

NACCAS Outcomes

2017 Cohort Submitted by 30 November 2018

This Institution is accredited by the National Accrediting Commission of Career Arts & Sciences also called NACCAS. 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.

Most Recent Annual Report Outcomes

The University of Aesthetics & Cosmetology	
1037-1043 Curtiss St. Downers Grove, IL 60515	
NACCAS ID	023164-00
Graduation Rate	92.59%
Placement Rate	84.00%
Licensure Rate	100.00%

Deadline: The 2017 (data) Annual Report is due electronically by midnight (EST) on November 30, 2018 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; NACCAS does not measure outcome rates for individual programs

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’ 2017 (data) Annual Report is derived from a single cohort of students – those scheduled to graduate in 2017. NACCAS’ graduation, placement and licensure definitions are provided below:

Graduation Rate: Based on all students scheduled to graduate from their program in 2017. Of those students scheduled to graduate in 2017, the percentage that actually graduated before November 30, 2018.

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).

Graduate: A student who has completed all applicable academic and non-academic requirements, as defined by the institution's graduation policy.

Placement Rate: Of those graduates from the graduation cohort who are eligible for placement, the percentage who were placed prior to November 30, 2018.

Eligible for Placement: A graduate from the graduation cohort is considered eligible for placement unless they meet one of the five exemptions detailed below:

The graduate is deceased

The graduate has a permanent or indefinite disability

The graduate was deployed for military service/duty

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

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 prior to November 30, 2018. 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 prior to November 30, 2018, the percentage that passed all required parts of the state/national exam before November 30, 2018.

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: If your institution had an additional location that voluntarily relinquished (or otherwise lost) its accreditation, but had students that were scheduled to graduate in 2017, those students should still be included in your 2017 (data) Annual Report unless they meet one of the exemptions specified on page 9 of these Instructions.

Submission: The 2017 (data) Annual Report must be submitted online by midnight (EST) on November 30, 2018. Please remember to test your login information for NACCAS' website prior to the November 30th annual report deadline. 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 November 30, 2018 (see page 25 for a blank certification form). Complete instructions for electronically uploading the certification form are provided in the “Instructions for Electronic Submission” section, beginning on page 20.

Late Filing Fee: There is a late penalty of \$505 per campus for any report not completely submitted by midnight (EST) on November 30, 2018.

Incomplete / Incorrect Attachments Filing Fee: If an institution submits its annual report prior to the required deadline, but uploads incorrect or incomplete attachments with its report (see page 25 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 schools), or with your application for initial accreditation (initial applicant schools).

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 2015, 2016 and 2017 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 2017 rate submitted. Accordingly, the 2017 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 2017 (data) Annual Report contains systemic errors (normally through an audit or visit process), three-year averaging will not apply.*

Supplemental Filing of the Annual Report: NACCAS allows all institutions the option of completing a supplemental filing of the 2017 (data) Annual Report. For further details regarding this optional supplemental filing, please see page 19 of these instructions.

Backup Documentation: Unless otherwise notified by letter, an institution is not required to 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 4-6 of these instructions.

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

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 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 2018 (data) Annual Report, meaning institutions can utilize the forms of documentation below for both the 2017 (data) and 2018 (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, 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 2017, 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 9 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) 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:
 - 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 flyers or advertisements (e.g., salon website) which name graduates by first and last name
 - 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
 - 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 phone number, social networking post/message listing phone number, etc.)

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

- Reminder: Business cards are not accepted as documentation supporting a graduate's employment.

This list is not all-inclusive. However, please consult with NACCAS before using a type of documentation that is not listed above. Additionally, please note that any documentation gathered after November 30, 2018 must show that the graduate was employed prior to the annual report deadline.

- 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. 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.

OR

(ii) Direct electronic correspondence from the graduate (e.g., email, Facebook message, text message, etc.) which clearly and definitively attests to his/her self-employed status (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, publically 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)

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.

(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 10/1/2016 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.

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 or Kentucky), 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.

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 2017 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 2017 (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).

1	2017 (data) Annual Report Cohort Grid			Questions?
2				
3	Institution Reference #: 012345-00		Program: Cosmetology	
4				
5	1. Student Name (List alphabetically by last name)	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated? (Y/N)
6	Snow, Jon	kingofnorth@gmail.com		
7	<div style="border: 1px solid black; padding: 5px;"> <p>Please enter the student's full name in the following format: Last Name, First Name</p> <p>Note: If the institution is aware of a student's nickname, NACCAS recommends that the institution add this nickname in quotation marks after the student's full name</p> </div>			
8				
9				
10				
11				
12				
13				
14				

Graduation Cohort:

1. List all students (alphabetically by last name) who were scheduled to graduate from their program in 2017 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.)

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

- Students scheduled to graduate in 2017 who actually graduated in 2016, 2017 or 2018: Students scheduled to graduate in 2017 will be listed on the annual report cohort grid. This includes students who actually graduated in 2016, 2017 or 2018. For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2017, but he/she actually graduated ahead of schedule in 2016 (or behind schedule in 2018) without a contract change, then he/she will be listed on the annual report cohort grid.
- Students with amended contract end dates in 2017: For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2016, but he/she has a leave of

absence or schedule change which pushes his/her scheduled graduation date into 2017, he/she will be listed on the annual report cohort grid.

