

2016 Data Annual Report (Submitted in 2017) Instructions

Welcome to the 2016 (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 2016 (data) Annual Report is due November 30, 2017. If your institution is accredited or in the process of gaining accreditation (i.e., in candidate or initial applicant status) as of November 30, 2017, then you are required to submit the 2016 (data) Report electronically to NACCAS.**

Institutions should monitor NACCAS' website (www.naccas.org > "Events/Webinars" > "Webinar Schedule") for upcoming webinars regarding the 2016 (data) Annual Report. If institutions cannot attend the live webinars, recorded versions will be available in September of 2017 in the "Recorded Webinars" section, under the "Events/Webinars" menu.

If you require technical assistance, please contact:

- Jason Tiezzi at 703-600-7600 ext. 155 or via email at jtiezzi@naccas.org
- Brett Jones at 703-600-7600 ext. 191 or via email at bjones@naccas.org
- Michelle Stock at 703-600-7600 ext. 121 or via email at mstock@naccas.org

Steps for Completing the 2016 (Data) Annual Report

(You must read these instructions before beginning!)

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Step 1: Review General Information

- **Deadline:** The 2016 (data) Annual Report is due electronically by midnight (EST) on November 30, 2017 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
- **Key Definitions:** NACCAS' 2016 (data) Annual Report is derived from a single cohort of students – those scheduled to graduate in 2016. NACCAS' graduation, placement and licensure definitions are provided below:
 - **Graduation Rate:** Based on all students scheduled to graduate from their program in 2016. Of those students scheduled to graduate in 2016, the percentage that actually graduated before November 30, 2017.
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, 2017.
 - **Eligible for Placement:** 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 had 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
 - **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, 2017. 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, 2017, the percentage that passed all required parts of the state/national exam before November 30, 2017.
- **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 2016, those students should still be included in your 2016 (data) Annual Report unless they meet one of the exemptions specified on page 9 of these Instructions.
- **Submission:** The 2016 (data) Annual Report must be submitted online by midnight (EST) on **November 30, 2017**. 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 Zoul Pio at zpio@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, 2017 (see page 21 for a blank certification form). Complete instructions for electronically uploading the certification form (and all required attachments) will be provided in the "Instructions for Electronic Submission" section at a later date (likely September of 2017).
- **Late Filing Fee:** There is a late penalty of \$505 per campus for any report not completely submitted by midnight (EST) on November 30, 2017.
- **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 21 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 2014, 2015 and 2016 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 2016 rate submitted. Accordingly, the 2016 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 2016 (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 2016 (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. **However, NACCAS reserves the right 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 new resource, although it is not required.

Step 2: Gather Documentation

Standard I states that all institutions are required to retain backup documentation to verify the annual report data they submit. Unless otherwise notified by letter, an institution is not required to 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 2017 (data) Annual Report**, meaning institutions can utilize the forms of documentation below for both the 2016 (data) and 2017 (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 (i) it is either signed or sealed and (ii) 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 2016, 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 conversation with a graduate or employer). A "phone log" must contain the following information: the date the phone 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
 - "Notes to file" from school officials certifying they personally verified the graduate's employment by visiting the employer in question. Such notes must include: (i) the school official's printed name; (ii) the school official's signature; (iii) the school official's contact information (such as a personal email and/or phone number); (iv) the date the staff member saw the graduate; (v) the graduate's contact manager; (vi) the graduate's position title; and (vii) be officially notarized.

- 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, 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, etc.)
- Screenshot or printed copy (in the original formatting) of social networking correspondence from graduates and/or employers; NACCAS recommends (but does not require) that social networking correspondence be date-stamped
- 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.
- Copies of booth rental licenses showing employment
- Printed copies of text messages, provided the institution can prove that the text message originated from the 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, 2017 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.
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 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.

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."

- As noted above, for graduates employed in booth renter positions, institutions may provide the documentation listed on pages 4-5 under the general placement documentation section (i.e., institutions are not limited to “freelance” placement documentation for booth renters).
- 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 10/1/2015 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 2016 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 2016 (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).

Graduation Cohort:

- List all students (alphabetically by last name) who were scheduled to graduate from their program in 2016 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.)

1	2016 (data) Annual Report Cohort Grid			<i>Questions? C</i>
2				
3	Institution Reference #: 000000-00	Program: Cosmetology		
4				
	1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated? (Y/N)
5				
6	Rogers, Steve	captainamerica@gmail.com		
7	Please enter the student's full name in the following format:			
8	Last Name, First Name			
9				
10	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			
11				
12				
13				
14				

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

- Students scheduled to graduate in 2016 who actually graduated in 2015, 2016 or 2017:** Students scheduled to graduate in 2016 will be listed on the annual report cohort grid. This includes students who actually graduated in 2015, 2016 or 2017. For example, if a student's original enrollment agreement has him/her scheduled to

graduate in 2016, but he/she actually graduated ahead of schedule in 2015 (or behind schedule in 2017) without a contract change, then he/she will be listed on the annual report cohort grid.

