

# 2011 Data Annual Report (Submitted in 2012) Instructions

Welcome to the 2011 (data) Annual Report Instructions. Read the instructions carefully from beginning to end, as changes have been made from the 2010 (data) Instructions. For your convenience, these changes have been indicated with a “✱” emblem (please note that minor clarifications may not be indicated with an icon, so please read this document thoroughly). **The 2011 (data) Annual Report is due November 30, 2012. If your institution is accredited as of November 30, 2012, then you are required to submit the 2011 (data) Report electronically to NACCAS.** If you require technical assistance, please contact Jason Tiezzi at 703-600-7600 ext. 155 or email [jtiezzi@naccas.org](mailto:jtiezzi@naccas.org).

**NOTE: A main and all of its additional locations accredited as of November 30, 2012 (including those provisionally accredited) must combine information when submitting the 2011 (data) Annual Report, as they are considered one institution.**

## Steps for Completing the 2011 (data) Annual Report

*(Please read these instructions before beginning!)*

Step 1: Review the enclosed general information and step-by-step instructions.....	page 2
Step 2: Gather backup documentation to support your data.....	page 3
Step 3: Cohort 1 Grid instructions .....	page 5
Complete the Cohort 1 Grid for each program (recommended).....	page 7
Step 4: Cohort 2 Grid instructions .....	page 8
Complete the Cohort 2 Grid for each program (recommended).....	page 10
Step 5: Cohort 3 Grid instructions .....	page 11
Complete the Cohort 3 Grid for each program (recommended).....	page 12
Step 6: Complete the Annual Report Worksheet for each program.....	page 13
Step 7: Calculate your outcome rates (optional) .....	page 15
Step 8: Submit your Annual Report data online .....	page 17
Step 9: Print, complete and mail the Annual Report Certification form .....	page 22

## Step 1: Review General Information


- The 2011 (data) Annual Report is due at Midnight (EST) on November 30, 2012
- The 2011 (data) Annual Report is required for all institutions accredited prior to November 30, 2012
- NACCAS' Standard I requires an institution to meet or exceed the following measures of student success:
  - 50% completion; 60% placement; 70% licensure

### Each rate is based on a different “cohort” (or group) of students:

Completion: Based on all students scheduled to complete the program in 2011. The scheduled completion date is derived from a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes, and re-enrollments have been accounted for). A student may count as a completer so long as they have completed their required hours and all applicable curriculum requirements.

Placement: Based on all students who actually completed the program in 2011 (regardless of when they were scheduled to complete) and are eligible for employment (see page 8 for valid exemptions regarding employment ineligibility). NACCAS allows an institution to count as employed any 2011 completer who is employed in a field for which their training prepared them prior to November 30, 2012.

Licensure: Based on all individuals who sat for their required licensure exam for the first time in 2011. If an institution's state/national licensure examination has multiple parts (e.g., a written and practical portion) then the licensure rate will be based upon the number of individuals who sat for their last required portion of the exam for the first time in 2011. A student in the 2011 licensure cohort may count as a “pass” if he/she has passed all required portions of the examination prior to November 30, 2012.

- Submission: The Annual Report must be submitted online before midnight (EST) on **November 30, 2012**.
- Certification Form: The certification form (see page 22) must be signed, dated, and returned to NACCAS via traceable means with a postmark no later than  December 1, 2012.
- Late Filing Fee: There is a late filing penalty of \$505 per campus for any Annual Report not completely submitted prior to midnight (EST) on November 30, 2012. “Completely submitted” includes submitting an Annual Report certification which is postmarked on or before December 1, 2012. In order to ensure your certification is received by NACCAS, please remember to send it via traceable means (e.g., UPS, FedEx, Certified Mail, etc.).
- Financial Statements: Financial statements are not due with the Annual Report. Instead, they are due to NACCAS within six months following the end of the institution's fiscal year.
- Three-Year Rates: If an institution reports a non-compliant outcome rate to NACCAS and has fewer than 100 students in that cohort for the current year and the two previous years, the institution may use a three-year rate for that specific cohort. The three-year rate will be based on combined data from the 2009, 2010, and 2011 cohorts. NACCAS will automatically calculate three-year rates for all eligible institutions which 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. *(Note: While a three-year rate may bring an institution into compliance with Standard I, it does not replace the actual 2011 rate submitted. Accordingly, the 2011 data will remain in NACCAS' system and will be used for purposes of future three-year rates.)*
- Training Agreement Students: Students attending an institution through a contract with a third party (e.g., high school, community college, vocational program, etc.) are not considered enrollees of the NACCAS-accredited institution and should not be counted in any portion of the NACCAS Annual Report.
- Backup Documentation: Unless otherwise notified by letter, an institution is not required to submit its cohort grids or backup documentation 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 maintains completed cohort grids (or equivalent reports) and backup documentation supporting the data in its electronic submission.

