements apply only to freelancers and graduates working from home — they do NOT apply to graduates who own a licensed, physical salon establishment or graduates who rent a booth from a physical salon establishment. **If you are unsure whether a graduate falls under the "freelance" category, please contact NACCAS for additional guidance.**

For freelancers or graduates working from home, institutions are required to maintain one of the following types of documentation:

- (i) A signed self-certification from the graduate that clearly indicates the graduate is freelancing / working from home in a field directly related to their training. This self-certification should be authenticated by either (i) an official notary's seal or (ii) the inclusion of some alternate verification document, such as a driver's license or a state ID card. If a driver's license or alternate verification document is used, the graduate's self-certification should clearly acknowledge that the document was present at the time when the self-certification was completed by the graduate, and a copy of the verification document should be attached or copied directly onto the self-certification. This self-certification should be dated.

OR

- (ii) Direct electronic correspondence from the graduate (e.g., email, Facebook message, text message, etc.) that clearly and definitively attests to his/her self-employed status in a field directly related to their training (Reminder: for emails and text messages, the institution must maintain documentation beyond a database printout that confirms the email address / phone number belongs to the graduate.)

OR

- (iii) Professional advertisements for field-related services in which it is clear the graduate receives monetary compensation. The advertisement(s) must be definitive, publicly available, and explicitly state the professional services or products that the graduate is advertising. For example, a graduate posting a picture of a recent manicure they performed on their personal Facebook page is not acceptable documentation, as this is not an actual advertisement and does not confirm the student is working for monetary compensation. However, a business website (or a professional Facebook page) made specifically to advertise the graduate's services or products would meet this requirement. (Reminder: Social media postings must be in their original formatting, and the page must identify the student by first and last name.)

OR

- ★(iv) Business license issued by the state licensing agency that includes: student/graduate name, business name, and license issue date.

#### Notes:

- Graduates who freelanced or worked from home must have received monetary compensation for their services. Providing unpaid services to family and/or friends, or freelancing on a temporary basis (i.e., situations where a graduate is not expecting to consistently perform paid services over the course of at least one month), does not qualify graduates as "placed."
- Graduates who are working at an institution under the same ownership in non-instructor positions must be employed for at least three months in order to count as "placed" in the annual report. The institution should be able to provide NACCAS with definitive employment records (e.g., pay stubs, signed offer letters, etc.) confirming that the student was employed for three months.
- All placement documentation must include the graduate's full name and the name of the reported employer.
- If NACCAS determines that an institution contains placement issues and requests "definitive" documentation, please note that these forms of documentation are not considered definitive: phone logs, employer surveys, and self-certifications.
- For emails and text messages, where a confirmation from the graduate or employer is required, the verification document (e.g. enrollment agreement, exit interview, etc.) must be signed/acknowledged by the student.
- For graduates placed in a position where it is unclear if that position performs services directly related to the graduate's training (e.g. receptionist, front desk, etc.), the institution should maintain documentation (e.g. correspondence with graduate, job description listed on employer's website, etc.) that either (i) shows that a substantial portion of the graduate's job duties directly relate to the ~~core~~ curriculum of their program or (ii) indicates the graduate considers their position directly related to the training they received at the institution.
- If an institution utilizes an electronic signature for placement documentation (e.g. through DocuSign), ★ it must have a scanned copy of the student's driver's license or state issued ID. In the absence of such ID, it must maintain documentation showing (i) that the signed document originated from the graduate (e.g. if the account used to sign it is linked to an email address, then you must prove the email address belongs to the graduate; same as if the document itself was an email) and (ii) that the document could not be modified/edited following the graduate's signature (e.g. copy of servicer's security guidelines).
- If the placement documentation is for a different employer than originally reported (i.e. not the same employer listed on the institution's original cohort grid) or the institution did not submit its annual report (which contains its original cohort grid) by November 30, 2022, then the documentation must show that the graduate was employed within the required timeframe (i.e. following graduation and by November 30, 2022).
- Please note that NACCAS defines "employment" as the date the graduate actually started working.

(Licensure):

An institution must be able to document graduate exam results for its licensure rate. If the institution's state (or testing administrator) issues examination reports that list graduate names and exam results, then the institution **must** use such reports (covering the period 10/1/2020 through the month prior to annual report submittal) as its primary form of backup documentation. These examination reports must display both passing and failing exam takers, and must cover the main and additional campuses, as well as all programs for each campus (i.e. the institution must maintain exam reports covering the entire required period for all its campuses and all its programs). If the institution is unable to obtain exam reports for the entire period for all its campuses or all its program (even if one month is missing for a campus or program), the institution should contact NACCAS for guidance. Please do not redact any information from these examination reports other than (if applicable) student social security numbers or birthdates. For institutions with Advanced programs in Ohio and institutions in Oregon, please refer to the document "Special Licensure Instructions for Oregon and Ohio Schools" on the Annual Report Information page of NACCAS' website. **Additionally, please refer to [Appendix B: COVID-19 Exemptions and Restricted Variances](#).**

If examination reports are not provided by the state / testing administrator, but the state has a website where examination results (not just individual licenses) may be verified (e.g., Florida), the institution **must** use printouts from this website as its primary form of documentation.

If the state and test administrator do not issue examination reports (or if they issue examination reports without graduate names), and do not have exam information accessible on a website, then an institution will need its own method for tracking graduates who sit for the exam and their results. In states without exam reports and exam websites, many institutions use the same methods to track licensure as they use to find out where graduates are working. This might include tracking licensure information by phone, email, written surveys, Facebook, or other means. Passing exam results may be confirmed via an online license search.

Note: If an institution is located in a state that does not issue examinations reports or have publically available exam information, **it must have a tracking methodology that accounts for both passing and failing exam takers**. An institution that relies solely on an online license search will only be aware of its passing graduates. Accordingly, while an online license search may be used as a resource, all institutions must make a good-faith effort to track exam information for graduates who do not appear on the online license verification, by using the methods described above.

Additionally, if the institution wishes to include out-of-state exam takers in its annual report, it must have a tracking system for ensuring it reports both passing and failing exam results in the other state. The institution should follow the instructions detailed above for states without examination reports, when tracking out-of-state students.

## Step 3: Complete NACCAS' Annual Report Cohort Grid

**Cohort Grid:** NACCAS' annual report cohort grid will help you calculate your outcome rates and verify your annual report data during an on-site evaluation. You should complete a separate cohort grid for each campus and for each program.

**The cohort grid must be completed in Microsoft Excel format.** (Note: All campuses and programs should be included within the same Excel document, but should be on different worksheets within that document.) **Additionally, all institutions will be required to upload this electronic cohort grid as an attachment in their annual report electronic submission.** Institutions may still maintain a hard copy for their own records; however, the "official" cohort grid will be the one electronically submitted to NACCAS. A sample 2021 cohort grid (in Excel format) is available on NACCAS' website (naccas.org) in the "Annual Report Information" section, under the "Accreditation" menu. Institutions may use an equivalent alternative in lieu of the sample cohort grid, **provided that (i) all fields present on the sample grid are included in your alternative and (ii) your alternative is in Microsoft Excel format.** Institutions that utilize a database may wish to check with their current database provider, as the database may be able to export to Excel format.

**Calculation of Outcome Rates:** Please note that NACCAS' three outcome rates are derived from a single cohort of students. NACCAS' graduation rate is calculated from those students scheduled to graduate in 2021 (see steps 1-7 below for further details). The placement rate is based upon graduates from the graduation cohort who are eligible for employment (see steps 8-13 below). Similarly, the licensure rate is based upon graduates from the graduation cohort who sat for all portions of their required licensure examination (see steps 14-18 below).

	A	B	C	D
1	<b>2021 (data) Annual Report Cohort Grid</b>			<i>Questions? Cc</i>
2				
3	<b>Institution Reference #: 012345-00</b>		<b>Program:</b>	<b>Cosmetology</b>
4				
5	<b>1. Student Name (List alphabetically by last name)</b>	<b>2. Student Contact Info (Phone # or Email)</b>	<b>3. Date Scheduled to Graduate</b>	<b>4. Actually Graduated? (Y/N)</b>
6	Rogers, Steve	captainamerica@gmail.com	4/15/2021	Y
7	<div> Please enter the date in the following format: mm/dd/yyyy.   Institutions are reminded that the scheduled graduation date should (i) always match the student's most recent contract end date, as shown in their file and (ii) always be in 2021. </div>			
8				
9				
10				
11				
12				
13				

### Graduation Cohort:

- List all students (alphabetically by last name) who were scheduled to graduate from their program in 2021 in column #1 of your annual report cohort grid. Please note that the scheduled graduation date comes from the contract signed at enrollment, and is adjusted for all contract addenda (e.g., leaves of absence, schedule changes, re-enrollments, etc.). **Accordingly, the scheduled graduation date on your cohort grid should always be a student's most recent contract end date.** Next, enter each student's contact phone number or their most recent email address in column #2. (Note: If the institution is aware of a student's nickname, NACCAS recommends that the institution add this nickname to column #1 in quotation marks. Please note that adding this nickname to the cohort grid is not an adequate verification if this nickname is used in placement documentation.)

**Students who should be listed on your annual report cohort grid:**

- **Students scheduled to graduate in 2021 who actually graduated in 2020, 2021 or 2022:** Students scheduled to graduate in 2021 will be listed on the annual report cohort grid. This includes students who actually graduated in 2020, 2021 or 2022. For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2021, but he/she actually graduated ahead of schedule in 2020 (or behind schedule in 2022) without a contract change, then he/she will be listed on the annual report cohort grid.
- **Students with amended contract end dates in 2021:** For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2020, but he/she has a leave of absence or schedule change which pushes his/her scheduled graduation date into 2021, he/she will be listed on the annual report cohort grid.
- **Transfers into your institution (from another institution) who were scheduled to graduate in 2021:** Students who transferred into your institution and were scheduled to graduate (at your institution) in 2021 will be listed on the annual report cohort grid.

