NACCAS Outcomes

2019 Cohort Submitted by 30 November 2020

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

University of Aesthetics & Cosmetology	
1037-1043 Curtiss St. Downers Grove, IL 60515	
NACCAS ID	**023164-00**
Graduation Rate	**79.17%**
Placement Rate	**73.68%**
Licensure Rate	**100.00%**

Accreditor (NACCAS) Instructions

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

2019 Data Annual Report (Submitted in 2020) Instructions

Welcome to the 2019 (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 2019 (data) Annual Report is due November 30, 2020. If your institution is accredited <u>or in the process of gaining accreditation</u> (i.e., in candidate or initial applicant status) as of November 1, 2020, then you are required to submit the 2019 (data) Report electronically to NACCAS.**

Institutions should monitor NACCAS' website (www.naccas.org > "Events/Webinars" > "Webinar Schedule") for upcoming webinars regarding the 2019 (data) Annual Report. If institutions cannot attend the live webinars, recorded versions will be available in September / October of 2020 in the "Recorded Webinars" section, under the "Events/Webinars" menu.

If you require technical assistance, please contact 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.

Steps for Completing the 2019 (Data) Annual Report

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

Step 1: Review General Information

- **Deadline: The 2019 (data) Annual Report is <u>due electronically by midnight (EST) on November 30, 2020</u> for <u>all</u> institutions. This includes applicants for initial accreditation and institutions in candidate status.**
- <u>Minimum Outcomes Thresholds</u>: NACCAS' Standard I requires an institution to meet or exceed the following measures of student success:
  - o 50% graduation; 60% placement; 70% licensure exam pass rate
  - o Note: These outcome rates are calculated for the institution as a whole; NACCAS does <u>not</u> measure outcome rates for individual programs
  - o 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.
- <u>Key Definitions</u>: NACCAS' 2019 (data) Annual Report is derived from a single cohort of students – those scheduled to graduate in 2019. NACCAS' graduation, placement and licensure definitions are provided below:
  - o <u>Graduation Rate</u>: Based on all students <u>scheduled to graduate</u> from their program in 2019. Of those students scheduled to graduate in 2019, the percentage that actually graduated by November 30, 2020.
    Note: The scheduled graduation date is a student's <u>most recent</u> 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).
  - o <u>Graduate</u>: A student who has completed all applicable academic and non-academic requirements, as defined by the institution's graduation policy. A student cannot count as a "graduate" if the school is holding their hours (i.e., preventing them from sitting for the applicable licensure examination) for failing to meet a school requirement.
  - o <u>Placement Rate</u>: Of those graduates from the graduation cohort who are eligible for placement, the percentage who were placed by November 30, 2020.
  - o <u>Eligible for Placement</u>: A graduate from the graduation cohort is considered eligible for placement unless they meet one of the five exemptions detailed below:
    - 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 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
  - o <u>Placement</u>: 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, 2020. 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 <u>not</u> considered placed.
  - o <u>Licensure Rate</u>: Of the graduates from the graduation cohort who sat for all parts of their required state/national licensure exam by November 30, 2020, the percentage that passed all required parts of the state/national exam by November 30, 2020.
- <u>Multiple Campuses</u>: 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 <u>should</u> 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 2019, those students should still be included in your 2019 (data) Annual Report unless they meet one of the exemptions specified on page 9 of these Instructions.
- <u>Submission</u>: The 2019 (data) Annual Report must be submitted online by midnight (EST) on **November 30, 2020**. 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 <u>support@naccas.org</u> for assistance.
- <u>Certification Form</u>: 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, 2020 (see page 21 for a blank certification form). Complete instructions for electronically uploading the certification form will be provided in the "Instructions for Electronic Submission" section, published in September 2020.
- <u>Late Filing Fee</u>: There is a late penalty of $505 <u>per campus</u> for any report not <u>completely</u> submitted by midnight (EST) on November 30, 2020. For schools granted candidate status in 2020, the late fee will be waived for the 2019 (data) Annual Report.