## Step 2: Gather Documentation

Standard I states that all institutions are required to retain back-up documentation to verify the Annual Report data they submit. Unless otherwise notified by letter, an institution is not required to submit any backup documentation to the NACCAS office; instead, it must retain full backup documentation at its institution.

**However, NACCAS reserves the right to request verification for any and all parts of the Annual Report.** Therefore, it is imperative that the institution retains backup documentation that is both accurate and complete. This backup documentation may also be verified during any on-site visit.

### Grid # 1 (Completion):

Acceptable back-up documentation for the completion rate includes:

- Documentation showing the student's original contract end date (i.e., an enrollment agreement)
- Documentation showing any addenda made to the original contract (e.g., leave of absence request, schedule change, etc.)
- Documentation showing the student's completion information for the program, if applicable (e.g., a copy of an official [i.e., signed and/or sealed] transcript, a diploma, a report to the state oversight agency of a completer's hours, etc.)

### Grid # 2 (Placement):

Acceptable back-up documentation for the placement rate includes:

- Documentation showing the student's completion date from the program (e.g., a copy of an official [i.e., signed and/or sealed] transcript, a diploma, a report to the state oversight agency, etc.)
- Documentation showing why a student is declared ineligible for employment (e.g., records of military service for someone who is deployed in the military, etc.)
- Documentation showing the employment of each 2011 completer that is listed as employed. Some ways an institution may document employment are listed below:
  - Employer or student follow-up surveys
  - Telephone logs of employer or completer contacts. \* Such phone logs must thoroughly document information relevant to the student's employment. While NACCAS does not prescribe the specific information required in any given phone log, such information might include the student's employment dates, the contact manager, the person conducting the verification, the date verification was conducted, salary information, etc. Employer phone logs which document only the employer name, employer address, and employer phone number will be rejected as insufficient.
  - Professional business cards of completers
  - Official flyers or advertisements naming completers working in service facilities
  - Notes to the file from staff members certifying they saw the completer working in XYZ salon. \* Such notes must include the staff member's printed name, signature, and contact information (including personal email and/or phone number). Such notes must also explicitly state where the student is working.
  - Self-certifications from students
  - Printed copy of email or social networking correspondence from student

*Note: this list is not all inclusive*

Grid # 3 (Licensure):

An institution must be able to document both when students sat for their required licensure exam(s), and when they passed (if applicable). If the institution's state (or testing administrator) issues examination report(s) which list student names and exam dates, then the institution should use such report(s) as backup documentation. However, if the state (or test administrator) does not issue examination reports, an institution will need its own method for tracking students who sit for the exam and their results. Many institutions use the same methods to track licensure as they use to find out where completers are working. Some examples of acceptable documentation are:

- Surveys returned by completers indicating when they took the exam and whether they passed
- Log of students who first sat for the last required part of the licensing exam in 2011 (verified by phone, email, Facebook, etc.). Passing exam results may be confirmed via an online license verification.

The NACCAS Annual Report is based on completers who first sat for the last required portion of the licensure exam for the first time in 2011. However, if a state (or test administrator) issues reports for a 12-month period other than January 1 – December 31 (e.g., July 1 – June 30), an institution may base its licensure cohort on this 12-month period instead.

### Step 3: Cohort 1 Grid (Instructions)

The Cohort 1 Grid will help you calculate your completion rate and verify your Annual Report data during an on-site evaluation. You may use an equivalent alternative (e.g., a printout from a database, a spreadsheet, etc.) in lieu of the cohort grid, so long as your alternative includes all information required by NACCAS' Cohort 1 Grid. The completion rate is based on the number of students who were scheduled to complete the program during 2011 – regardless of the students' actual start dates and actual completion dates. This scheduled completion date comes from the contract signed at enrollment, and is adjusted for any applicable contract addenda (e.g., leaves of absence, schedule changes, re-enrollments, etc.). Accordingly, the scheduled completion date should always be a student's most recent contract end date. Please note there may be students listed on an institution's Grid who actually completed in 2010 and others who actually completed in 2012, so long as they were scheduled to complete in 2011. Any student in this cohort who has completed his/her required hours before the Annual Report is due should be counted as a completer.