**Students who should not be listed on your annual report cohort grid (These students also should not be included in your "Exempted Students List," described in further detail below):**

- **Students with amended contract end dates in 2020 or 2022:** For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2021, but he/she takes a leave of absence or schedule change which pushes his/her scheduled graduation date into 2022 (or back into 2020), then he/she will not be listed on the annual report cohort grid for 2021.
- **Auditing students:** Students auditing a class or program for personal enrichment (i.e., no credit or diploma/certificate given) will not be listed on the annual report cohort grid.
- **Re-enrollments scheduled to graduate in 2022 or 2023:** If a student was originally scheduled to graduate in 2021, withdrew, and subsequently re-enrolled (i.e. started class) in the same program (by the annual reporting deadline) with a new scheduled graduation date in 2022 or 2023, he/she will not be listed on the annual report cohort grid in 2021.
- **Students in a program outside of NACCAS' scope:** Students enrolled in a program that is not required to be approved by NACCAS should not be counted in the annual report (i.e. if the program is approved by NACCAS, it must be included in the annual report, unless it meets one of the other noted criteria). If you are unsure of whether a program is required to be approved by NACCAS, please see Section 1.3 of NACCAS' *Rules*.
- **Students in "continuing education" programs:** Students who attended a continuing education program of 150 hours or less at the institution should not be included in the annual report for their continuing education enrollment.
- **Students who attended your institution under a training agreement:** Students who attended your institution through a contract with a third party (e.g., high school, community college, etc.) are not considered enrollees of your institution and should not be counted in the annual report.

**Exempted Students:** Students scheduled to graduate in 2021 may be exempted from the 2021 (data) Annual Report for the reasons noted below (students must have met these reasons by November 30, 2022). Exempted students are not required to be listed on the annual report cohort grid; however, the institution must maintain a separate list of all students exempted from the 2021 report, and the reason each student has been exempted. **Additionally, please refer to [Appendix B: COVID-19 Exemptions and Restricted Variances](#).**

This list (i) must be sorted alphabetically by last name; (ii) must include the student's campus & program; and (iii) must note the reason each student on the list was exempted from your annual report. NACCAS maintains a template "Exempted Students List" on its website (in the "Annual Report Information" section under the "Accreditation" menu), although an institution may use an equivalent alternative so long as it contains all required information and is in Microsoft Excel format. Please refer to Appendix A (page 23) for an illustration of the exempted students list.

**Students can only be exempted for the reasons listed below:**

- **Deceased students:** Students who passed away during their training. The institution must maintain proof (e.g., death certificate, newspaper clipping, letter from family, etc.) that the student was deceased.
- **Disabled students:** Students who failed to graduate from the program due to a medical disability. The institution **must** maintain official medical documentation (i.e., a note from a primary licensed healthcare provider) proving

that the disability caused the student to withdraw from the program. (Note: Correspondence from the student is not a sufficient form of documentation.)

- ★ • **Students Who Enrolled Within the Same Institution:** Students who withdrew from a program at your institution and enrolled in a Related Program at your institution. You must keep appropriate documentation supporting the transfer of such a student (e.g. withdrawal form for original program and enrollment agreement for new program).
  - **Related Programs:** For purposes of these Instructions, two programs are “related” if the first four (4) digits of the programs’ Classification of Instructional Programs (CIP) codes are identical.
- ★ • **Students Who Enrolled At Another Institution:** Students who withdrew from your institution and enrolled in a Related Program at another institution. You must keep appropriate documentation supporting the transfer of such a student (e.g. withdrawal form from your institution and state oversight form confirming transfer to program at new institution, correspondence from student confirming transfer to program at new institution, etc.).
- **Students who were deployed for military service during their enrollment:** Students who withdrew from a program due to a military service deployment. The institution must maintain documentation (e.g., copy of deployment papers, correspondence from the student, etc.) showing that the student’s deployment caused them to withdraw.
- ★ • **Incarcerated students:** A student who becomes incarcerated while enrolled in the institution. The institution must maintain proof (e.g. local news clippings, copy of arrest records, etc.).
- ★ • **Terminated Student:** A student is considered terminated if he/she was expelled from the institution based upon the institution’s published grounds for termination. The institution must maintain documentation of the reason for termination and it must match the published grounds for termination.
- **Early withdrawals:**
  - Students in a program of less than one academic year (900 hours) in length who drop out within ★ 30 calendar days of beginning classes will not be listed on the annual report cohort grid (this is based on the number of hours required to complete the program, not the number of hours in the program)
  - Students in a program of one academic year (900 hours) or greater who drop out within ★ 60 calendar days of beginning classes will not be listed on the annual report cohort grid (this is based on the number of hours required to complete the program, not the number of hours in the program)
  - Note: The date of last attendance should be the date the student is considered a withdrawal for purposes of this exemption. The institution must maintain documentation beyond a database printout which shows the student’s official start date (i.e., the student’s original enrollment agreement) and their date of last attendance (i.e., a refund calculation or an official report to the state’s oversight agency). Additionally, when determining a student’s last date of attendance for the early withdrawal exemption, please be aware that this continues through all enrollments for the program (e.g. if a student drops and re-enrolls, their class start date remains based on their first enrollment).

#### Notes:

- Any correspondence (e.g. email, text) must include documentation confirming it originated from the student (e.g. enrollment agreement, exit interview, etc.).
  - The institution should maintain documentation showing the student’s last date of attendance (e.g. refund calculation).
  - The exemptions noted above must have occurred by the annual report deadline of November 30, 2022.
2. In the third column of the annual report cohort grid, enter each student’s scheduled graduation date. Again, the scheduled graduation date should always be: (i) a student’s most recent contract end date; and (ii) within calendar year 2021.

3	<b>Institution Reference #: 012345-00</b>		<b>Program:</b>
4			
5	<b>1. Student Name (List alphabetically by last name)</b>	<b>2. Student Contact Info (Phone # or Email)</b>	<b>3. Date Scheduled to Graduate</b>
6	Rogers, Steve	captainamerica@gmail.com	4/15/2021

3. Count the total number of students listed on your annual report cohort grid. This is the total number of students scheduled to graduate and will be the number you enter into "Item 1" of the annual report worksheet on page 18.
4. For each student listed on your annual report cohort grid, indicate in column #4 whether he/she successfully graduated. Mark students who graduated with a "Y" and students who did not with an "N." A student must have completed all graduation requirements (per your institution's policy) by November 30, 2022 in order to be marked with a "Y." If a student has failed to complete all of his/her graduation requirements as of November 30, 2022, then he/she will be marked with an "N."
- 5.

5	<b>1. Student Name (List alphabetically by last name)</b>	<b>2. Student Contact Info (Phone # or Email)</b>	<b>3. Date Scheduled to Graduate</b>	<b>4. Actually Graduated? (Y/N)</b>
6	Rogers, Steve	captainamerica@gmail.com	4/15/2021	Y

6. Count the total number of students marked with a "Y" in column #4. This is the total number of students who graduated from the program, and will be the number you enter into "Item 2" of the annual report worksheet on page 18.
7. If a student is marked with a "Y" in column #4 (i.e., if he/she is a graduate), enter his/her actual graduation date into column #5 of the annual report cohort grid. The graduation date should be the date the student completed their final remaining graduation requirement. If a student is marked with an "N" in column #4, mark "N/A" or an equivalent substitute into column #5.

5	<b>1. Student Name (List alphabetically by last name)</b>	<b>2. Student Contact Info (Phone # or Email)</b>	<b>3. Date Scheduled to Graduate</b>	<b>4. Actually Graduated? (Y/N)</b>	<b>5. Date Student Graduated</b>
6	Rogers, Steve	captainamerica@gmail.com	4/15/2021	Y	5/4/2021

7. For all students marked with an "N" in column #4 (i.e., students who did not graduate from the program), mark "N/A" (or a similar substitute) in columns #5-10, as NACCAS does not require (or allow) placement or licensure information for students who fail to graduate from the program.

	1. Student Name (List alphabetically by last name)	4. Actually Graduated? (Y/N)	5. Date Student Graduated	6. Eligible for Placement? E = Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Name, Address, and Phone # (Required for All Placed Students)	9. Sat for All Parts of Exam? (Y/N)	10. Passed Exam? (Y/N)
5								
6	Wilson, Sam	N	N/A	N/A	N/A	N/A	N/A	N/A

**Placement Cohort:**

9. If a student has graduated from the program (i.e., if he/she is marked with a “Y” in column #4), you will need to determine whether he/she is eligible for placement. (*Reminder: If a student did not graduate from the program, please enter “N/A” or an equivalent substitute in columns #5-10.*) Mark all graduates determined to be eligible with an “E” in column #6, and all graduates determined to be ineligible with an “I.” If a graduate has been declared ineligible, you must note the reason that he/she has been declared ineligible in parenthesis on the cohort grid (e.g., “permanent disability”). Institutions must maintain documentation supporting the student’s ineligibility. All graduates must be declared eligible for placement unless they meet one of the following six (6) conditions for ineligibility (or one of the COVID-19 placement exemptions):

- The graduate was deceased
- The graduate has a permanent (or indefinite) disability
- The graduate was deployed for military service/duty

- ★ d. The graduate becomes incarcerated within six (6) months of completion of the program.

- The graduate studied under a student visa and is ineligible for employment in the U.S.