- <u>Incomplete / Incorrect Attachments Filing Fee:</u> If an institution uploads incorrect or incomplete attachments with its report (see page 21 of these instructions for all required attachments), it will be assessed a $75 penalty for <u>each</u> incorrect/incomplete attachment.
- <u>Financial Statements</u>: Financial statements are <u>not</u> 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).
- <u>Three-Year Rates</u>: 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 <u>that specific cohort</u>. The three-year rate will be based on combined data from the 2017, 2018 and 2019 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 <u>not</u> replace the actual 2019 rate submitted. Accordingly, the 2019 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 2019 (data) Annual Report contains systemic errors (normally through an audit or visit process), three-year averaging will not apply.*
- <u>Supplemental Filing of the Annual Report</u>*:* NACCAS allows all institutions the option of completing a supplemental filing of the 2019 (data) Annual Report. For further details regarding this optional supplemental filing, please see page 19 of these instructions.
- <u>Backup Documentation</u>: 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 4-6 of these instructions.
    - o 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 <u>not</u> 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 2020 (data) Annual Report,** meaning institutions can utilize the forms of documentation below for both the 2019 (data) and 2020 (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 2019, 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. 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, 2020 must show that the graduate was employed prior to the annual report deadline. Similarly, documentation for employments which 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 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 <u>must</u> 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.
- 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 <u>original formatting</u>) 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 <u>original formatting</u>) 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 <u>employed</u>. For example, an <u>unidentified</u> 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.
- Reminder: Business cards are **not** accepted as documentation supporting a graduate's employment.

- For graduates employed in a <u>permanent</u> "freelance" position (i.e., graduates who work independently without being affiliated with a physical business establishment) <u>OR</u> 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 <u>NOT</u> 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 which 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.) which 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, <u>publically available, and explicitly state the professional services or products that the graduate is advertising</u>. For example, a graduate

posting a picture of a recent manicure they performed on their personal Facebook page is <u>not</u> acceptable documentation, as this is not an actual advertisement and does not confirm the student is working for monetary compensation. However, a <u>business</u> 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 <u>not</u> qualify graduates as "placed."

- Graduates who are working at an institution under the same ownership in <u>non-instructor</u> 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 student'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.

<u>(Licensure):</u>

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 10/1/2018 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. Please do not redact any information from these examination reports other than (if applicable) student social security numbers or birthdates. For schools with Advanced programs in Ohio and schools in Oregon, please refer to the document "Special Licensure Instructions for Oregon and Ohio Schools" on the Annual Report Information page of NACCAS' website.

If examination reports are <u>not</u> provided by the state / testing administrator, but the state has a website where <u>examination results</u> (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 <u>not</u> 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 2019 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 2019 (see steps 1-7 below for further details). The placement rate is based upon <u>graduates from the graduation cohort</u> who are eligible for employment (see steps 8-13 below). Similarly, the licensure rate is based upon <u>graduates from the graduation cohort</u> who sat for all portions of their required licensure examination (see steps 14-18 below).

	A	B	C	D
1	2019 (data) Annual Report Cohort Grid			*Questions? Co.*
2				
3	**Institution Reference #:**	**012345-00**	**Program:**	**012345-00**
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	Hunt, Ethan	missionimpossible@gmail.com	4/15/2019	Y
7		*Please enter the student's full name*		
8		*in the following format:*		
9		*Last Name, First Name*		
10		*Note: If the institution is aware of a*		
11		*student's nickname, NACCAS*		
12		*recommends that the institution add this nickname in quotation marks*		
13		*after the student's full name*		
14				

Graduation Cohort:

1. List all students (alphabetically by last name) who were <u>scheduled to graduate</u> from their program in 2019 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 <u>or</u> 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 <u>should</u> be listed on your annual report cohort grid:

- **Students <u>scheduled</u> to graduate in 2019 who <u>actually</u> graduated in 2018, 2019 or 2020:** Students <u>scheduled</u> to graduate in 2019 will be listed on the annual report cohort grid. This includes students who actually graduated in 2018, 2019 or 2020. For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2019, but he/she actually graduated ahead of schedule in 2018 (or behind schedule in 2020) without a contract change, then he/she <u>will</u> be listed on the annual report cohort grid.
- **Students with amended contract end dates in 2019:** For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2018, but he/she has a leave of absence or schedule change which pushes his/her scheduled graduation date into 2019, he/she <u>will</u> be listed on the annual report cohort grid.
- **Students scheduled to graduate in 2019 who transferred out to an institution that is <u>not</u> NACCAS accredited:** If a student transferred from your institution to an institution that is <u>not</u> 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 <u>not</u> 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 2019:** Students who transferred into your institution and were scheduled to graduate (at your institution) in 2019 will be listed on the annual report cohort grid.