1. Fill in the Cohort 1 Grid, column one, with an alphabetical list of all students who were scheduled to complete in 2011. Then list the scheduled completion date for each student in Column 2. Please fill out a separate Cohort 1 Grid for each program. Make sure to include the following students on the Cohort 1 Grid:
  - **Students scheduled to complete in 2011 who actually completed in 2010, 2011, or 2012:** All students scheduled to complete in 2011 will be listed on the Cohort 1 Grid. This includes students who actually completed in 2010, 2011, or 2012. For example, if a student's original enrollment agreement has him/her scheduled to complete in 2011, but he/she actually completed ahead of schedule in 2010 (or behind schedule in 2012) without a contract change, then he/she will be listed on the Cohort 1 Grid.
  - **Students with amended contract end dates in 2011:** For example, if a student's original enrollment agreement has him/her scheduled to complete in 2010, but he/she had a leave of absence or schedule change which pushed his/her "scheduled to complete" date into 2011, he/she will be listed on the Cohort 1 Grid.
  - **Students scheduled to complete in 2011 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 completion cohort as a withdrawal. 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 completion cohort of your institution as a withdrawal.
  - **Transfers into your institution (from another institution) who were scheduled to complete in 2011:** Students who transferred to your institution and were scheduled to complete in 2011 will be listed on the Cohort 1 Grid.

Conversely, an institution should not list the following students on its Cohort 1 Grid:

- **Students with amended contract end dates in 2010 or 2012:** For example, if a student's original enrollment agreement has him/her scheduled to complete in 2011, but he/she had a leave of absence or schedule change which pushed his/her "scheduled to complete" date into 2012 (or back into 2010), then he/she will not be listed on the Cohort 1 Grid.
- **\*Deceased students:** If a student passed away during his/her training, you are not required to list them on your Cohort 1 Grid so long as you maintain proof (e.g., death certificate, newspaper clipping, letter from family, etc.) that the student is deceased.
- **Early withdrawals:**
  - Students in a program of less than one (1) academic year (900 hours) in length who dropped out within 15 calendar days of beginning classes will not be listed on the Cohort 1 Grid.
  - Students in a program of one (1) academic year (900 hours) or greater who dropped out within 30 calendar days of beginning classes will not be listed on the Cohort 1 Grid.
  - **\*Note: the date of last attendance should be the date the student is determined a withdrawal for purposes of the Cohort 1 Grid in the NACCAS Annual Report.**

- **Students who transferred out from your institution to an institution that is NACCAS accredited:** If a student transferred from your institution to another institution that is NACCAS-accredited and remained in an equivalent program (e.g., cosmetology to cosmetology), then he/she will not be listed in your institution's Cohort Grid 1 (i.e., this student will not count in your cohort as a completer or a withdrawal; rather they will not count in your completion cohort, or in any additional portion of the NACCAS Annual Report).
  - **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 Cohort 1 Grid.
  - **Re-Enrollments scheduled to complete in 2012 or 2013:** For example, if a student was originally scheduled to complete in 2011, withdrew, and subsequently re-enrolled with a new scheduled completion date in 2012, he/she will not be listed on the Cohort 1 Grid in 2011.
  - **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, vocational program, etc.) are not considered enrollees of your institution and should not be counted in the NACCAS Annual Report.
2. Count the number of students listed on the Cohort 1 Grid and write this number in Item 1 of the Annual Report Worksheet (see page 14) for this program. This figure is the number of students scheduled to complete in 2011.
  3. In column three of the Cohort 1 Grid, write "C" for completer or "W" for withdrawal for each student listed. Any student who has completed his/her required hours and all applicable curriculum requirements prior to November 30, 2012 may be marked with a "C" (*note: a student may still count as a completer even if he/she owes the school money*). If a student has withdrawn from the program, or if he/she has failed to complete his/her required hours as of the date of November 30, 2012, then he/she will be marked with a "W". An institution may also list the withdrawal date in column three, although this is not mandatory.
  4. Count the number of students on the Cohort 1 Grid marked with a "C" (for completer). This is the number that should be entered in Item 2 of the Annual Report Worksheet (see page 14) for this program.
  5. Fill in the fourth column of the Grid and double check all information.
  6. All eligible institutions with a completion rate below 50% will have an automatic three-year rate calculated by NACCAS. An eligible institution is one with less than 100 students in each of the 2009, 2010 and 2011 completion rate cohorts (see page 2 of these instructions for more details).