- The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership). (Note: The new program must be a NACCAS-approved program and the institution under the same ownership must be NACCAS-accredited.)

- Additionally, please refer to [Appendix B: COVID-19 Exemptions and Restricted Variances](#)

**Please note that being unlicensed is not a valid exclusion/exemption for employment.**

	1. Student Name (List alphabetically by last name)	4. Actually Graduated? (Y/N)	5. Date Student Graduated	6. Eligible for Placement? E = Eligible; I=Ineligible
5				
6	Barnes, Bucky	Y	9/3/2021	I (Student Visa)

10. Count the number of graduates marked with an “E” in column #6. This is the total number of graduates eligible for placement and will be the number you enter into “Item 3” of the annual report worksheet on page 18 of these instructions.

11. If a graduate has been marked with an “I” in column #6, mark “N/A” (or a similar substitute) in columns #7-8, as NACCAS does not require any placement information for ineligible graduates.

	1. Student Name (List alphabetically by last name)	4. Actually Graduated? (Y/N)	5. Date Student Graduated	6. Eligible for Placement? E = Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Name, Address, and Phone # (Required for All Placed Students)
5						
6	Barnes, Bucky	Y	9/3/2021	I (Student Visa)	N/A	N/A

12. For all graduates marked with an “E” in column #6, you will need to determine if the graduate has been placed. If a graduate has been employed in a field for which their training prepared them (i.e., in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and by November 30, 2022,

you may count him/her as “placed.” Graduates who obtain temporary positions (i.e., positions where there is an expectation prior to the graduate’s hire that the employment relationship between the employer and graduate will not last more than one month) are not considered placed. Mark placed graduates with a “Y” in column #7. If a graduate has not been placed within a relevant field, mark him/her with an “N” in column #7.

	1. Student Name (List alphabetically by last name)	4. Actually Graduated? (Y/N)	5. Date Student Graduated	6. Eligible for Placement? E = Eligible; I=Ineligible	7. Placed? (Y/N)
5					
6	Rogers, Steve	Y	5/4/2021	E	Y

**Reminder: Your institution must maintain backup documentation which supports each placed graduate’s employment. Institutions are reminded that they are responsible for the accuracy of the data they report to NACCAS. Accordingly, institutions should make every effort to independently verify the information they obtain, especially when employment information is gathered directly from students. Requirements for placement documentation are described on pages 4-6 of these instructions.**

Additional Note: Graduates who are working at an institution under the same ownership in non-instructor positions (e.g., overseeing the student salon dispensary at the institution, etc.) must be employed for at least three months in order to count as “placed” in the annual report.

13. Count the number of graduates marked with a “Y” in column #7. This is the number of graduates who were placed in the field and will be the number you enter into “Item 4” of the annual report worksheet on page 18 of these instructions.
14. For all graduates marked as “placed” in column #7, list the graduate’s employer name, employer address and employer phone number in column #8. All three items must be entered into column #8 for graduates listed as employed. If you are unable to obtain the employer name, employer address or employer phone number, then you may not report the graduate as employed. (For graduates who are “freelancing” or “working from home,” put “freelancing” as the employer name and provide the graduate’s business phone number. An address for freelancers or students working from home is not necessary.) For all graduates who were not placed (i.e., those marked with an “N” in column #7), mark this column with “N/A” or an equivalent alternative. (Note: If a graduate is employed at a non-traditional employer that is still directly related to their training, NACCAS recommends, but does not require, including the graduate’s position title in column #8.)

	1. Student Name (List alphabetically by last name)	4. Actually Graduated? (Y/N)	5. Date Student Graduated	6. Eligible for Placement? E = Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Name, Address, and Phone # (Required for All Placed Students)
5						
6	Rogers, Steve	Y	5/4/2021	E	Y	The Shield Salon 569 Leaman Place Brooklyn, NY 11201 555-555-5555

### Licensure Cohort:

Note: For institutions with Advanced programs in Ohio and institutions in Oregon, please refer to the document “Special Licensure Instructions for Oregon and Ohio Schools” on the Annual Report Information page of NACCAS’ website.

15. If a student has graduated from the program (i.e., if he/she is marked with a “Y” in column #4) you will need to determine if the student sat for all portions of his/her required licensure exam. (*Reminder: If a student did not graduate from the program, please enter “N/A” or an equivalent substitute in columns #5-10.*) Mark graduates who sat for all portions of their required examination by November 30, 2022 with a “Y” in column #9. If a student who graduated from the program did not sit for all portions of his/her required examination, then you should mark him/her with an “N” in column #9.

	1. Student Name (List alphabetically by last name)	6. Eligible for Placement? E = Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Name, Address, <u>and</u> Phone # (Required for All Placed Students)	9. Sat for <u>All</u> Parts of Exam? (Y/N)
5					
6	Romanoff, Natasha	E	N	N/A	Y

16. Count the number of graduates marked with a “Y” in column #9. This is the number of graduates who sat for all portions of their required licensure exam and will be the number you enter into “Item 5” of the annual report worksheet on page 18 of these instructions.
17. If a graduate has been marked with an “N” in column #9 (meaning he/she did not sit for all portions of his/her required licensure examination), mark “N/A” (or a similar substitute) in column #10.

	1. Student Name (List alphabetically by last name)	6. Eligible for Placement? E = Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Name, Address, <u>and</u> Phone # (Required for All Placed Students)	9. Sat for <u>All</u> Parts of Exam? (Y/N)	10. Passed Exam? (Y/N)
5						
6	Carter, Sharon	E	N	N/A	N	N/A

18. For graduates who sat for all portions of their required licensure examination (i.e., those graduates marked with a “Y” in column #9), you will need to determine which graduates passed all portions of the exam needed for licensure by November 30, 2022. Mark graduates who passed all portions of the exam by November 30, 2022 with a “Y” in column #10. This includes graduates who failed one or more portions of the exam on their first attempt, and re-took and passed all portions by November 30, 2022. However, if a graduate sat for all portions of his/her exam (i.e., he/she is marked with a “Y” in column #9) and was unable to pass all required parts by November 30, 2022, then he/she will be marked with an “N” in column #10.

	1. Student Name (List alphabetically by last name)	6. Eligible for Placement? E = Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Name, Address, <u>and</u> Phone # (Required for All Placed Students)	9. Sat for <u>All</u> Parts of Exam? (Y/N)	10. Passed Exam? (Y/N)
5						
6	Romanoff, Natasha	E	N	N/A	Y	Y

19. Count the number of graduates marked with a “Y” in column #10. This is the number of graduates who passed all parts of the licensure exam and will be the number you enter into “Item 6” of the annual report worksheet on page 18 of these instructions.

## Common Annual Report Errors to Avoid

The foundation of the Annual Report is the graduation rate. If the graduation rate is inaccurate, then the institution's placement and licensure rates (which are based on the graduates from the graduation rate) will be inaccurate as well.

The errors highlighted below are two of the most common reasons that institutions have been placed on a heightened monitoring process, and in some cases, had their accreditation withdrawn.

**Common Error #1: The scheduled graduation date in the institution's cohort grid does not match the most recent contract end date shown in the student's file.**

Tony Stark has a scheduled graduation date of 12/30/2021 on the cohort grid below:

	1. Student Name (List alphabetically by last name)	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate
5			
6	Stark, Tony	ironman@gmail.com	12/30/2021

Additionally, the contract end date in his enrollment agreement matches the date on the cohort grid:

### NACCAS School of Beauty Student Enrollment Agreement

School Address  
Phone

Student Name: Tony Stark      Age: 45      Birth Date: 2/25/1976  
Address: 10880 Malibu Point, Los Angeles, CA 90263      Phone: 555-555-5554  
Drivers License #: E555555      Soc. Security # 555-55-5554      U. S. Citizen: ☒ Yes ☐ No

Contract Begins: 12/30/2020      Contract Ends: 12/30/2021  
☒ Cosmetology - 1500 Hours, 52 Weeks (Full Time)      ☐ Esthetics - 600 Hours, 16 Weeks (Full Time)  
☐ Transfer/Re-Entry Student - Hours Needed: N/A

Schedule: Student is scheduled to attend a total of 30 hours weekly. Student's personal schedule is:

Tuesday - Wednesday: 9:00am - 5:00pm, Thursday-Friday: 11am - 7:00pm, Saturday: 8:00am - 4:00pm

However, this student took a leave of absence that revised his contract end date to 4/2/2022.

### ENROLLMENT AGREEMENT ADDENDUM

Tony Stark	Cosmetology
<b>Student Name</b>	<b>Program</b>
10880 Malibu Point, Los Angeles, CA 90263	555-555-5554
<b>Address</b>	<b>Phone Number</b>
12/30/2020	<u>12/30/2021</u>
<b>Original Start Date</b>	<b>Original End Date</b>

### LEAVE OF ABSENCE

<u>LOA Begins: 5/15/2021</u>	<u>LOA Ends: 8/15/2021</u>
<b>Revised Contract End Date: 4/2/2022</b>	

As Mr. Stark had one contract addendum (a leave of absence), his scheduled graduation date in the cohort grid should reflect the **most recent** contract end date, which is **4/2/2022**. Since Mr. Stark's most recent contract end date is in **2022**, he does **not** belong in the institution's 2021 (data) Annual Report.