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

- **Students with amended contract end dates in 2018 or 2020:** For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2019, but he/she takes a leave of absence or schedule change which pushes his/her scheduled graduation date into 2020 (or back into 2018), then he/she will <u>not</u> be listed on the annual report cohort grid for 2019.
- **Auditing students:** Students auditing a class or program for personal enrichment (i.e., no credit or diploma/certificate given) will <u>not</u> be listed on the annual report cohort grid.
- **Re-enrollments scheduled to graduate in 2020 or 2021:** If a student was originally scheduled to graduate in 2019, withdrew, and subsequently re-enrolled in the same program (prior to the annual reporting deadline) with a new scheduled graduation date in 2020 or 2021, he/she will <u>not</u> be listed on the annual report cohort grid in 2019.
- **Students in a program outside of NACCAS' scope:** Students enrolled in a program that is not required to be approved by NACCAS should <u>not</u> 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 2019 may be exempted from the 2019 (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 2019 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 22) 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 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. Supporting documentation must verify that the student (i) remained in an equivalent program, (ii) transferred to a NACCAS accredited institution, and (iii) transferred at least some of his/her hours to the new institution (e.g., a request to release hours to the new school, correspondence from student confirming transfer, etc.). (Note: The institution may contact NACCAS to verify if its documentation is compliant.)
- **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, correspondence from the student, etc.) showing that the student's deployment caused them to withdraw.
- **Early withdrawals:**
  - o 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
  - o 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
  - o 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).

  Note: Any correspondence (e.g. email, text) must include documentation confirming it originated from the student (e.g. enrollment agreement, exit interview, etc.).

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 2019.

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	Hunt, Ethan	missionimpossible@gmail.com	4/15/2019	

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, 2020 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, 2020, then he/she will be marked with an "N." (Note: A student cannot be counted as a "graduate" if the school is holding their hours (i.e., preventing them from sitting for the applicable licensure examination) for failing to meet a school requirement.)

	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	Hunt, Ethan	missionimpossible@gmail.com	4/15/2019	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	Hunt, Ethan	missionimpossible@gmail.com	4/15/2019	Y	5/4/2019

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	Faust, Ilsa	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 <u>an institution under the same ownership</u> (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 <u>not</u> 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	Dunn, Benji	Y	9/3/2019	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, <u>and</u> Phone # (Required for All Placed Students)
5						
6	Dunn, Benji	Y	9/3/2019	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 on or prior to November 30, 2020, 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 <u>not</u> 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	Hunt, Ethan	Y	5/4/2019	E	Y

Reminder: Your institution <u>must</u> 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 <u>non-instructor</u> 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	Hunt, Ethan	Y	5/4/2019	E	Y	MisSalon Impossible 123 Spy St Washington, D.C 555-555-5555

Licensure Cohort:

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

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, 2020 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.

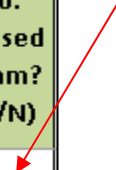|	1. Student Name (List alphabetically by last name)	6. Eligible for Placement? E = Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Name, Address, and Phone # (Required for All Placed Students)	9. Sat for All Parts of Exam? (Y/N)
5					
6	Lane, Soloman	E	N	N/A	Y

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.

	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)
5						
6	Lane, Soloman	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, 2020. Mark graduates who passed all portions of the exam prior to November 30, 2020 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, 2020. 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, 2020, then he/she will be marked with an "N" 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	Lane, Soloman	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.

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 <u>most recent</u> contract end date shown in the student's file.