## COHORT 1 GRID (Completion Rate)

Institution Ref. # \_\_\_\_\_

Program/Course \_\_\_\_\_

<b>1. Students Scheduled to Complete in 2011</b> (List alphabetically by last name)	<b>2. Date Scheduled to Complete</b> (i.e., student's <u>most recent</u> contract end date)	<b>3. Actual Completion Date</b> (Indicate all completers with a "C" and all withdrawals with a "W")	<b>4. Last Known Address, Telephone # (include area codes), and E-mail Address (optional)</b>
Example: Grimes, Rick	20 Jan 2011	(C) 17 Jan 2011	123 Deputy Way Walton, GA 22301 (703) 555-5555 betterthanshane@gmail.com

## Step 4: Cohort 2 Grid (Instructions)

The Cohort 2 Grid will help you calculate your placement rate and verify your Annual Report data during an on-site evaluation. You may use an equivalent alternative (e.g., database printout, excel spreadsheet, etc.) in lieu of the cohort grid, so long as your alternative includes all information required by NACCAS' Cohort 2 Grid. The placement rate is based on all students who actually completed in 2011 and are eligible for employment, regardless of when they were scheduled to complete.

1. Fill in a Cohort 2 Grid with an alphabetical list of all students who **actually completed** in 2011. List each student's actual completion date in column two. Please fill out a separate Cohort 2 Grid for each program. Please note that:
  - Some students listed on Grid 1 (who were scheduled to complete in 2011) may also be listed on Grid 2, if they actually completed in 2011.
  - Other students on Grid 1 (who were scheduled to complete in 2011) will not be listed on Grid 2, because they actually completed in 2010 or 2012.
  - Some students not included on Grid 1 (who were scheduled to complete in 2010 or 2012) will be listed on Grid 2, because they actually completed in 2011.
2. Identify completers determined to be ineligible for employment on Cohort 2 Grid, column three, by placing the letter "I" beside their name. Also in this column, please include the reason they have been declared ineligible in parenthesis. Then mark all remaining students on the Grid with an "E" in column three. Institutions may only exclude completers from eligibility for employment based on the following reasons:
  - a. The completer is deceased
  - b. The completer is permanently disabled
  - c. The completer is deployed for military service/duty
  - d. The completer studied under a student visa and is ineligible for employment in the U.S.
  - e. ✱ The completer is continuing their education at an institution under the same ownership (e.g., a completer of your cosmetology program is now enrolled in the esthetics program of an institution under the same ownership)

***Please note that "not credentialed" (i.e., unlicensed) is no longer a valid exclusion/exemption for employment.***

3. Count the number of completers eligible ("E") for employment on the Cohort 2 Grid. This is the number entered into Item 3 on the Annual Report Worksheet (see page 14) for this program.
4. On the Cohort 2 Grid, column four, enter a contact phone number or email for each student. Then, in column five, enter the name, address, and telephone number of the employers for as many of the eligible completers as possible. This information must be entered for all students counted as employed. Some ways of documenting employment are (*note: list is not all-inclusive*):
  - Employer or student follow-up surveys
  - Telephone logs of employer or completer contacts. ✱ Such phone logs must thoroughly document information relevant to the student's employment. While NACCAS does not prescribe the specific information required in any given phone log, such information might include the student's employment dates, the contact manager, the person conducting the verification, the date verification was conducted, salary information, etc. Employer phone logs which document only the employer name, employer address, and employer phone number will be rejected as insufficient.
  - Official flyers, ads, or business cards naming completers working in service facilities
  - Notes to the file from staff members certifying they saw the completer working in XYZ salon. ✱ Such notes must include the staff member's printed name, signature, and contact information (including personal email and/or phone number). Such notes must also explicitly state where the student is working.



- Self-certifications from students
  - Printed copy of email or social networking correspondence with student
5. NACCAS allows an institution to count as employed any 2011 completer who is employed in a field for which their training prepared them prior to November 30, 2012.
  6. If a student is self-employed in a field for which their training prepared them, an institution may count the student as “employed” provided:
    - i. The self-employed individual possesses the credentials (e.g., an individual license) required for self employment, if any are applicable AND
    - ii. ✱ The institution maintains documentation which clearly and definitively shows the student to be self-employed (e.g., self-certification from student, email from student, printout from student’s Facebook page, etc.). This documentation must provide NACCAS with an avenue for independent verification of the student’s self-employed status (i.e., such documentation should include either a contact phone number or email address that was accurate as of the date of the institution’s verification).
  7. Count the number of 2011 completers who are employed, as listed in column five, and enter this number into Item 4 of the Annual Report Worksheet (see page 14) for this program.
  8. All eligible institutions with a placement rate below 60% will have an automatic three-year rate calculated by NACCAS. An eligible institution is one with less than 100 students in each of the 2009, 2010 and 2011 placement rate cohorts (see page 2 of these instructions for more details).