- Students scheduled to graduate in 2017 who transferred out to an institution that is not NACCAS accredited: If a student transferred from your institution to an institution that is not NACCAS-accredited, then he/she should continue to count in your graduation cohort as a non-graduate. Also, please note that a student who moves from your institution to another institution without receiving credit for his/her original training is not considered a transfer by NACCAS, and should continue to count in the graduation cohort of your institution as a non-graduate.
- Transfers into your institution (from another institution) who were scheduled to graduate in 2017:

Students who transferred into your institution and were scheduled to graduate (at your institution) in 2017 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 2016 or 2018: For example, if a student’s original enrollment agreement has him/her scheduled to graduate in 2017, but he/she takes a leave of absence or schedule change which pushes his/her scheduled graduation date into 2018 (or back into 2016), then he/she will not be listed on the annual report cohort grid for 2017.
- 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 2018 or 2019: If a student was originally scheduled to graduate in 2017, withdrew, and subsequently re-enrolled (prior to the annual reporting deadline) with a new scheduled graduation date in 2018 or 2019, he/she will not be listed on the annual report cohort grid in 2017.
- 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. 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 2017 may be exempted from the 2017 (data) Annual Report for the reasons noted below. 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 2017 report, and the reason each student has been exempted.

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 26) 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.
- Students who transferred out from your institution to an equivalent program at another institution that is NACCAS accredited: Students who transferred from your institution to another institution that is NACCAS-accredited and remained in an equivalent program (e.g., cosmetology to cosmetology). Such students will not count in your cohort as a graduate or a non-graduate; rather they will not count in your graduation cohort, or in any additional portion of the annual report other than the exempted students list. You must keep appropriate documentation supporting the transfer of such a student to an equivalent program (e.g., a request to release hours to the new school, correspondence from student confirming transfer, etc.). (Note: At least some of the hours earned by the student at your institution must transfer to the new institution.)
- Students who transferred between programs within your institution where 100% transfer credit is applied: Students who transferred from one program at your institution to another program and had 100% of their hours transferred from the original program to the new program. If less than 100% transfer credit was applied, then the student should still be counted in the graduation cohort of the original program, as well as in the new program. The institution must maintain documentation (e.g. official transcript from original program and enrollment

agreement for new program, etc.) showing that all of the student’s original hours transferred to the new program.

- 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, letter from the student, etc.) showing that the student’s deployment caused them to withdraw.
- Early withdrawals:
 - Students in a program of less than one academic year (900 hours) in length who drop out within 15 calendar days of beginning classes will not be listed on the annual report cohort grid
 - Students in a program of one academic year (900 hours) or greater who drop out within 30 calendar days of beginning classes will not be listed on the annual report cohort grid
 - Note: The date of last attendance should be the date the student is determined to be 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).

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 2017.

3	Institution Reference #: 012345-00		Program: Cosmetology	
4				
5	1. Student Name (List alphabetically by last name)	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated? (Y/N)
6	Snow, Jon	kingofnOrth@gmail.com	4/15/2017	

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 17.

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) prior to

November 30, 2018 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, 2018, then he/she will be marked with an “N.”

	1. Student Name (List alphabetically by last name)	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated? (Y/N)
5				
6	Snow, Jon	kingofnOrth@gmail.com	4/15/2017	Y

5. 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 17.

6. 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.

	1. Student Name (List alphabetically by last name)	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated? (Y/N)	5. Date Student Graduated
5					
6	Snow, Jon	kingofnOrth@gmail.com	4/15/2017	Y	5/4/2017

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	Schmidt, Kimberly	N	N/A	N/A	N/A	N/A	N/A	N/A

Placement Cohort:

8. 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 five conditions for ineligibility:

- a. The graduate was deceased
- b. The graduate has a permanent (or indefinite) disability
- c. The graduate was deployed for military service/duty
- d. The graduate studied under a student visa and is ineligible for employment in the U.S.
- e. 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)

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	Curry, Arthur	Y	9/3/2017	I (Student Visa)

9. 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 17 of these instructions.

10. 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	Curry, Arthur	Y	9/3/2017	I (Student Visa)	N/A	N/A

11. 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 prior to November 30, 2018, 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	Snow, Jon	Y	5/4/2017	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 school, etc.) must be employed for at least three months in order to count as “placed” in the annual report.

12. 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 17 of these instructions.

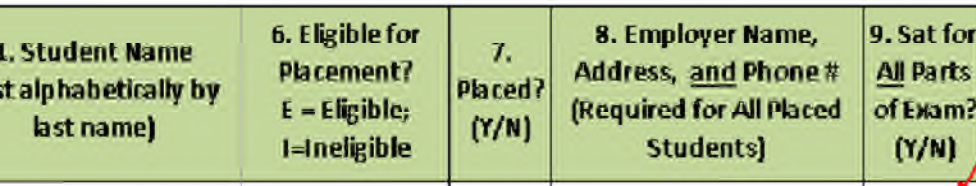
13. For all graduates marked as “placed” in column #7, list the graduate’s employer name, employer address and employer phone number in column #8. All three items must be entered into column #8 for graduates listed as employed. If you are unable to obtain the employer name, employer address or employer 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	Snow, Jon	Y	5/4/2017	E	Y	The Wall Salon 123 Little Foot Lane Targaryette, MN 10001 555-555-5551

Licensure Cohort:

14. 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 prior to November 30, 2018 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.


5	1. Student Name (List alphabetically by last name)	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)
6	Barnes, James "Bucky"	E	N	N/A	Y



15. 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 17 of these instructions.

16. 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.

5	1. Student Name (List alphabetically by last name)	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)
6	Barnes, James "Bucky"	E	N	N/A	N	N/A



17. 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 prior to November 30, 2018. Mark graduates who passed all portions of the exam prior to November 30, 2018 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 prior to November 30, 2018. 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 prior to November 30, 2018, then he/she will be marked with an “N” in column #10.

1. Student Name	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 <u>All</u> Parts of Exam? (Y/N)	10. Passed Exam? (Y/N)
Barnes, James "Bucky"	E	N	N/A	Y	Y

18. 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 17 of these instructions.