Luther Stickell has a scheduled graduation date of 12/30/2019 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	Stickell, Luther	555-555-5555	12/30/2019

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: Luther Stickell   Age: 56   Birth Date: 2/25/1964
Address: 55554 North Drive, Salt Lake City, Utah 84101   Phone: 555-555-5554
Drivers License #: E555555   Soc. Security #   555-55-5554   U. S. Citizen: _X_ Yes ___ No

Contract Begins: 12/30/2018   Contract Ends: 12/30/2019
_X_ Cosmetology - 1500 Hours, 40 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 37.5 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 4/1/2020.

ENROLLMENT AGREEMENT ADDENDUM

Luther Stickell	Cosmetology
Student Name	**Program**
55551 North Drive, Salt Lake City, Utah 84101	555-555-5551
Address	**Phone Number**
12/30/2018	12/30/2019
Original Start Date	**Original End Date**

LEAVE OF ABSENCE

LOA Begins: 5/15/2019	**LOA Ends:** 8/15/2019

Revised Contract End Date: 4/1/2020	

As Mr. Stickell 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 **4/1/2020**. Since Mr. Stickell's most recent contract end date is in **2020**, he does not belong in the institution's 2019 (data) Annual Report.

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

ENROLLMENT AGREEMENT ADDENDUM

August Walker	Cosmetology
Student Name	**Program**

55555 North Drive, Salt Lake City, Utah 84101	555-555-5555
Address	**Phone Number**

2/19/2019	10/26/2019
Original Start Date	**Original End Date**

LEAVE OF ABSENCE

LOA Begins: 3/15/2019	**LOA Ends:** 6/15/2019

Revised Contract End Date: 11/26/2019	

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. Walker took an LOA from 3/15/2019 to 6/15/2019 (**92 days**). However, his original contract end date was only adjusted by 31 days from 10/26/2019 to a revised end date of 11/26/2019.

His contract end date **SHOULD** have been adjusted 92 days (since his LOA was 92 days in length), giving him a correct revised end date of **1/26/2020**. As a result, this student does **not** belong in the 2019 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 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, 2019. Enter this number into the box labeled "# Began Year" on the annual report worksheet (see following page). Please note this number is <u>not</u> 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, 2019 and December 31, 2019 (dates inclusive). Enter this number into the box labeled "2019 Year Starts" on the annual report worksheet (see following page). Please note this number is <u>not</u> 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, 2019 and August 31, 2020 (dates inclusive). Enter this number into the box labeled "'18-'19 Starts" on the annual report worksheet (see following page). Please note this number is <u>not</u> 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 2019 (data) Annual Report.

4. Count the number of students listed on your annual report cohort grid (see pages 7-13 for instructions regarding completion of the cohort grid). This is the number of students scheduled to graduate in 2019. 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 prior to November 30, 2020. 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 2019 or 2020, 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). **<u>It is critical that the length of your longest program is entered accurately</u>.**

Annual Report Worksheet

Enrollment Related Information	
Program:	
# Began Year: Indicate number of students enrolled as of January 1, 2019 (i.e., those students who were in school in 2018 and remained enrolled as of the first of January 2019)	# Began Year
2019 Year Starts: Include all students who started training in the 2019 calendar year (if a student started more than once, count as one start)	2019 Starts
2019-2020 Starts: Please enter the total # of students who started training between September 1, 2019 and August 31, 2020 (start and end dates inclusive)	'18-'19 Starts
Item 1: Number of students scheduled to graduate in 2019 (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, 2020 (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, 2020 (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, 2020 (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, 2020 (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 2019 or 2020, 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 (not required), follow the guidance below, except do not add multiple programs together.) *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 '18									
[Item 2] Number of students from Item 1 who graduated									

$$(\qquad \div \qquad) \times 100 = \qquad \%$$

(Item 2 Total ÷ Item 1 Total)   x 100   =   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									

$$(\qquad \div \qquad) \times 100 = \qquad \%$$

(Item 4 total ÷ Item 3 Total)   x   100   =   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									

$$(\qquad \div \qquad) \times 100 = \qquad \%$$

(Item 6 Total ÷ Item 5 Total)   x 100   =   Licensure Rate

Step 6: The Supplemental Filing of the Annual Report (<u>optional</u>)