## COHORT 2 GRID (Placement Rate)

Institution Ref. # \_\_\_\_\_

Program/Course \_\_\_\_\_

<b>1. Students Who Actually Completed in 2011</b> (List alphabetically by last name)	<b>Actual Completion Date</b> (All dates below should be in 2011)	<b>3. Placement Eligibility Status</b> (Place an "I" for ineligible and "E" for eligible. See page 8 for eligibility exemptions.)	<b>4. Student Contact Phone # or Email</b>	<b>5. Employer's Name (Required)</b> <b>Address (Required)</b> <b>Phone # (Required)</b> <b>E-mail (Optional)</b>
Example 1: Dixon, Daryl	1/5/2011	E	(404) 555-5555	Crossbow Barbers 2341 Quarry Ln. Amherst, GA 24032 (404) 444-4444
Example 2: Dixon, Merle	1/31/2011	I (permanently disabled)	(303) 323-3232	N/A

## Step 5: Cohort 3 Grid (Instructions)

The Cohort 3 Grid will help you calculate your licensure rate and verify your Annual Report data during an on-site evaluation. You may use an equivalent alternative (e.g., a database printout, a spreadsheet, etc.) in lieu of the cohort grid, so long as your alternative includes all information required by NACCAS' Cohort 3 Grid. The licensure rate is based on the number of individuals who sat for their required licensure exam for the first time in 2011. If your state/national licensure examination has multiple parts (e.g., a written and practical portion) then your licensure rate will be based upon all individuals who sat for their last required portion of the exam for the first time in 2011.

1. Fill in column one of the Cohort 3 Grid with an alphabetical list of all individuals who took the last required part of the licensure exam for the first time in 2011. Then list the date the student first sat for the last required portion of the exam in column two. Please fill out a separate Cohort 3 Grid for each program. Make sure to list the following individuals on the Cohort 3 Grid:
  - Include individuals who took all portions of the licensing exam in 2011 for the first time.
  - Include individuals who took one portion of the exam in 2010 or earlier, and took the last required portion(s) in 2011.

Conversely, an institution should not list the following individuals on this year's Cohort 3 Grid:

- Do not include individuals who took only one portion of the exam in 2011 or earlier, and have not taken the remaining parts.
  - Do not include individuals who sat for all portions of the test in 2010, and then retook some (or all) portions of the test in 2011 (*these individuals should already have been included in your 2010 licensure cohort*).
2. Count the number of individuals listed on the Cohort 3 Grid and enter this number into Item 5 of the Annual Report Worksheet (see page 14). This figure is the number of individuals who first sat for the last required part of the licensure exam in 2011.
  3. Count as "passed" in column three any individual in Cohort 3 who passed all portions of the exam needed for licensure prior to November 30, 2012. List the pass date for these students in column four. Please note that this includes individuals who failed the exam on their first attempt in 2011, and re-took and passed the exam in either 2011 or in 2012 prior to November 30. Enter the total number of passes into Item 6 of the Annual Report Worksheet (see page 14).
    - The NACCAS Annual Report is based on individuals who sat for the last required portion of the licensure exam for the first time in 2011. However, if a state (or test administrator) issues reports for a 12-month period other than January 1 – December 31 (e.g., July 1 – June 30), then the institution may base its report on this 12-month period instead.
    - The Commission understands that some states may issue institutional reports with a list of passing and failing individuals, along with the test date. In this case, the report may be used in lieu of the Cohort 3 Grid, provided that (i) the report lists student names, and (ii) the report differentiates between first time exam results and retakes.
  4. All eligible institutions with a licensure rate below 70% will have an automatic three-year rate calculated by NACCAS. An eligible institution is one with less than 100 students in each of the 2009, 2010 and 2011 licensure rate cohorts (see page 2 of these instructions for more details).

## COHORT 3 GRID (Licensure Rate)

Institution Ref. # \_\_\_\_\_ Program/Course \_\_\_\_\_

1. Students Who First Sat for the (Last Required Portion of the) Exam in 2011	2. Date First Sat for the (Last Required Portion of the) Exam	3. Has Student Passed All Portions of Exam Prior to November 30, 2012? (Y/N)	4. Date Passed (Last Required Portion of) Exam  (Place an "N/A" for failing students)
Example: Greene, Maggie	1/15/2011	Y	01/15/2011
Grimes, Lori	10/24/2011	N	N/A

## Step 6: Annual Report Worksheet (page 1 of 2)

Complete all of the fields highlighted in gray. Please complete and retain one copy of the Annual Report Worksheet for **each** program.