**Common Error #2: A revised contract end date is calculated incorrectly following a leave of absence.**

### ENROLLMENT AGREEMENT ADDENDUM

Clint Barton	Cosmetology
<b>Student Name</b>	<b>Program</b>
55555 North Drive, Salt Lake City, Utah 84101	555-555-5555
<b>Address</b>	<b>Phone Number</b>
2/19/2021	10/26/2021
<b>Original Start Date</b>	<b>Original End Date</b>

### LEAVE OF ABSENCE

<b>LOA Begins:</b> 3/15/2021	<b>LOA Ends:</b> 6/15/2021
<b>Revised Contract End Date:</b> 11/26/2021	

Per NACCAS' Leave of Absence Policy (Policy IV.06), "a leave of absence [must] extend the student's contract period...**by the same number of calendar days taken in the leave of absence.**"

In the example above, Mr. Barton took an LOA from 3/15/2021 to 6/15/2021 (**93 days**). However, his original contract end date was only adjusted by **31 days** from 10/26/2021 to a revised end date of 11/26/2021.

His contract end date **SHOULD** have been adjusted **93 days** (since his LOA was 93 days in length), giving him a correct revised end date of **1/27/2022**. As a result, this student does **not** belong in the 2021 Annual Report.

To assist in the calculation of revised contract end dates following leaves of absence, NACCAS has a leave of absence calculator available on its website (naccas.org) in the "Annual Report Information" Section, under the "Accreditation" menu.

If you find significant discrepancies in your student files (i.e. miscalculations of one month or greater, **OR** miscalculations that affect the student's cohort year), please contact Brett Jones at [bjones@naccas.org](mailto:bjones@naccas.org) for additional guidance.

## Step 4: Complete the Annual Report Worksheet

**Reminder: Please keep a separate annual report worksheet for each program offered.**

1. Determine the number of students who were enrolled in this program as of January 1, 2021. Enter this number into the box labeled “# Began Year” on the annual report worksheet (see following page). Please note this number is not used in any of NACCAS’ outcome rate calculations. It is instead intended as an approximate indicator of the institution’s size.
2. Determine the number of unique students who started their training in this program between January 1, 2021 and December 31, 2021 (dates inclusive). Enter this number into the box labeled “2021 Year Starts” on the annual report worksheet (see following page). Please note this number is not used in any of NACCAS’ outcome rate calculations. It is instead intended as an approximate indicator of the institution’s size.
3. Determine the number of unique students who started their training in this program between September 1, 2021 and August 31, 2022 (dates inclusive). Enter this number into the box labeled “2021-2022 Starts” on the annual report worksheet (see following page). Please note this number is not used in any of NACCAS’ outcomes calculations. It is instead intended to measure the institution’s enrollment over the twelve months preceding the launch of the 2021 (data) Annual Report.
4. Count the number of students listed on your annual report cohort grid (see pages 8-14 for instructions regarding completion of the cohort grid). This is the number of students scheduled to graduate in 2021. Enter this number into Item 1 of your annual report worksheet (see following page).
5. Count the number of students on your annual report cohort grid who are marked with a “Y” in column #4. This is the number of students from Item 1 who graduated from the program by November 30, 2022. Enter this number into Item 2 of your annual report worksheet (see following page).
6. Count the number of graduates on your annual report cohort grid who are marked with an “E” in column #6. This is the number of graduates from Item 2 who are eligible for employment. Enter this number into Item 3 of your annual report worksheet (see following page).
7. Count the number of graduates on your annual report cohort grid who are marked with a “Y” in column #7. This is the number of graduates from Item 3 who are working in a field for which their training prepared them. Enter this number into Item 4 of your annual report worksheet (see following page).
8. Count the number of graduates on your annual report cohort grid who are marked with a “Y” in column #9. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam. Enter this number into Item 5 of your annual report worksheet (see following page).
9. Count the number of graduates on your annual report cohort grid who are marked with a “Y” in column #10. This is the number of graduates from Item 5 who passed all portions of their required licensure exam. Enter this number into Item 6 of your annual report worksheet (see following page).
10. Determine the length (in calendar weeks) of the longest version of this program that you taught in 2021 or 2022, as published by your institution. For example, if your institution taught a 50-week full-time cosmetology course and a 75-week part-time cosmetology course, then your institution would enter “75” in Item 7 of your cosmetology program’s annual report worksheet (see following page). **It is critical that the length of your longest program is entered accurately.**

## Annual Report Worksheet

<b>Enrollment Related Information</b>	
Program:	
# Began Year: Indicate number of students enrolled as of January 1, 2021 (i.e., those students who were in school in 2020 and remained enrolled as of the first of January 2021)	# Began Year
2021 Year Starts: Include all students who started training in the 2021 calendar year (if a student started more than once, count as one start)	2021 Starts
2021-2022 Starts: Please enter the total # of students who started training between September 1, 2021 and August 31, 2022 (start and end dates inclusive)	2021-2022 Starts
Item 1: Number of students scheduled to graduate in 2021 (i.e., the total number of students listed on your annual report cohort grid)	Item 1
Item 2: Number of students from Item 1 who actually graduated by November 30, 2022 (i.e., the total number of students marked with a "Y" in column #4 of the annual report cohort grid)	Item 2
Item 3: Number of graduates from Item 2 who were eligible for employment (i.e., the total number of graduates marked with an "E" in column #6 of the annual report cohort grid)	Item 3
Item 4: Number of eligible graduates from Item 3 who were employed in a field for which their training prepared them by November 30, 2022 (i.e., the number of graduates marked with a "Y" in column #7 of the cohort grid)	Item 4
Item 5: Number of individuals from Item 2 who took all portions of their required licensing exam by November 30, 2022 (i.e., the total number of graduates marked with a "Y" in column #9 of the annual report cohort grid)	Item 5
Item 6: Number of individuals from Item 5 who passed all portions of their required licensing exam by November 30, 2022 (i.e., the total number of graduates marked with a "Y" in column #10 of the annual report cohort grid)	Item 6
Item 7: In this program area, indicate the length in calendar weeks of the longest version of this program (full-time or part-time) taught in 2021 or 2022, as published by your institution	Item 7

## Step 5: Calculate Outcome Rates (optional)

Before entering your annual report online, you may wish to calculate your outcome rates manually. You can then compare the rates you calculate with the ones calculated by NACCAS. If there are any discrepancies, take a moment to double-check your work. (Note: If you wish to calculate outcomes for a particular program, follow the guidance below.) *\*Note: Use additional sheets if you have more than four programs or two campuses.*

(Copied from annual report worksheets)

Graduation Rate	Program #1 (Main Campus)	Program #2 (Main Campus)	Program #3 (Main Campus)	Program #4 (Main Campus)	Program #1 (Add'l Location)	Program #2 (Add'l Location)	Program #3 (Add'l Location)	Program #4 (Add'l Location)	Total
[Item 1] Number of students scheduled to graduate in 2021									
[Item 2] Number of students from Item 1 who graduated									

$$\left( \frac{\boxed{\phantom{000}}}{\boxed{\phantom{000}}} \right) \times 100 = \boxed{\phantom{000}} \%$$

$$\left( \frac{\text{Item 2 Total}}{\text{Item 1 Total}} \right) \times 100 = \text{Graduation Rate}$$

Placement Rate	Program #1 (Main Campus)	Program #2 (Main Campus)	Program #3 (Main Campus)	Program #4 (Main Campus)	Program #1 (Add'l Location)	Program #2 (Add'l Location)	Program #3 (Add'l Location)	Program #4 (Add'l Location)	Total
[Item 3] Number of graduates from Item 2 who were eligible for employment									
[Item 4] Number of graduates from Item 3 who were employed in field									

$$\left( \frac{\boxed{\phantom{000}}}{\boxed{\phantom{000}}} \right) \times 100 = \boxed{\phantom{000}} \%$$

$$\left( \frac{\text{Item 4 total}}{\text{Item 3 Total}} \right) \times 100 = \text{Placement Rate}$$

Licensure Rate	Program #1 (Main Campus)	Program #2 (Main Campus)	Program #3 (Main Campus)	Program #4 (Main Campus)	Program #1 (Add'l Location)	Program #2 (Add'l Location)	Program #3 (Add'l Location)	Program #4 (Add'l Location)	Total
[Item 5] Number of grads. from Item 2 who sat for all portions of exam									
[Item 6] Number of grads from Item 5 who passed all portions of exam									

$$\left( \frac{\boxed{\phantom{000}}}{\boxed{\phantom{000}}} \right) \times 100 = \boxed{\phantom{000}} \%$$

$$\left( \frac{\text{Item 6 Total}}{\text{Item 5 Total}} \right) \times 100 = \text{Licensure Rate}$$

## Step 6: The Supplemental Filing of the Annual Report (optional)

NACCAS allows institutions the option of submitting a supplemental filing of the 2021 (data) Annual Report. This supplemental filing is designed to (i) provide qualifying students listed as “not employed” in your 2021 placement cohort with additional time to become placed and (ii) provide qualifying students listed as “fails” in your 2021 licensure cohort with additional time to retake and pass their licensure exam. Detailed instructions for completing the supplemental filing will be published in 2023. Some basic information regarding the supplemental filing is described below:

- **The Supplemental Filing is Optional:** The supplemental filing represents an opportunity for all institutions to provide further information with respect to their placement and licensure rates. Please note, however, that an institution is **not** under any circumstances required to submit a supplemental filing to NACCAS.
- **The Supplemental Filing Deadline is May 31, 2023:** May 31, 2023 is the deadline for students to be eligible for the supplemental filing. The submission deadline for the supplemental filing of the 2021 (data) Annual Report will be included in the 2021 (data) Supplemental Filing Instructions, which will be published in 2023.
- **The Supplemental Filing Applies to the Placement and Licensure Rates:** The supplemental filing allows your institution additional time to place and/or license late graduating students. The graduation rate, as reported on or before January 15, 2023, is final.
- **Only Students Who Graduated in 2022 are Eligible for the Supplemental Filing:** Only students included in your 2021 (data) Annual Report who actually graduated in calendar year 2022 and either (i) did not secure employment or (ii) failed their licensure exam may be included in the supplemental filing of the 2021 (data) Annual Report. Such students may have their status in the placement cohort changed from “not placed” to “placed” and/or their status in the licensure cohort changed from “licensure fail” to “licensure pass.”
- **Official Outcome Rates:** Prior to submission of the supplemental filing, an institution’s originally reported 2021 outcome rates will be the “official” rates used by NACCAS for purposes of assessing institutional compliance with NACCAS’ Standards (these are also the rates that should be reported to prospective students). Following a complete and correct submission of the supplemental filing, your amended outcome rates will become the “official” rates used for both NACCAS evaluation of institutions and institutional reporting to prospective students.
- **Full Instructions:** Detailed instructions for completion of the supplemental filing will be published in 2023. If you have any questions in the interim, do not hesitate to contact Brett Jones at (703) 600 – 7600, extension 191 or via email at [bjones@naccas.org](mailto:bjones@naccas.org).
- **Late Annual Reports:** Only institutions that submit a complete 2021 (data) Annual Report by the required deadline will be permitted to submit a supplemental filing to NACCAS.
- **Unverifiable Rate(s):** If the NACCAS Board of Commissioners determines that an institution’s graduation, placement or licensure rate for 2021 cannot be verified (due to a lack of supporting documentation and/or a systemic miscalculation that was not resolved to the Commission’s satisfaction), the institution will **not** be permitted to submit a supplemental filing.

## Step 7: Instructions for Electronic Submission

1. Go to the new CRM (the same module where you submitted the 2020 (data) Annual Report). You will be taken to a page to log into your account (as shown in screenshot below). Enter your registered email address and password. Click "Login."

*Note #1: If you forget your password (or your password is not working), click on "Forgot password" and enter your email address. A "forgot password" link will be emailed to the registered email address. If you do not know either your username or password, please email [support@naccas.org](mailto:support@naccas.org) for assistance.*

*Note #2: If you have not logged into your account within 90 days, you will be prompted to reset your password. Please review the screenshots below. (You do not have to create a different password; you may use the same password in this reset.) If you require assistance, please email [support@naccas.org](mailto:support@naccas.org).*

NACCAS Production | Logout

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES**  
A NON-PROFIT ACCREDITING COMMISSION SERVING SCHOOLS AND STUDENTS THROUGH THE HIGHEST STANDARDS OF EDUCATION

Home

### Update Your Personal Profile

NOTE: Only use this webpage to change your login password. DO NOT use this to change any school related information. To change any school related information, use Tile #4 on the Home Page, specifically Applications and Forms.

**My Profile**

- Contact Information
- Mailing Address
- Billing Address
- Password

**E-mail Address**  
support@naccas.org

**Home**  
United States

**Business**  
United States 465-123-0789

**Cell**  
United States 789-456-1230

National Accrediting Commission of Career Arts & Sciences | 3015 Colvin St. | Alexandria, VA 22314 | Contact NACCAS | Report Problems: webinfo@naccas.org

NACCAS Production | Logout

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES**  
A NON-PROFIT ACCREDITING COMMISSION SERVING SCHOOLS AND STUDENTS THROUGH THE HIGHEST STANDARDS OF EDUCATION

2nd Home

**My Profile**

- Contact Information
- Mailing Address
- Billing Address
- Password

Success! Your password has been changed.

**Current Password**  
\*\*\*\*\*

**New Password**  
\*\*\*\*\*

**Confirm New Password**  
\*\*\*\*\*

Update 1st

National Accrediting Commission of Career Arts & Sciences | 3015 Colvin St. | Alexandria, VA 22314 | Contact NACCAS | Report Problems: webinfo@naccas.org

2. You will now be directed to the Home Page (as shown in screenshot below). (Note: The available menu options will be limited during the early stages of this new module.)

NACCAS Production | Logout

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES**  
A NON-PROFIT ACCREDITING COMMISSION SERVING SCHOOLS AND STUDENTS THROUGH THE HIGHEST STANDARDS OF EDUCATION

Home

### Welcome to the NACCAS User Portal

This portal will enable a full service interaction with NACCAS electronically. The tiles below (1-5) are designed for your ease through the system. Before you navigate through any of the tiles please [Click Here](#) for a complete understanding of each of the tiles and what they provide for the user.

If you are a new user, this portal will guide you through the necessary steps of the electronic accreditation process. Please [Click Here](#) for the tutorial steps.

NOTE: New users please note that it is essential that you read the tutorial steps before you begin.

1 Click or drag an image here to update your photo.  
VelocioTest155@tr.com VelocioTest155@tr.com

2 Change Your Password

3 New Ownership Structure (Tree)  
Create a New Ownership Structure (Tree) for your institution  
VelocioTest155@tr.com Ownership Group

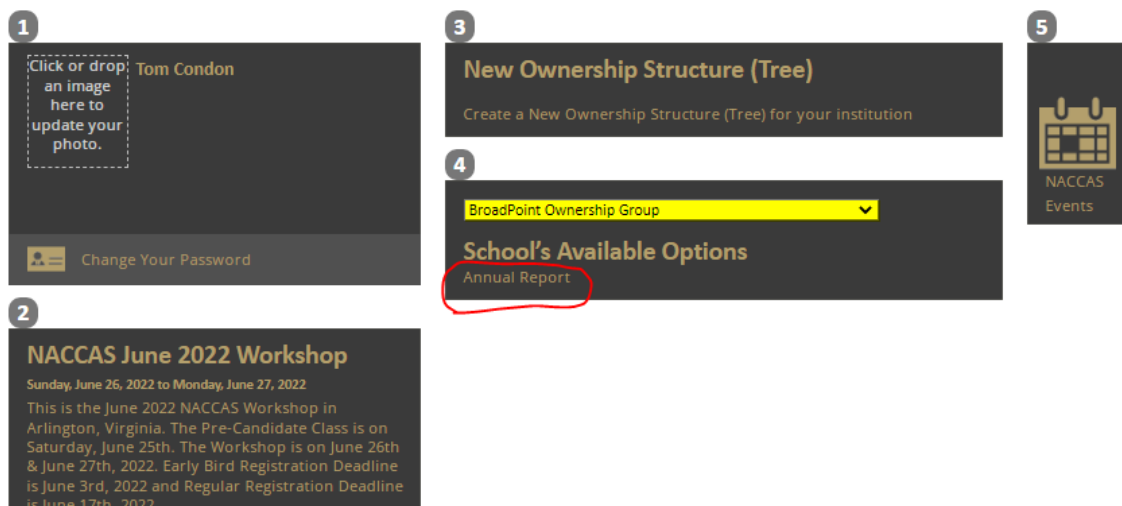
4 School's Available Options

5 NACCAS Events

**NACCAS March 2022 Workshop**  
Sunday March 27, 2022 to Monday March 28, 2022  
This is the March 2022 NACCAS Workshop in Tampa, Florida. The Pre-Candidate Class is on Saturday, March 26th. The Workshop is on March 27th & March 28th, 2022. Early Bird Registration Deadline is February 25, 2022 and Regular Registration Deadline is March 1st, 2022.

National Accrediting Commission of Career Arts & Sciences | 3015 Colvin St. | Alexandria, VA 22314 | Contact NACCAS | Report Problems: webinfo@naccas.org

3. Under “School’s Available Options,” click “Annual Report.” (Note: If your account is associated with multiple ownership groups, use the drop down menu (right above “School’s Available Options”) to select the correct ownership group for the annual report you are filing.)



4. You will be taken to a page containing all the campuses associated with the selected ownership group (as shown in screenshot below). (Note: The annual report combines the main and all associated additional locations, and will be submitted through the main location.)

Home

### Annual Report

Please submit the annual report for your institution. Please note that all main and additional locations (if applicable) will be submitted under the main campus (when submitting the annual report, data should be entered for the main and additional locations separately; the data for these locations will be combined in the summary page of the annual report).

Type	Name	Account Number	Status		
Additional Location	BroadPoint Academy Two - Rockville	L100075-001	Submit through main campus Annual Report		<a href="#">View Report</a>
Main Location	BroadPoint Academy Two	M100075-000	Start your Annual Report	<a href="#">Continue</a>	

[Cancel](#)

5. Click “Continue” to enter the current annual report. (Reminder: If a main location has additional locations, data should be entered for each location separately, and NACCAS’ system will combine the data from all appropriate locations.) You should arrive at a page that shows all your programs (from each location, if applicable). This is your “Program Information” tab, and will be the first tab of the annual report you complete. (See screenshot below.)