NACCAS allows institutions the option of submitting a supplemental filing of the 2019 (data) Annual Report. This supplemental filing is designed to (i) provide qualifying students listed as "not employed" in your 2019 placement cohort with additional time to become placed and (ii) provide qualifying students listed as "fails" in your 2019 licensure cohort with additional time to retake and pass their licensure exam. Detailed instructions for completing the supplemental filing will be published in March of 2021. Some basic information regarding the supplemental filing is described below:

- **The Supplemental Filing is <u>Optional</u>:** 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 **<u>not</u>** under any circumstances required to submit a supplemental filing to NACCAS.
- **The Supplemental Filing Deadline is May 31, 2021:** The supplemental filing of the 2019 (data) Annual Report is due no later than May 31, 2021. NACCAS will <u>not</u> accept supplemental filings received after the May 31st deadline.
- **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 November 30, 2020, is final.
- **Only Students Who Graduated in 2020 are Eligible for the Supplemental Filing:** Only students included in your 2019 (data) Annual Report who actually graduated in calendar year 2020 and either (i) did not secure employment or (ii) failed their licensure exam may be included in the supplemental filing of the 2019 (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 2019 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 March of 2021. If you have any questions in the interim, do not hesitate to contact Brett Jones at (703) 600 – 7600, extension 191.
- **Late Annual Reports:** Only institutions that submit a complete 2019 (data) Annual Report prior to 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 2019 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 <u>not</u> be permitted to submit a supplemental filing.

Step 7: Instructions for Electronic Submission

1. Go to www.naccas.org and scroll over the "Accreditation" Menu at the top of the page (it should be the fifth menu from the left, after "Home," "About Us," "Public Notices," and "Events/Webinars"). A drop down menu should appear. Then click on the first link on the drop down menu, which is "Member Login" (see screenshot below).

2. You should arrive at a screen that says "Member Login." Right below this header, there is a large gold button with "Member Log In" in black text. Click on this gold button. The username and password screen will appear. (*Note: Please be aware that the individual signing in may have access to confidential information beyond the annual report. Therefore, the owner may wish to review and set restrictions on the information employees are able to view. For questions regarding viewing restrictions, please contact support@naccas.org*).

3. If you do not know your password, click on "Forgot your password?" Enter your username and the information will be emailed to the owner's email address on record. If you do not know either your username or password, please email support@naccas.org for assistance.

4. Enter your username and password. Click "Login."

5. Click the bronze tab labeled "Annual Reports" (it should be the second bronze tab from the top).

6. You will see a listing of main campuses. Select the main campus for which you would like to complete an annual report. A main campus and all additional locations must combine information when submitting the annual report as they are considered one institution.

7. Before you continue, **please verify that the email address listed below the "Go" button is accurate**. If it is not, please make any edits necessary. NACCAS will send a summary of your annual report to this email address (in addition to the owner's email address on record) once the report has been submitted. (In order to update the email address, you must type in the email address and then click the bronze "Click to Update Email" button.) Please note that updating the email address on this screen does not update the official contact email for all NACCAS correspondence. If you wish to update the official contact email for all NACCAS correspondence, please complete notification form 1H, available in the "Non-Substantive Notification Forms" section of the "Applications & Forms" menu on NACCAS' website.

8. Select "2019 (data)" and then click on the "Go" button to enter the current annual report. *(Note: You may select other years if you would like to view past annual report data.)* You should arrive at a screen that shows eight different program categories, beginning with "All Cosmetology Programs." This is your "Programs Information Tab," and will be the first tab of the annual report you complete.

Programs Information Tab

9. To start, you will see a list of eight program categories. These eight categories are "cosmetology," "manicuring / nail tech," "esthetician and skin care," "teaching," "massage and massage therapy," "crossover," "barbering," and "other / miscellaneous." This list is not specific to your institution. If you have multiple programs in the same category (e.g., two esthetics programs), you may combine the data from both programs into the same category. If you offer combination program(s), you may place such program(s) into either relevant program category. For example, if you

offer a cosmetology/manicuring combination program, you may place it in either the "cosmetology" or "manicuring / nail tech" program category. If a program does not fit into any standard category, then you may place the data into the "other / miscellaneous" program category.