<b>Program Related Information</b>	
Clock hours required to complete program at this institution (put N/A if program is measured in credit hours or competencies)	
Credit hours required to complete program at this institution (put N/A if program is measured in clock hours or competencies)	
Clock or credit hours required by state law or regulations for this program (put N/A if program is measured in competencies)	
Was program taught in 2011?  Y if program was taught in calendar year 2011, otherwise N	
Was program taught in 2010 ( <i>only answer this question if you answered "no" to "was program taught in 2011"</i> )?  Y if program was taught in calendar year 2010, otherwise N  (note: an institution which answers "yes" to this question will retain the option of inputting licensure data for this program into its electronic 2011 Annual Report)	
Does this program lead to state licensing or state or national certifications?  Y or N; if N you cannot enter any numbers in the licensing field	
*In what languages is this program currently taught?	
*Was any portion of this program offered via distance education in 2011? (Y/N)	
*If yes to the question above, what percentage of this course was taught via distance education?	

**Continues on next page...**

## Step 6: Annual Report Worksheet (page 2 of 2)

Complete all of the fields highlighted in gray. Please complete and retain one copy of the Annual Report Worksheet for each program. See pages 5-12 for details on how to determine Items 1 – 6.

<b>Enrollment Related Information</b>	
<b><i>(NOTE: A main and all its additional locations must combine information when submitting the Annual Report as they are considered one institution.)</i></b>	
Program:	
Indicate number of students enrolled as of January 1, 2011 (those who were in school in 2010 and remained enrolled as of the first of January 2011)	
2011 Year Starts: Include all students who started training in the 2011 calendar year (If a student started more than once, count as one start)	
Number of students scheduled to complete in 2011	Item 1
Number of students from Item 1 who actually completed prior to November 30, 2012	Item 2
Number of students who actually completed the program in 2011 regardless of when they were scheduled to complete AND are eligible for employment (see exclusions in instructions)	Item 3
Number of eligible students (from Item 3 above) who were employed in a field for which their training prepared them prior to November 30, 2012	Item 4
Number of individuals who took the last required portion of the licensing exam for the first time in 2011 regardless of when they completed	Item 5
Number of individuals from Item 5 (above) who passed all portions of the licensing exam prior to November 30, 2012	Item 6
In this program area, indicate the length in calendar weeks of the longest NACCAS approved program (full-time or part-time) taught in 2011 or 2012, as published by your institution	Item 7

## Step 7: 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 is any discrepancy, take a moment to double-check your work. *\*Note: Use additional sheets if you have more than three programs.*

### Completion Rate

(Copied from Annual Report Worksheets)

Completion Rate	First Program Main Campus and Additional Location(s)	Second Program Main Campus and Additional Location(s)	Third Program* Main Campus and Additional Location(s)	Total
[Item 1] Number of students scheduled to complete in 2011				
[Item 2] Number of students from Item 1 who completed				

$$\boxed{\phantom{000}} \div \boxed{\phantom{000}} = \boxed{\phantom{000}} \%$$

Item 2 Total    ÷    Item 1 Total    =    Completion Rate

### Placement Rate

(Copied from Annual Report Worksheets)

Placement Rate	First Program Main Campus and Additional Location(s)	Second Program Main Campus and Additional Location(s)	Third Program* Main Campus and Additional Location(s)	Total
[Item 3] Number of 2011 completers who are eligible for employment				
[Item 4] Number of completers from Item 3 who were employed in a field for which training prepared them				

$$\boxed{\phantom{000}} \div \boxed{\phantom{000}} = \boxed{\phantom{000}} \%$$

Item 4 total    ÷    Item 3 Total    =    Placement Rate

# Licensure Rate

(Copied from Annual Report Worksheets)

Licensure Rate	First Program Main Campus and Additional Location(s)	Second Program Main Campus and Additional Location(s)	Third Program* Main Campus and Additional Location(s)	Total
[Item 5] Number of individuals who took the last required part of the exam for the first time in 2011				
[Item 6] Number of individuals from Item 5 who passed the exam				

$$\boxed{\phantom{000}} \div \boxed{\phantom{000}} = \boxed{\phantom{000}} \%$$

$$\text{Item 6 Total} \div \text{Item 5 Total} = \text{Licensure Rate}$$



## Step 8: Submit Data Online

1. Go to [www.naccas.org](http://www.naccas.org) and scroll over the “Accreditation” Menu at the top of the page (it should be the fifth menu from the right, after “home”, “about us”, “news” and “events and webinars”). A drop down menu should appear. Then click on the fourth link on the drop down menu, which is “member menu / login” (see screen-cap below).