- **Students with amended contract end dates in 2016:** For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2015, but he/she has a leave of absence or schedule change which pushes his/her scheduled graduation date into 2016, he/she will be listed on the annual report cohort grid.
- **Students scheduled to graduate in 2016 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 2016:** Students who transferred into your institution and were scheduled to graduate (at your institution) in 2016 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 2015 or 2017:** For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2016, but he/she takes a leave of absence or schedule change which pushes his/her scheduled graduation date into 2017 (or back into 2015), then he/she will not be listed on the annual report cohort grid for 2016.
- **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 2017 or 2018:** If a student was originally scheduled to graduate in 2016, withdrew, and subsequently re-enrolled (prior to the annual reporting deadline) with a new scheduled graduation date in 2017 or 2018, he/she will not be listed on the annual report cohort grid in 2016.
- **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 2016 may be exempted from the 2016 (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 2016 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.
 - **Students who transferred out from your institution to an 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. 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, etc.).
 - **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.
 - **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.
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 2016.

3	Institution Reference #: 000000-00		Program: Cosmetology	
4				
	1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated? (Y/N)
5				
6	Rogers, Steve	captainamerica@gmail.com	4/15/2016	

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, 2017 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, 2017, then he/she will be marked with an "N."

	1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated? (Y/N)
5				
6	Rogers, Steve	captainamerica@gmail.com	4/15/2016	Y

- 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.
- 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	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated? (Y/N)	5. Date Student Graduated
5					
6	Rogers, Steve	captainamerica@gmail.com	4/15/2016	Y	5/4/2016

- 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	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	Stark, Anthony "Tony"	N	N/A	N/A	N/A	N/A	N/A	N/A

Placement Cohort:

- 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:
 - The graduate was deceased
 - The graduate had 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 (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.

5	1. Student Name	4. Actually Graduated? (Y/N)	5. Date Student Graduated	6. Eligible for Placement? E=Eligible; I=Ineligible
6	Romanoff, Natasha	Y	7/8/2016	I (Deployed)

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.

5	1. Student 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)
6	Romanoff, Natasha	Y	7/8/2016	I (Deployed)	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, 2017, 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.

5	1. Student Name	4. Actually Graduated? (Y/N)	5. Date Student Graduated	6. Eligible for Placement? E=Eligible; I=Ineligible	7. Placed? (Y/N)
6	Rogers, Steve	Y	4/15/2016	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.)

5	1. Student 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)
6	Rogers, Steve	Y	4/15/2016	E	Y	S.H.I.E.L.D. Barbershop 123 Always In The Sky Road Airfield, NY 10001 555-555-5555

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, 2017 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	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	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, 2017. Mark graduates who passed all portions of the exam prior to November 30, 2017 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, 2017. 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, 2017, 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 All Parts of Exam? (Y/N)	10. Passed Exam? (Y/N)
5						
6	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.

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. A more comprehensive "Common Annual Report Errors to Avoid" document can be found on NACCAS' website in the "Annual Report Information" section, under the "Accreditation" menu (linked to [here](#)).

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

Sam Wilson has a scheduled graduation date of 12/30/2016 on the cohort grid below:

	1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate
5			
6	Wilson, Sam	thefalcon@yahoo.com	12/30/2016

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: Sam Wilson Age: 37 Birth Date: 9/23/1978
 Address: 123 Falcon Rd, New York City, NY 10001 Phone: 555-555-5550
 Drivers License # A555555 Soc. Security #555-55-5550 U. S. Citizen: Yes No
 Contract Begins: 3/25/2016 Contract Ends: 12/30/2016
 Cosmetology - 1500 Hours, 40 Weeks (Full Time) _____ Esthetics - 800 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 4/1/2017.

ENROLLMENT AGREEMENT ADDENDUM

Sam Wilson	Cosmetology
Student Name	Program
123 Falcon Rd, New York City, NY 10001	555-555-5550
Address	Phone Number
3/25/2016	<u>12/30/2016</u>
Original Start Date	Original End Date

SCHEDULE CHANGE

From	To
Revised Contract End Date:	

LEAVE OF ABSENCE

<u>LOA Begins: 5/15/2016</u>	<u>LOA Ends: 8/15/2016</u>
Revised Contract End Date: 4/1/2017	

As Mr. Wilson had one contract addenda (a leave of absence), his scheduled graduation date in the cohort grid should

reflect the **most recent** contract end date, which is 4/1/**2017**. Since Mr. Wilson's most recent contract end date is in **2017**, he does not belong in the institution's 2016 (data) Annual Report.

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

Example: Student T'Challa's "Enrollment Agreement Addendum"

ENROLLMENT AGREEMENT ADDENDUM			
T'Challa Panther	Cosmetology		
Student Name	Program		
55555 Wakanda St, New York City, NY 10001	555-555-5555		
Address	Phone Number		
2/19/2016	10/26/2016		
Original Start Date	Original End Date		
SCHEDULE CHANGE			
From		To	
Revised Contract End Date:			
LEAVE OF ABSENCE			
LOA Begins: 5/15/2016		LOA Ends: 8/15/2016	
Revised Contract End Date: 11/26/2016			
 Student Signature	N/A Parent/Guardian Signature (if applicable)	Date	Date
 Accepted by School Official	Date		

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, T'Challa took an LOA from 5/15/2016 to 8/15/2016 (**92 days**). However, his original contract end date was only adjusted by 31 days from 10/26/2016 to a revised end date of 11/26/2016.