10. You will need to enter data for each program category individually. To begin, click the check box next to the program category (e.g., "all cosmetology programs") you wish to enter data for. The program category in question should become highlighted in yellow. Then click on the bronze "Edit Program Information" button at the bottom of the screen to add/edit data for the selected program category. A pop-up box with all applicable questions should appear.

11. Fill out all of the fields in the "Program Information" section of the pop-up box. If you are combining multiple programs into the same category, you may answer the questions about the language, tuition, night schedule, and distance education with respect to the program with more students.

12. Next, fill out all of the fields in the "Enrollment Related Information" section of the pop-up box. You will copy this data from the annual report worksheets (see pages 16-17 of these instructions) or other related documents you completed.

13. Once you are finished entering the data for this program category, click on the bronze "Save" button located at the bottom of the screen. Once the data is saved, you will automatically be returned to the program list screen to continue with the next program category.

14. Repeat steps 10-13 for each of the eight program categories listed in the "Programs Information" tab. Once all eight program categories have been completed, you may move onto the "Financial Aid Information" tab. **Please note that all eight program categories must be completed, regardless of whether each program type was taught in 2019.**

Financial Aid Information

15. To start, click on the orange "Financial Aid Information" tab (it is to the right of the silver "Programs Information" tab). Next, click the bronze "Edit Financial Aid Information" button at the bottom of the screen. A pop-up box with all applicable questions should appear. This section will only need to be completed once; it does not need to be repeated for each program.

16. Answer all questions that appear. Explanations for all questions included in this section are shown below:

- **Currently participating in Federal financial aid programs?:** Answer this question "yes" if your main campus or any of your additional locations 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.

    o **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, Program Participation Agreement, or any other correspondence from the US Department of Education.

- **Accredited by others?:** Answer this question "yes" if your main campus or any of your additional locations covered by this report are accredited by another accrediting agency aside from NACCAS.

- **Did DOE limit, suspend or terminate the institution's Title IV loan or grant programs in 2019 or 2020?** 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.

- **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 31st, then you would select "12," since December is the 12th month of the year.

- **Did DOE conduct a program review in 2019?:** Answer this question "yes" if your main campus or any of your additional locations covered by this report underwent a US Department of Education program review in

2019. 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.

- o **Final program review determination issued?:** Answer this question "yes" if your institution has been sent an official "final program review determination" by the US Department of Education. (*Note: You will only be prompted to answer this question if you underwent a program review in 2019.*)

- o **Any outstanding liabilities or unresolved findings?:** Answer this question "yes" if there are any findings identified in the final program review determination which 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. An institution that has resolved all findings (either by submitting an approved corrective action plan and/or by paying outstanding liabilities) would answer "no" to this question, as would an institution that has not been issued a final program review determination. (*Note: You will only be prompted to answer this question if you underwent a program review in 2019.*)

- **Did DOE issue a final audit determination in 2019?**: Answer this question "yes" if your main campus or any additional locations were issued a "final audit determination" by the US Department of Education in 2019. If you have <u>not</u> received a "final audit determination" letter from the Department of Education, then you should answer this question "no." (*Note: A "final audit determination" does <u>not</u> refer to annual financial statements submitted to the Department of Education by an institution; rather, this is an audit determination <u>issued</u> by the Department of Education.*)

  - o **Any outstanding liabilities or unresolved findings in this determination?:** Answer this question "yes" if there are any findings identified in this final audit determination which are still considered open by the US Department of Education. This would include any unpaid liabilities owed to the Department or other involved parties. (*Note: You will only be prompted to answer this question if you were issued a final audit determination in 2019.*)

- **Has the institution been investigated by any state or Federal agency in 2019 or 2020?:** Answer this question "yes" if your main campus or any additional locations covered by this report have been (or are currently being) investigated for non-compliance by any state or Federal agency. This does <u>not</u> include routine, annual (or semi-annual) inspections conducted by the state, but <u>does</u> include unannounced visits from the state, special investigations conducted by the state or Federal government, including investigations by the US Office of Inspector General.