## Program Information Tab

## Campus Home

BroadPoint Academy Two  
School Reference #: M100075-000

Sections

**Program Information**

> Regulatory Information

> Compliance Information

> Documents

> Summary

Name	Distance Education %	Language	School Reference #	Campus	Institution Program Length (hours, credits)	Status	
BroadPoint Barbering	0.00	English	M100075-000	BroadPoint Academy Two	26.00	School Update Required	<a href="#">Edit</a>
Rockville Cosmetology 1	0.00	Spanish	L100075-001	BroadPoint Academy Two - Rockville	20.00	School Update Required	<a href="#">Edit</a>
Cosmetology Level 1	0.00	English	M100075-000	BroadPoint Academy Two	14.00	School Update Required	<a href="#">Edit</a>

Cancel
Save
Save & Continue

- To begin, you will see each program offered at your campus(es). You will need to enter data for each program individually. To begin, click “Edit” (on the right, next to the program you wish to enter data for). **All questions for every program must be answered for the annual report to be submitted.**
- Answer the questions regarding the Restricted Variances. (*Note: Before answering the three questions pertaining to the Restricted Variances, please review Appendix B in NACCAS’ 2021 (data) Annual Report Instructions and ensure your state / local jurisdiction is listed as approved on NACCAS’ Restricted Variance Jurisdictions List.*)
- Next, if you answer “Yes” to question Q1 (“Q1: Students were enrolled during the calendar year 2021 and this program is approved by NACCAS at the time of this submission of the 2021 (data) Annual Report”) additional questions will be generated. For several of these questions, you can use the information you completed on the annual report worksheets (see pages 17-18 of these Instructions) or other related documents you completed. (*Note: The worksheets are not required to be completed and will not be submitted; they are just a tool for schools to use when completing the annual report.*)
- Once you are finished entering the data for your program, click “Save & Continue” (located at the bottom of the page). Once the data is saved, you will automatically be returned to the program list page to continue with the next program.
- Repeat steps 6-9 for each of your programs listed in the “Program Information” tab. Once all programs have been completed, click “Save & Continue” (located at the bottom of the page) and you will be taken to the “Regulatory Information” tab. (See screenshot below.)

## Regulatory Information Tab

## Financial Aid Information

BroadPoint Academy Two  
School Reference #: M100075-000

Sections

- > Program Information
- > **Regulatory Information**
- > Compliance Information
- > Documents
- > Summary

Q1: Currently Participating in Federal Aid Programs?

Q3: Accredited by other accrediting agencies?

Q4: Month fiscal year ends?

Q5: Did DOE limit, suspend or terminate the institution's Title IV loan or grant programs in 2021 or 2022?

Q6: Did the DOE issue a final program review determination or a final audit determination in 2021 that resulted in any liabilities or findings that are unresolved as of today?

Q7: Has the institution been investigated by any state or Federal agency in 2021 or 2022?

Back Cancel Save Save & Continue

11. Answer all questions that appear. (Note: This section will only need to be completed once; it does not need to be repeated for each program). Explanations for all questions included in this section are shown below:

- **Currently Participating in Federal Aid Programs?:** Answer this question “yes” if your main location or any of your additional locations (if applicable) covered by this report are currently (as of the date of report submission) participating in Federal financial aid programs with the US Department of Education.
  - **OPE ID # Assigned by US Department of Education:** If your institution is currently participating in Federal financial aid programs, you will be prompted to answer this question. The OPE ID # is a unique, six-digit identification number (not including the final two zeros) assigned to each institution by the US Department of Education. This number can be found on the first page of your Eligibility and Certification Approval Report (ECAR), Program Participation Agreement, or any other correspondence from the US Department of Education.
- **Accredited by other accrediting agencies?:** Answer this question “yes” if your main location or any of your additional locations (if applicable) covered by this report are accredited by another accrediting agency (in addition to NACCAS).
- **Month fiscal year ends:** Input the month of your institution’s fiscal year end. For example, if your institution’s fiscal year ends on December 31<sup>st</sup>, then you would select “12,” as December is the 12<sup>th</sup> month of the year.
- **Did DOE limit, suspend or terminate the institution’s Title IV loan or grant programs in 2021 or 2022?** Answer this question “yes” if the US Department of Education has suspended, limited, terminated, or otherwise taken negative action against your main campus’ or an affiliated additional location’s Title IV loan or grant programs. If you answered “yes” to this question, please ensure you upload the appropriate correspondence in the Documents tab (see steps # 15-20 below).
- **Did the DOE issue a final program review determination or a final audit determination in 2021 that resulted in any liabilities or findings that are unresolved as of today?:** Answer this question “yes” if your

main location or any of your additional locations (if applicable) covered by this report underwent a US Department of Education program review or final audit determination in 2021. A “program review” is an assessment of institutional compliance with Title IV programs conducted by the US Department of Education. Such reviews are generally conducted on-site at the institution. If you answered “yes” to this question, please ensure you upload the appropriate correspondence in the Documents tab (see steps # 15-20 below).

- **Final program review determination issued?:** Has your institution been sent an official “final program review determination” by the US Department of Education?

**Any outstanding liabilities or unresolved findings?:** Were there any findings identified in the final program review determination that are still considered open by the US Department of Education? This includes instances in which an institution owes liabilities to the Department of Education, or where it has failed to respond adequately to the initial finding(s) identified in the program review.

- **Did DOE issue a final audit determination in 2021?:** Was your main location or any additional locations (if applicable) issued a “final audit determination” by the US Department of Education in 2021 (i.e. did you receive a “final audit determination” letter from the Department of Education)? *(Note: A “final audit determination” does not refer to annual financial statements submitted to the Department of Education by an institution; rather, this is an audit determination issued by the Department of Education.)*

**Any outstanding liabilities or unresolved findings in this determination?:** Were there are any findings identified in this final audit determination that are still considered open by the US Department of Education? This would include any unpaid liabilities owed to the Department or other involved parties.

- **Has the institution been investigated by any state or Federal agency in 2021 or 2022?:** Answer this question “yes” if your main location or any additional locations (if applicable) covered by this report have been (or are currently being) investigated for non-compliance by any state or Federal agency. This does not include routine, annual (or semi-annual) inspections conducted by the state, but does include unannounced visits from the state and/or special investigations conducted by the state or Federal government, including investigations by the US Office of Inspector General.
  - **Have you already notified NACCAS of the investigation?:** Answer this question “yes” if you have already notified NACCAS of this investigation and its status as of the date of report submission. *(Note: You will only be prompted to answer this question if you were investigated by a state or Federal agency in 2021 or 2022.)*
  - **Did this investigation result in any findings?** Answer this question “yes” if the investigating agency issued any determinations of non-compliance against your institution. If you have been issued findings of non-compliance, please ensure you upload correspondence relating to these findings in the Documents tab (see steps # 15-20 below). *(Note: You will only be prompted to answer this question if you were investigated by a state or Federal agency in 2021 or 2022.)*

12. Once you are finished answering the regulatory information questions, click “Save & Continue” (located at the bottom of the page) and you will be taken to the “Compliance Information” tab. (See screenshot below.)

## Compliance Information Tab

## Compliance Information

BroadPoint Academy Two  
School Reference #: M100075-000

**Sections**

- > Program Information
- > Regulatory Information
- > **Compliance Information**
- > Documents
- > Summary

Does the institution solicit feedback from current students for the program(s) in which they are enrolled based on its mission and educational objectives at least annually?

Does the institution maintain a current license to operate under applicable state regulations?

Is the institution's approved official or alternate name utilized on the institution's sign and visible from the exterior of the institution?

Did this institution make any changes to its ownership in 2021 or 2022, including changes to shareholders, the corporate structure, etc.?

Is the institution's catalog compliant with NACCAS' Catalog Requirements and Checklist (Policy IV.04)?

Does the institution have a mission statement that clearly identifies the institution as one preparing graduates for employment?

At the time of submission of this report, how many students are currently enrolled at your institution?

If any of the answers require additional clarification, please enter an explanation in the space below:

Back Cancel Save Save & Continue

13. Answer all applicable questions that appear. All questions apply to your institution's current compliance with NACCAS' *Standards*. Please note that NACCAS reserves the right to request verification for all questions in this section in order to ensure compliance with its *Standards* and *Rules*. Therefore, it is important that you answer these questions accurately and maintain documentation that verifies the accuracy of your answers, as applicable.

If you answer "no" to any of these questions (with the exception of the ownership question), you **must** provide an explanation in the text box located in the bottom right of the page. (*Note: While it is not required, if you wish to explain your answer for the ownership question, feel free to provide an explanation in the text box.*)

14. Click "Save & Continue" located at the bottom of the page and you will be taken to the "Documents" tab. (See screenshot below.)

### Documents Tab

## Document Upload

0925@tc.com School  
School Reference #: C100202-000

Sections

- > Program Information
- > Regulatory Information
- > Compliance Information
- > **Documents**
- > Summary

Please note that it is your responsibility to ensure the correct attachments are uploaded. Failure to upload complete and correct attachments will result in a \$75 fee for each incorrect/incomplete attachment

Type		Required	Uploaded	
Certification	<a href="#">Attachment Instruction</a>	Yes	No	<a href="#">Add/View</a>
Correspondence	<a href="#">Attachment Instruction</a>	Yes	No	<a href="#">Add/View</a>
ECAR	<a href="#">Attachment Instruction</a>	Yes	No	<a href="#">Add/View</a>
Cohort Grid	<a href="#">Attachment Instruction</a>	Yes	No	<a href="#">Add/View</a>
Exempted Student List	<a href="#">Attachment Instruction</a>	Yes	No	<a href="#">Add/View</a>
Miscellaneous	<a href="#">Attachment Instruction</a>	No	No	<a href="#">Add/View</a>
Teach Out Plan	<a href="#">Attachment Instruction</a>	Yes	No	<a href="#">Add/View</a>