2. You should arrive at a screen which says “Welcome NACCAS Members”. Right below this text, there is link titled “NACCAS CRM System Login”. Click on this link to log onto the NACCAS database. 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 Jason Tiezzi at (703) 600 – 7600, extension 155.)
3. If you forgot your password, click on “Forgot your password?” Enter your username and the information will be emailed to the address on record if possible. If you do not know either your username or password, please email Allen Harmon at [aharmon@naccas.org](mailto:aharmon@naccas.org).
4. Enter your username and password. Click “Login.”
5. Click the blue tab labeled “Annual Reports” (it should be the second blue 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 once the Report has been submitted.
8. Select “2011” 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 submitted.) You should arrive at a screen which 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 blue “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. **You must do this for every program category listed, regardless of whether that program type was offered in 2011.**
11. Fill out all of the fields in the “Program Related Information” section of the pop-up box. Make sure to indicate whether or not the program type was taught in 2011. If it was not taught in 2011, you will be asked if the program type was taught in 2010. If the program type was not taught in either 2011 or 2010, then you will not be required to answer any further questions with respect to this program category.
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 or other verification documents you completed.
13. Once you are finished adding the data for this program category, click on the “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 on to the “Loan Program Information” tab. **Please note that all eight program categories must be completed, regardless of whether each program type was offered in 2011.**

## Loan Program Information

15. To start, click on the orange “Loan Program Information” tab (it is to the right of the silver “Program Information” tab). Next, click the blue “Edit Loan Program Information” button on 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. **Please note that all correspondence concerning any outstanding liabilities, unresolved findings or adverse determinations should be submitted to NACCAS with your Annual Report Certification.**
16. Answer all applicable questions which appear. Explanations for all questions included in this section are shown below:
  - **Currently participating in gov’t loan programs?:** Answer this question “yes” if your institution is currently (as of the date of Report submission) participating in Title IV loan programs with the US Department of Education.
  - **Accredited by others?:** Answer this question “yes” if your institution is accredited by another accrediting agency aside from NACCAS.

- **DOE taken adverse action against institution?:** Answer this question “yes” if the Department of Education has taken adverse action against your institution during 2011 or 2012. This would include a withdrawal from Title IV funding.
- **Month fiscal year ends:** Input the month of your institution’s fiscal year end. For example, if your institution’s fiscal year ends on December 31<sup>st</sup>, then you would select “12”, since December is the 12<sup>th</sup> month of the year.
- **Any state violation(s)?:** Answer this question “yes” if your institution been cited for any violations by your applicable state regulatory agencies.
- **Did DOE conduct a program review in 2011?:** Answer this question “yes” if your institution underwent a US Department of Education program review in 2011. A “program review” is an assessment of institutional compliance with Title IV programs conducted by the US Department of Education. Such reviews are (with rare exceptions) conducted on-site at the institution.
  - **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 2011.)*
  - **Any outstanding liabilities or unresolved findings?:** Answer this question “yes” if there are any findings identified in the program review which are still considered open by the US Department of Education. This includes instances whereby 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. *(Note: you will only be prompted to answer this question if you underwent a program review in 2011.)*
- **Did DOE issue a final audit determination in 2011?:** Answer this question “yes” if your institution was issued a “final audit determination” by the US Department of Education in 2011. If you have not received a “final audit determination” letter from the USDE, then you should answer this question “no”. *(Note: a “final audit determination” does not refer to annual financial statements submitted to the Department of Education by an institution; rather, this is an audit determination issued by the Department of Education itself.)*
  - **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 2011.)*
- **Did you have an OIG audit in 2011?:** Answer this question “yes” if your institution underwent an audit conducted by the Office of Inspector General during 2011.
  - **Has OIG audit been closed?:** Answer this question “yes” if the Office of Inspector General has formally closed this audit. *(Note: this question only applies to institutions which underwent an OIG audit in 2011.)*
  - **Any adverse determination by OIG audit?:** Answer this question “yes” if the Office of Inspector General issued any adverse determinations against your institution. *(Note: this question only applies to institutions which underwent an OIG audit in 2011.)*

17. Once you are finished editing the loan 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 “Loan Program Information” tab). Next, click the blue “Edit Compliance Information” button on 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.
19. Answer all applicable questions which appear. Please note that all questions apply to your institution’s current compliance with NACCAS’ *Standards*. Make sure to read the questions carefully!
20. If you wish to explain any of your answers, please do so in the text box shown on the screen. It is highly recommended that you explain “no” answers to any of the questions listed in this section.
21. Click on the “Save” button located at the bottom of the screen to save your work. 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 Criteria*. Therefore, it is important that you maintain documentation which verifies the accuracy of your answers. Once saved, you are ready to move onto the next tab, which is the “Growth Information.”