  - o **Have you already notified NACCAS of the investigation?:** Answer this question "yes" if you have already notified NACCAS of this investigation as it currently (as of the date of report submission) stands. (*Note: You will only be prompted to answer this question if you were investigated by a state or Federal agency in 2019 or 2020.*)

  - o **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 attachments tab (see steps # 25-31 below). (*Note: You will only be prompted to answer this question if you were investigated by a state or Federal agency in 2019 or 2020.*)

17. Once you are finished editing the financial aid information, click on the "Save" button located at the bottom of the screen to save your work. Once saved, you are ready to move onto the next tab, which is "Compliance Information."

Compliance Information

18. To start, click on the pink "Compliance Information" tab (it is to the right of the orange "Financial Aid Information" tab). Next, click the bronze "Edit Compliance Information" button on the bottom of the screen. A pop-up box with all applicable questions should appear.

19. Answer all applicable questions that appear. All questions apply to your institution's <u>current</u> 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 the questions accurately and maintain documentation that verifies the accuracy of your answers, as applicable.

20. If you wish to explain any of your answers, please do so in the text box shown on the screen. It is <u>required</u> that you explain "no" answers to Question #5 (SAP Policy) and Question #6 (Refunds).

21. Click on the "Save" button located at the bottom of the screen to save your work. Once saved, you are ready to move onto the next tab, which is the "Supplemental Filing" section.

Supplemental Filing

22. Click on the tan "Supplemental Filing" tab (it is to the right of the pink "Compliance Information" tab). Next, click the bronze "Edit Information" button on the bottom of the screen. A pop-up box with one question should appear.

23. Indicate ("yes" or "no") whether your institution intends to retain the option of submitting a supplemental filing to the annual report. Please note that a "yes" answer will not commit your institution to submitting a supplemental filing to NACCAS. Rather, a "yes" answer will give your institution <u>the option</u> of submitting a supplemental filing at a later date. If you answer "no," you will not (under any circumstances) be permitted to submit a supplemental filing of your 2019 (data) Annual Report. For more details regarding the supplemental filing, please see page 19 of these instructions.

24. Once you have answered this question, click the "Save" button located at the bottom of the screen. Once saved, you are ready to move onto the "Attachments" tab.

Attachments

25. Click on the purple "Attachments" tab. In order to complete your report, you will need to upload all required attachments.

26. The first attachment listed in this tab is the 2019 (data) Annual Report Certification (see page 25 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 form, click the bronze "Upload Certification" button. A pop-up box should appear. Using this box, select the appropriate .PDF file on your hard drive, and click "open."

27. Once the file has been uploaded, the "upload status" should show as a green checkmark. Click on the "View Certification" link (right above the "Delete Certification" button) to ensure that the document uploaded correctly. It is important that you verify the document has been uploaded properly, and that it is fully completed. **Failure to upload a signed or otherwise complete certification will result in a $75 fee.**

28. The second attachment listed in this tab is your institution's teach out plan. Please ensure that the plan complies with the most current version of NACCAS Policy IV.05. Create a PDF file of your teach out plan, 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 form, click the bronze "Upload Teach Out Plan" button. A pop-up box should appear. Using this box, select the appropriate .PDF file on your hard drive, and click "open." **This attachment is required for all schools.**

29. Once the file has been uploaded, the "upload status" should show as a green checkmark. Click on the "View Teach Out Plan" link (right above the "Delete Teach Out Plan" button) to ensure that the document uploaded correctly. It is important that you verify the document has been uploaded properly, and that it is fully completed. **Failure to upload a correct teach out plan will result in a $75 fee.** Please contact Eddie Broomfield at ebroomfield@naccas.org if you have any questions regarding the teach out plan.

30. The fourth attachment listed in this tab is the 2019 (data) Annual Report cohort grid. A sample 2019 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 the bronze "Upload Cohort Grid" button. A pop-up box should appear. Using this box, select the appropriate .xls, .csv, or .xlsx file on your hard drive, and click "open."

31. Once the file has been uploaded, the "upload status" should show as a green checkmark. Click on the "View Cohort Grid" link (right above the "Delete Cohort Grid" button) to ensure that you have uploaded the correct document. It is important that you verify the document has been uploaded properly, and that it is fully completed. **Failure to upload a complete and correct cohort grid will result in a $75 fee.**

32. Once the certification, teach out plan, and cohort grid have been uploaded, you will need to upload all additional required attachments to the "Attachments" 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 8-9 of these instructions for detailed requirements). Please refer to the annual report certification (page 25 of these instructions) in order to determine which of these attachments are required for your institution.