Back
Cancel
Save & Continue

15. In order to complete your report, you will need to upload all applicable attachments.
16. The first required attachment listed in this tab is the 2021 (data) Annual Report Certification (see page 31 of these instructions for a copy of a blank certification page). **This attachment is required for all schools.** First, have the owner of your institution complete and sign the certification. Then, scan the form to create a PDF file, and save this PDF file to your computer's hard drive. (Please note that the file must be in .PDF format in order to be uploaded.) To upload the certification form, click "Add/View" and you will be taken to a page to upload your file. Once your file is uploaded, click "Continue." (Note: You can view your attachment, by clicking the file near the bottom of the page, to ensure it was uploaded correctly.)
17. The next required attachment listed in this tab is the 2021 (data) Annual Report cohort grid. A sample 2021 cohort grid is available on NACCAS' website in the "Annual Report Information" section, under the "Accreditation" menu. **This attachment is required for all schools.** (Please note that the cohort grid must be completed in Microsoft Excel format — i.e., in .xls, .csv, or .xlsx format — in order to be uploaded.) To upload the cohort grid, click "Add/View" and you will be taken to a page to upload your file. Once your file is uploaded, click "Continue." (Note: You can view your attachment, by clicking the file near the bottom of the page, to ensure it was uploaded correctly.)
18. The next required attachment listed in this tab is the Teach-Out Plan. Please note that the plan must comply with NACCAS' Policy IV.05. If you have any questions regarding the Teach-Out Plan, please contact Mary Nell Myers at [mmyers@naccas.org](mailto:mmyers@naccas.org). **This attachment is required for all schools.** To upload the Teach-Out Plan, click "Add/View" and you will be taken to a page to upload your file. (Please note that the file must be in .PDF format in order to be uploaded.) Once your file is uploaded, click "Continue." (Note: You can view your attachment, by clicking the file near the bottom of the page, to ensure it was uploaded correctly.)
19. Once the certification, cohort grid, and Teach-Out Plan have been uploaded, you will need to upload all additional applicable attachments to the "Documents" tab. These attachments should be uploaded as separate documents. There are three remaining attachments that may or may not be applicable to your institution: (i) your institution's ECAR (PDF format); (ii) any correspondence regarding ongoing state or Federal investigations, and all correspondence regarding adverse determinations, unpaid liabilities, and/or outstanding findings from the US Department of Education (PDF format); and (iii) a copy of your exempted students list (.xls, .csv or .xlsx format; see pages 9-10 of these instructions for detailed requirements). Please refer to the annual report certification (page 31 of these instructions) for assistance in determining which (if any) of these attachments are required for your institution.

**Note: Every attachment requires an uploaded document for the "Documents" tab to be considered complete. If an attachment does not apply to your institution, click "Add/View" next to the applicable attachment, as**

**that contains instructions regarding what to upload for an attachment that does not apply to your institution. (Reminder: The certification, cohort grid, and Teach-Out Plan ARE REQUIRED FOR ALL SCHOOLS.)**

20. Using the procedure described in steps #15-19 above as a reference, upload all remaining attachments that are applicable to your institution (for attachments not applicable to your institution, please refer to step #19 above). Once these attachments are uploaded, please verify that they have been uploaded correctly by clicking the file on the upload page. After all attachments have been uploaded, click “Save & Continue” at the bottom of the page and you will be taken to the “Summary” tab. (See screenshot below.)

**Please confirm that your files were uploaded successfully (“Yes” should be shown under the “Uploaded” column in the “Documents” tab) and ensure that the correct and complete attachment was uploaded. Additionally, please note that a failure to upload the complete and correct attachments will result in a \$75 fee for EACH incorrect attachment.**

## Summary

Summary and Submission

Testing AR School  
School Reference #: C100208-000

Sections

- > Program Information
- > Regulatory Information
- > Compliance Information
- > Documents
- > **Summary**

Main & Additional Location Summary

Program Information | [Edit](#)

Success! This section has all required information.

Regulatory Information | [Edit](#)

Success! This section has all required information.

Compliance Information | [Edit](#)

Success! This section has all required information.

Documents | [Edit](#)

Success! This section has all required information.

21. The “Summary” tab will contain information regarding the status of each tab completed in the annual report. Please review this page to ensure all tabs have been completed. Additionally, review the data for your institutional outcome rates, as well as your programmatic outcome rates. **Please verify that the data shown here matches your own internal records – you are responsible for the accuracy of the data you submit!**

## Annual Report Submission Notification

22. NACCAS will automatically send a notification via email and text message once it has been successfully submitted. In order to submit the annual report, please see steps #23-25 below.

## Submit to NACCAS

23. Make corrections, if necessary, **before** submitting the data. **Once you click “submit,” you can no longer edit the data!**
24. Once you are satisfied that the data is accurate, click “Submit” located at the bottom of the “Summary” tab. The “submit” button will only appear if all sections of the annual report have been completed. **If you do not see the submit button, please verify that you have completed all applicable sections of the report.**
25. You will be taken to a page asking for confirmation to submit your annual report (see screenshot below). **Reminder: Please verify that your annual report is accurate before submitting your annual report.** If your annual report is

ready for submission, click “Submit.” You should be taken to a confirmation page stating that your annual report was submitted. **If the designated owner does not receive a confirmation notification via email and/or text message that the annual report was submitted, please contact Brett Jones at [bjones@naccas.org](mailto:bjones@naccas.org) for additional guidance.**

Summary and Submission

Testing AR School  
School Reference #: C100208-000

**Sections**

- > Program Information
- > Regulatory Information
- > Compliance Information
- > Documents
- > **Summary**

### Confirmation to Submit to NACCAS

Click the submit button below to submit your annual report data to NACCAS. Once you click submit, you can no longer make edits or corrections to your data!

Cancel

Submit

## Modifying the Data after Submission

26. If you discover errors in your data prior to midnight (EST) on January 15, 2023 (but after your annual report has been submitted), you will need to contact Brett Jones at [bjones@naccas.org](mailto:bjones@naccas.org) to determine if your annual report can be un-submitted. If your report has been un-submitted, you will be allowed to freely enter and edit data. However, please note that if your annual report has been un-submitted, then you must re-submit the report to NACCAS (see steps #23-25 above) prior to midnight (EST) on January 15, 2023, in order to avoid being assessed a late fee. *(Note: If your annual report is un-submitted, there may be a slight delay before your annual report can be edited, so it may take several minutes for your annual report to be open for editing.)*
27. If you discover errors after the January 15, 2023 deadline has passed, you will need to complete the following steps to correct your report:
  1. Go to the “Annual Report Information” section of the NACCAS website and download the “Annual Report Change Request Form” (it is in Microsoft Word format).
  2. Complete the form according to the instructions.

Prior to submitting this documentation, please contact Brett Jones at [bjones@naccas.org](mailto:bjones@naccas.org) for instructions regarding uploading.

## Step 8: Annual Report Certification

A copy of this 2021 (data) Annual Report Certification must be signed and **electronically uploaded** to NACCAS. (You may **not** mail a hard copy of the certification form and required attachments to the NACCAS office.) Instructions for electronically uploading the certification form will be published at a later date.

I certify that all information contained within the 2021 (data) Annual Report for the institution(s) indicated below is true and accurate to the best of my knowledge, as required by Standard I and Section 1.6(f) of NACCAS' *Rules of Practice and Procedure*. I understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking disciplinary action, including and up to a withdrawal / denial of accreditation, against my institution(s).

NACCAS Reference Number assigned to the main campus covered by this annual report: \_\_\_\_\_

Institution name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Institution Owner

\_\_\_\_\_  
Date

Sign and date this page. Then upload it to your electronic annual report, along with the attachments listed below. **Please note that a failure to upload complete and correct attachments will result in a \$75 fee for each incorrect/incomplete attachment.**

Upload the following attachments to your electronic annual report:

- a) A copy of your institution's Teach-Out Plan. Please note that the plan must comply with NACCAS Policy IV.05. If you have any questions regarding the Teach-Out Plan, please contact Mary Nell Myers at [mmyers@naccas.org](mailto:mmyers@naccas.org). **(REQUIRED FOR ALL INSTITUTIONS)**
- b) **If your institution is participating in Title IV programs with the US Department of Education (USDOE):**  
A copy of your institution's most recent / current Eligibility and Certification Approval Report (ECAR) from the USDOE. Please note that the ECAR is approximately eight pages long and contains general information regarding the institution's location, approved programs, ownership, etc. If your institution is not currently participating in Title IV programs with the USDOE, then you will not have an ECAR. **(Attach only if applicable)**  
**Note:** If your institution's ECAR is currently expired, you should upload documentation showing that the institution is currently undergoing recertification with the USDOE, along with the expired ECAR. Recertification documentation could include a copy of your institution's "Application Submission" stating that the institution's "Reapproval (Recertification) application has been received by the USDOE," OR correspondence with the USDOE confirming such.
- c) A copy of your annual report cohort grid or equivalent alternative in Microsoft Excel format. A sample 2021 cohort grid is available on NACCAS' website ([naccas.org](http://naccas.org)) in the "Annual Report Information" section, under the "Accreditation" menu. **(REQUIRED FOR ALL INSTITUTIONS)**
- d) All correspondence concerning any outstanding liabilities, unresolved findings or adverse determinations from the US Department of Education, or any correspondence regarding Federal or state investigations of the institution. **(Attach only if applicable)**
- e) If your institution exempted any students from its 2021 cohort grid, you must provide your institution's "Exempted Students List" (see pages 9-10 for detailed instructions; a sample exempted students list is shown in Appendix A, and is also available on NACCAS' website ([naccas.org](http://naccas.org)) in the "Annual Report Information" section, under the "Accreditation" menu). **(Attach only if applicable)**

## Appendix A

Example: Illustration of the “Exempted Students List”

A copy of this sample 2021 list (in Excel format) is available on NACCAS’ website (naccas.org) in the “Annual Report Information” section, under the “Accreditation” menu.