His contract end date **SHOULD** have been adjusted 92 days (since his LOA was 92 days), giving him a correct revised end date of **1/26/2017**. As a result, this student does not belong in the 2016 Annual Report.

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 Jason Tiezzi at tiezzi@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, 2016. Enter this number into the box labeled “# Began Year” on the annual report worksheet (see following page). Please note this number is not used in any of NACCAS’ outcome rate calculations. It is instead intended as an approximate indicator of the institution’s size.
2. Determine the number of unique students who started their training in this program between January 1, 2016 and December 31, 2016 (inclusive). Enter this number into the box labeled “2016 Year Starts” on the annual report worksheet (see following page). Please note this number is not used in any of NACCAS’ outcome rate calculations. It is instead intended as an approximate indicator of the institution’s size.
3. Determine the number of unique students who started their training in this program between September 1, 2016 and August 31, 2017 (dates inclusive). Enter this number into the box labeled “’16-’17 Starts” on the annual report worksheet (see following page). Please note this number is not used in any of NACCAS’ outcomes calculations. It is instead intended to measure the institution’s enrollment over the twelve months preceding the launch of the 2016 (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 who were scheduled to graduate in 2016. 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, 2017. 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 2016 or 2017, as published by your institution. For example, if your institution taught a 50-week full-time cosmetology course and a 75-week part-time cosmetology course, then your institution would enter “75” in Item 7 of your cosmetology program’s annual report worksheet (see following page). **It is critical that the length of your longest program is entered accurately. As a rule, NACCAS does not allow modifications to “Item 7” after the annual report deadline has passed.**

Annual Report Worksheet

Enrollment Related Information	
Program:	
# Began Year: Indicate number of students enrolled as of January 1, 2016 (i.e., those students who were in school in 2015 and remained enrolled as of the first of January 2016)	# Began Year
2016 Year Starts: Include all students who started training in the 2016 calendar year (if a student started more than once, count as one start)	2016 Starts
2016-2017 Starts: Please enter the total # of students who started training between September 1, 2016 and August 31, 2017 (start and end dates inclusive)	'16-'17 Starts
Item 1: Number of students scheduled to graduate in 2016 (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 prior to November 30, 2017 (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 prior to November 30, 2017 (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 prior to November 30, 2017 (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 prior to November 30, 2017 (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 2016 or 2017, 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 NACCCAS. If there are any discrepancies, take a moment to double-check your work. **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 '16									
[Item 2] Number of students from Item 1 who graduated									

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

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

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

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

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

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

NACCAS allows institutions the option of submitting a supplemental filing of the 2016 (data) Annual Report. This supplemental filing is designed to (i) provide qualifying students listed as “not employed” in your 2016 placement cohort with additional time to become placed and (ii) provide qualifying students listed as “fails” in your 2016 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 2018. Some basic information regarding the supplemental filing is described below:

- **The Supplemental Filing is Optional:** The supplemental filing represents an opportunity for all institutions to provide further information with respect to their placement and licensure rates. Please note, however, that an institution is **not** required to submit a supplemental filing to NACCAS if it is satisfied with its placement and licensure rates.
- **The Supplemental Filing Deadline is May 31, 2018:** The supplemental filing of the 2016 (data) Annual Report is due no later than May 31, 2018. NACCAS will **not** 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, 2017, is final.
- **Only Students Who Graduated in 2017 are Eligible for the Supplemental Filing:** Only students included in your 2016 (data) Annual Report who actually graduated in calendar year 2017 and either (i) did not secure employment or (ii) failed their licensure exam may be included in the supplemental filing of the 2016 (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 2016 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). However, 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 2018. If you have any questions in the interim, do not hesitate to contact Jason Tiezzi at (703) 600 – 7600, extension 155.
- **Late Annual Reports:** Only institutions that submit a complete 2016 (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 2016 cannot be verified (due to a lack of supporting documentation and/or a systemic miscalculation that was not resolved to the Commission’s satisfaction), the institution will **not** be permitted to submit a supplemental filing.

Step 7: Instructions for Electronic Submission

Complete instructions for submitting the 2016 (data) Annual Report electronically will be published in September of 2017.

Step 8: Annual Report Certification

A copy of this 2016 (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 (and all required attachments) will be provided in the “Instructions for Electronic Submission” section in September of 2017.

I certify that all information contained within the 2016 (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 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) **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.
- b) A copy of your annual report cohort grid(s) or equivalent alternatives in Microsoft Excel format. A sample 2016 cohort grid is available on NACCAS' website (naccas.org) in the "Annual Report Information" section, under the "Accreditation" menu. **(REQUIRED FOR ALL SCHOOLS)**
- c) 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)**
- d) If your institution exempted any students from its 2016 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)**