33. Using the procedure described in steps #25-31 above, upload all attachments that are applicable to your institution. Once these attachments are uploaded, please verify that they have been uploaded correctly by hitting the "view" button. **Failure to upload the complete and correct attachments will result in a $75 fee for each incorrect attachment.** Again, the upload status for all required attachments should show as a green checkmark. Any attachments that are not required will have a status of "N/A." (If an attachment is incorrectly showing as "N/A," please contact Brett Jones at (703) 600 - 7600 extension 191 for guidance.)

Annual Report Summary

34. After all information has been entered, click on the "Annual Report Summary" tab (highlighted in green) to review the combined data for all programs, along with your overall outcome rates for graduation, placement and licensure. **Please verify that the data shown here matches your own internal records – you are responsible for the accuracy of the data you submit!**

Email Annual Report Summary

35. NACCAS will automatically send a summary of the annual report (once it has been successfully submitted) to the email address you verified in step #7, along with the owner contact email address on record. However, you may also choose to send a summary to an additional email address (or addresses). Click on the blue "Email Annual Report Summary" tab, and type in the email address where you would like a copy of the annual report summary sent. Click on the "Click Here to Email a Copy of Annual Report to" button to send the summary. **Please note that this summary is not a confirmation that the annual report has been received by NACCAS.** In order to submit the annual report, please see steps #34-36 below.

Submit to NACCAS

36. Click on the yellow "Submit to NACCAS" tab. Make corrections, if necessary, before submitting the data. **Once you click "submit," you can no longer edit the data!**

37. Once you are satisfied that the data is accurate, click the "submit" button. 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.**

38. If the data is submitted successfully, you will see a confirmation message at the top of the page and the "submit" button will disappear. **You will also receive a confirmation of your submission via email. If you do not receive the email confirmation, please contact Brett Jones at bjones@naccas.org for additional guidance.**

Modifying the Data after Submission

39. If you discover errors in your data prior to midnight (EST) on November 30, 2020 (but after your annual report has been submitted), you will need to contact NACCAS (specifically, Brett Jones at bjones@naccas.org) in order to unlock your report. Once your report has been unlocked, you will be allowed to freely enter and edit data. However, please note that if your annual report has been unlocked, then you must re-submit the report to NACCAS (see steps #34-36 above) prior to midnight (EST) on November 30, 2020, in order to avoid being assessed a late fee.

40. If you discover errors after the November 30, 2020 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.

   Send the completed form and supporting documentation as applicable to the address listed on the last page of the form.

Step 8: Annual Report Certification

A copy of this 2019 (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 in September of 2020.

I certify that all information contained within the 2019 (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 / Official Contact   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 ensure that the plan complies with the most current version of NACCAS Policy IV.05. (**REQUIRED FOR ALL SCHOOLS)**

   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(s) or equivalent alternatives in Microsoft Excel format. A sample 2019 cohort grid is available on NACCAS' website (naccas.org) in the "Annual Report Information" section, under the "Accreditation" menu. (**REQUIRED FOR ALL SCHOOLS)**

   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 2019 cohort grid, you must provide your institution's "Exempted Students List" (see pages 8-9 for detailed instructions; a sample exempted students list is shown in Appendix A, and is also available on NACCAS' website (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 2019 list (in Excel format) is available on NACCAS' website (naccas.org) in the "Annual Report Information" section, under the "Accreditation" menu.

2019 (data) Annual Report	Exempted Students List	Data Year: 2019
Institution Reference #: 000000-00		
Questions? Contact Brett Jones at (703) - 600 - 7600, ext. 191 or at bjones@naccas.org		
1. Student Name **(Sort alphabetically by last name)**	**2. Program & Campus (if applicable)**	**3.Reason Exempted from 2019 (data) Annual Report**
Brandt, William	Cosmetology	Disabled
Meade, Julia	Manicuring	Early Withdrawal