<b>2021 (data) Annual Report</b>	<b>Exempted Students List</b>	<b>Data Year: 2021</b>
<b>Institution Reference #: 012345-00</b>		
<i>Questions? Contact Brett Jones at (703) - 600 - 7600, ext. 191 or at <a href="mailto:bjones@naccas.org">bjones@naccas.org</a></i>		
<b>1. Student Name (Sort alphabetically by last name)</b>	<b>2. Program &amp; Campus (if applicable)</b>	<b>3. Reason Exempted from 2021 (data) Annual Report</b>
Banner, Bruce	Cosmetology	Disabled
Strange, Stephen	Esthetics	Early Withdrawal

## Appendix B:

### COVID-19 Student Exemptions and Other Restricted Variances

NACCAS has revised the Annual Report Instructions for the 2021 (data) Annual Report<sup>1</sup> to provide additional flexibilities for institutions and their students who were unable to graduate, seek licensure and/or secure employment due to either local or State restrictions that may have been in place during the reporting period, or for other reasons associated with the COVID-19 Pandemic. In addition, NACCAS has determined that institutions adversely affected by COVID-19-related state and/or local mandates may be eligible to receive variances to Sections 5.0(c)&(d) of NACCAS' *Rules of Practice and Procedure* with respect to student placement and/or licensure rates.

The following exemptions and restricted variances may be utilized **only** for the 2021 (data) Annual Report. The Commission will determine at a later date whether any similar exemptions or restricted variances will be available for the 2022 (data) Annual Report, and any such exemptions or restricted variances will be published in the 2022 (data) Annual Report Instructions in 2023.

#### **Exempted Students**

##### **Graduation:**

Students scheduled to graduate in 2021 may be exempted from the 2021 (data) Annual Report cohort and separately included on the exempted students list (with the reason listed as "COVID") if the student attests that they chose to withdraw (drop) from the institution for reasons related to COVID-19 by any of the following methods:

- a. **In Writing:** See Student Attestation Requirements below.
- b. **By Email:** Institutions must maintain documentation that confirms the email address belongs to the student (e.g., enrollment agreement or exit interview listing email address, social networking post/message confirming email address, etc.). Note: A printout from the institution's internal database does not constitute sufficient verification of a student's email address.
- c. **By Text Message:** Printed copies of text messages, provided the institution can prove that the text message originated from the student's phone number (e.g., enrollment agreement or exit interview listing the phone number, social networking post/message listing the phone number, etc.). The text message printout must display the phone number of origination. Note: A printout from the institution's internal database or a printout of the phone's contact page does not constitute sufficient verification of a graduate's phone number.
- d. **By Social Media:** Screenshot or copy of social media (in the original formatting) from the student attesting to the student's reason for withdrawal. Note: If a student goes by a nickname on social media, then the institution should maintain documentation that confirms the individual in the social media documentation is the respective student.

Additionally, the withdrawn (dropped) student may be exempted from the 2021 (data) Annual Report cohort and separately included on the exempted students list if the institution was not required to return a student's Title IV disbursement(s), or if the student's loan was discharged due to COVID-19, in accordance with US Department of Education implementation of CARES Act relief. The institution must retain verification that the student's Title IV disbursement(s) was not required to be returned to the US Department of Education due to COVID-19.

##### **Licensure:**

Students scheduled to graduate in 2021 may be reported as exempted from the licensure cohort in the 2021 (data) Annual Report if the student previously sat for all parts of the exam and failed one or more portions of the licensure exam and attests in writing that they elected not to retest for reasons related to COVID-19. (See Student Attestation Requirements below.) These students should **remain** on the cohort grid and be listed as "N/A" in columns 9-10 of the cohort grid.

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<sup>1</sup> **PLEASE NOTE:** Although the **filing deadline** for the 2021 (data) Annual Report has been extended to January 15, 2023, institutions must still report their graduation, placement and licensure **rates** as of November 30, 2022. Please refer to the Annual Report Instructions for further details.

**Placement:**

Students scheduled to graduate in 2021 may be reported as ineligible for placement in the 2021 (data) Annual Report if the student attests in writing that either they (i) elected not to pursue employment within their field of study for reasons related to COVID-19, (ii) were unwilling to obtain licensure for reasons related to COVID-19, or (iii) were unable to secure employment as employers were closed or had limited capacity for reasons related to COVID-19. (See Student Attestation Requirements below.) These students should **remain** on the cohort grid and be listed as “I (COVID)” in column 6 of the cohort grid.

**Student Attestation Requirements**

**All student attestations relied upon by the institution to support a graduation, licensure or placement exemption must meet the following requirements:**

1. The institution must maintain a copy of the student's attestation.
2. The student's attestation must include the student's full name, signature, and the date the attestation was completed.
3. The student's attestation must meet at least **one** of the following methods of identity verification:
  - the student's written attestation may be notarized; **or**
  - the student's written attestation may be accompanied by a copy of the student's current local, State, or Federal government-issued photo ID (e.g. passport, driver's license, green card); **or**
  - the student's written attestation may be accompanied by (i) a **separate** written attestation by a School Official that the Official has validated that the student's signature on the attestation matches the signature on one or more official documents bearing the student's signature that are maintained by the institution in the student's file **and** (ii) a copy of the document(s) used for validation.

**Restricted Variances****Placement Variance**

An institution is eligible for a variance of Sections 5.0(c) and 5.0(d) of NACCAS' *Rules of Practice and Procedure* with respect to **placement** (the “**Placement Variance**”) for the 2021 (data) Annual Report year **if, but only if:**

1. The institution's placement rate is non-compliant (i.e., below NACCAS' minimum 60% threshold); **and**
2. Professional services facilities employing the institution's graduates were either (i) closed or (ii) operating at limited capacity for a cumulative period of at least thirty (30) days between January 1, 2021 and November 30, 2022, as a result of state and/or local municipality mandates (the “**Services Facilities Requirement**”).

**Licensure Variance**

An institution is eligible for a variance of Sections 5.0(c) and 5.0(d) of NACCAS' *Rules of Practice and Procedure* with respect to **licensure** (the “**Licensure Variance**”) for the 2021 (data) Annual Report year **if, but only if:**

1. The institution's licensure rate is non-compliant (i.e., below NACCAS' minimum 70% threshold); **and**
2. Licensure testing facilities for the institution's graduates were either (i) closed or (ii) operating at limited capacity for a cumulative period of at least ninety (90) days between January 1, 2021 and November 30, 2022 as a result of state and/or local municipality mandates (the “**Testing Facilities Requirement**”).

If an institution which is eligible for and actually elects to use the Licensure Variance also has a **noncompliant placement rate** (i.e., below NACCAS' minimum 60% threshold), the institution may also elect to utilize an alternative restricted variance with respect to placement (the "**Alternative Placement Variance**").

**NOTE:** The Alternative Placement Variance does not require that the institution satisfy the Services Facilities Requirement (as described above), but it does require that the institution be eligible for, and actually elect to use, the Licensure Variance.

#### **Finally:**

If an institution with a **compliant** licensure rate operates in a jurisdiction that satisfies the Testing Facilities Requirement:

1. It is **not** eligible for the Licensure Variance or the Alternative Placement Variance; **but**
2. **It may** count an unlicensed graduate as "ineligible for placement" on the institution's 2021 cohort grid (listed as "I (COVID Unlicensed)" in column 6 of the cohort grid) if the student graduated (i) during the period when the state's licensure testing facilities were closed or operating at limited capacity **or** (ii) within six (6) months prior to the date on which the state's licensure testing facilities were ordered to close or begin operating at limited capacity.

**NOTE:** Qualifying for a restricted variance does **NOT** affect the institution's reporting obligations to NACCAS. **ALL institutions must file a complete 2021 (data) Annual Report, including all required data for every student in the 2021 (data) student cohort.**

#### **Utilizing Restricted Variances:**

1. NACCAS has created (and will periodically update) a list of states and local jurisdictions confirmed by NACCAS to meet the requirements for one or more restricted variances. Institutions wishing to utilize a restricted variance should consult NACCAS' [Restricted Variance Jurisdictions List](#) prior to submitting their 2021 (data) Annual Report.
2. When filing its Annual Report, the institution may indicate which restricted variance(s) (if any) it wishes to utilize, and the campuses and/or programs to which it believes the variance(s) apply.
  - o If the institution is requesting a variance that (as of the date of filing) does **not** appear as approved on NACCAS' [Restricted Variance Jurisdictions List](#), please contact Brett Jones at [bjones@naccas.org](mailto:bjones@naccas.org) for guidance. The institution must submit a copy of the applicable state and/or local mandate(s) which it believes qualifies the institution for the variance(s) it is requesting. NACCAS will review the institution's submission and contact the institution for further information or to provide further directives, if needed.

#### **Disclaimers:**

In all publications where an institution lists its student outcome rates as required by NACCAS in the 2021 (data) Annual Report, the institution must include one of the following disclaimers as applicable.

#### **Institutions Electing Not to Utilize Any of the Available COVID-19 Exemptions and/or Variances:**

**The institution's published student outcome rates must be immediately preceded by the following statement:**

The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

#### **Institutions Electing to Utilize One or More of the Available COVID-19 Exemptions and/or Variances:**

**The institution's published student outcome rates must be immediately preceded by the following statement:**

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

**In addition, the institution must include the following footnotes and indicate the appropriate footnote for each institutional and/or programmatic rate, as applicable:**

1. Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.
2. As State and/or local restrictions with respect to the COVID-19 Pandemic have significantly impacted the ability of this institution's students to sit for licensure and/or obtain employment, this rate has not been published.

**Reminder:**

Section 10.5 of NACCAS' *Rules* provides that all accredited institutions have the opportunity to petition the Commission for a variance to its *Rules* by filing with the Executive Director, in writing, a Petition for Variance. All accredited institutions have the option to submit a Petition for Variance to Section 5.0(c) & (d) of NACCAS' *Rules* to request that the Commission consider additional documentation beyond that cited as acceptable within this Appendix.