### **Growth Information**

22. Click on the light blue “Growth Information” tab (it is to the right of the pink “Compliance Information” tab). *Note: this tab cannot be completed until after the “Programs Information” tab.*
23. NACCAS’ automated system will calculate your institution’s percentage enrollment growth from 2010 to 2011. This growth is based on the overall number of “starts” reported in the Annual Report for both 2010 and 2011.
24. If your institution reported growth of 50% or less, then you will not be required to answer any questions in this section. Instead, you may proceed onto the Annual Report Summary.
25. If your institution reported growth in excess of 50%, then you will be required to complete several questions relating to your growth. To answer these questions, click on the blue “edit growth information” button at the bottom of the screen. A pop-up box with all applicable questions should appear.
26. Answer all questions which appear on the screen. Make sure to indicate whether or not this main campus added any new additional locations in 2011. If this main campus did add additional location(s), then you will need to enter the number of students who began training in 2011 at these new additional location(s).
27. Once you have answered all questions, click 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 “Annual Report Summary.”

### **Annual Report Summary**

28. After all information has been entered, click on this tab (highlighted in green) to review the combined data for all programs, along with your overall outcome rates for completion, placement and licensure.

## Email Annual Report Summary

29. 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 # 30-32 below.

## Submit to NACCAS

30. 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!**
31. 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.**
32. 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.**

## Modifying the Data after Submission

33. If you discover errors in your data prior to midnight (EST) on November 30, 2012 (but after your Annual Report has been submitted), you will need to contact NACCAS (specifically, Jason Tiezzi at 703 – 600 – 7600, extension 155) 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 30 to 32 above) prior to midnight (EST) on November 30, 2012, in order to avoid being assessed a late fee.
34. If you discover data entry errors after the November 30, 2012 deadline has passed, you will need to complete the following steps to correct your Report:
1. Gather all the supporting documentation to verify the changes.
  2. Go to the “Member Menu / Login” section of the NACCAS website and download the “Annual Report Change Request Form” (it is in Microsoft Word format). If you are prompted to enter a password, simply click the “cancel” button.
  3. Complete the form according to the instructions.
  4. Send the completed form and supporting documentation to the address below:

NACCAS AR Revisions  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302-1432

## Step 9: Annual Report Certification

### 2011 (DATA) ANNUAL REPORT CERTIFICATION

A hard copy of this 2011 (data) Annual Report Certification must be submitted to the NACCAS office via traceable means with a postmark no later than December 1, 2012. *Please note the use of regular (i.e., untraceable) mail is done at the institution's own risk.*

I HEREBY CERTIFY that all information contained within the 2011 (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 adverse action against the institution(s).

NACCAS Reference Number assigned to the main campus covered by this Annual Report: \_\_\_\_\_

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

Owner ID Number assigned by NACCAS: \_\_\_\_\_

OPEID Number assigned by the U.S. Department of Education (if applicable): \_\_\_\_\_

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

\_\_\_\_\_  
Date

Sign and date this page. Attach all information below, as applicable:

#### ATTACH:

- a) All correspondence concerning any outstanding liabilities, unresolved findings or adverse determinations from the US Department of Education and/or the Office of Inspector General **(if applicable)**.
- b) \* A copy of your institution's most recent / current Eligibility and Certification Approval Report (ECAR) from the US Department of Education, **if applicable**. (Note: if you are not currently participating in Title IV programs with the Department of Education, then you will not have an ECAR.)
- c) \* A list stating all alternate names used by your institution, along with a clear photograph of your institution's primary exterior sign.
- d) \* If your Annual Report combines data from a main campus and additional locations, please provide NACCAS with a spreadsheet or chart which shows the overall data from each campus' completion, placement and licensure rates. This data does not need to include student names, nor does it need to be separated by program (i.e., it can be provided in aggregate for each campus). Please see the example in Appendix A (on the following page) for details regarding what such a chart might look like. This chart/spreadsheet will only be used for purposes of on-site Annual Report verification at both main campuses and additional locations.

Mail this certification and the required attachments (if applicable) to NACCAS via traceable means with a postmark on or before December 1, 2012 to:

NACCAS  
Attn: Mr. Jason Tiezzi  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302

## Appendix A

Example: Chart of Data from Main Campus and Additional Locations

*Such a chart is only required if your Annual Report combines data from a main campus and additional locations. See attachment "d" on the Annual Report Certification (page 22 of these instructions) for further details.*

<u>Category</u>	Ref. #011024-00	Ref. #B11024-01	Ref. #B11024-02	<b>Totals*</b>
Item 1: Scheduled to Complete	50	25	25	100
Item 2: Actually Completed	25	20	20	65
Item 3: Eligible for Employment	30	20	20	70
Item 4: Employed	20	15	10	45
Item 5: Sat for Exam	20	15	15	50
Item 6: Passed Exam	20	10	15	45

\*Note: the totals should equal the numbers in your electronic submission