
INSTRUCTIONS FOR SUBMISSION OF PDF DOCUMENTS TO THE WEB SITE OR ON CD-ROM

(revised 6-2012)

These instructions apply to the submission of Institutional Self Study (ISS), Program Self Study (PSS) and Financial Reporting documents to NACCAS either by uploading to the web site or by mailing a CD-ROM. They are intended to instruct new submitters and to provide a reference to those who have previously submitted.

If there are any questions about these instructions, please contact Cliff Culbreath at 703.600.7600 x135 or via email at cculbreath@naccas.org.

1. All documents must consist of **one** Portable Document Format (PDF) file that has been prepared using Adobe Acrobat 6.0 (or higher version) Standard or compatible software. Note that Adobe Acrobat should not be confused with Adobe Reader. The Acrobat product creates PDF documents while the Reader product is used to read PDF documents.
2. A "Portable Document Format (PDF) file" means that the electronic document has been assembled into **one** file, not a series of separate files.
3. Each ISS and PSS document must include electronic bookmarks placed within the document in a manner that facilitates an easy and intuitive navigation and review of the file. At a minimum, a bookmark should be placed at the start of each ISS Standard section and at the start of each supporting document within a section. A list of the required bookmarks and text for the bookmark for each document type is listed at the end of this document.
4. Each document must include the school name and NACCAS school reference number on the first page.
5. Each submitted file must be 28Mb or smaller in size. Scanned graphics and pictures can dramatically increase the size of PDF documents so you may want to scan them at a reduced resolution or use the various optimization techniques to down sample images from within Adobe Acrobat (such as Optimize Scanned PDF).
6. Electronic file names must be 40 characters or less (including the period, spaces, and special characters) and must contain only one period immediately before the file format suffix (e.g., .pdf). Each filename should be as descriptive as possible (given the number of character limitation) and should include the NACCAS school reference number. For example, 012345-00MySchoolNameISS.pdf or 012345-01MySchoolISSRevision.pdf are possible filenames that could be used.
7. Portable Document Format (PDF) documents should be text searchable. Scanned text and graphic PDF documents should be used only for documents that do not exist in an electronic format, such as copies of old documents.
8. Files must not be password protected at any level; they may be made read-only but must not be copy protected.
9. Do not include hidden data or hidden references.
10. Do not include macros or scripts that alter the file in a manner that changes the content (e.g., auto-date macro) or render the file unreadable.
11. Do not include hyperlinks as a means to include items as part of the record you intend to rely upon.

12. Do not encrypt files. The NACCAS web site uses the Hypertext Transfer Protocol Secure (HTTPS) to provide encrypted and secure communications of data and files. However, we do allow for an exception to this rule for the submission of any Financial Reporting documents. In the event you choose to add another layer of security, please make sure you email any access instructions or passwords to Eric Hurst (ehurst@naccas.org).
13. Use page headers and footers as appropriate.
14. For security reasons submitted files must not contain viruses; spyware; calls to external sources; macros or scripts referencing information not included in the submission; or scripts of any type referencing locations external to the document. Infected files will be deleted.
15. If the document contains personal or confidential information that is not required for review (e.g. social security numbers or dates of birth), that confidential information must be removed or redacted.
16. Failure to follow these instructions will result in the submission being marked as “unacceptable” and this could constitute a “non-submission” of that document and could result in the assessment of late fees. You will be notified via email if any documents are unacceptable.
17. Please submit documents well in advance of any deadlines. You will receive an email acknowledging receipt of your uploaded document if the upload process was successful. Note that successful uploading of a document does not constitute acceptance of the document if the document is not in the proper format or does not contain all the required information.
18. If submitting a CD-ROM, please submit it well in advance of any deadlines and send it to NACAAS via traceable means (FedEx, UPS). Your return receipt or tracking number notification will be the only notice that you will receive to confirm that the CD-ROM was delivered to the NACCAS office as no email notification will be sent. Successful receipt of the document on CD-ROM at the NACCAS office does not constitute acceptance of the document if the document is not in the proper format or does not contain all the required information.
19. Once the documents have been reviewed, you will receive an email as to the document status (accepted or not) and any issues that need to be addressed.

**Required bookmarks and bookmark text
is on the next two pages**

MINIMUM REQUIRED BOOKMARKS AND BOOKMARK TEXT FOR INSTITUTIONAL SELF STUDY DOCUMENTS

- “Appendix #5C: Standard I”
- “Appendix #5C: Standard II”
 - “Exhibit II.1 instructor licenses”
 - “Exhibit II.8 continuing education documentation”
 - “Exhibit II.10 instructor evaluation form”
- “Appendix #5C: Standard III”
 - “Exhibit III.1 institution’s license”
 - “Exhibit III.10 advertising”
 - “Exhibit III.14 FERPA forms”
- “Appendix #5C: Standard IV”
 - “Exhibit IV.3 Catalog & Checklist”
 - “Exhibit IV.7 Enrollment Agreement & Checklist”
- “Appendix #5C: Standard V”
- “Appendix #5C: Standard VI”
 - “Exhibit VI.4 program outlines”
 - “Exhibit VI.9 schedule for first phase of study”
 - “Exhibit VI.12 lesson objectives & evaluations”
- “Appendix #5C: Standard VII”
 - “Exhibit VII.4 Refund Policy & Checklist”
 - “Exhibit VII.8 Extra Instructional Charges”
 - “Exhibit VII.9 resumes for accounting staff”
 - “Exhibit VII.10 resumes for financial aid staff”
- “Appendix #5C: Standard VIII”
 - “Exhibit VIII.8 photograph of exterior sign”
- “Appendix #5C: Standard IX”
 - “Exhibit IX.2 examples of written criteria”
 - “Exhibit IX.3 progress report”
 - “Exhibit IX.5 Satisfactory Progress Policy & Checklist”
 - “Exhibit IX.6 satisfactory progress evaluation form”
- “Appendix #5C: Standard X”

MINIMUM REQUIRED BOOKMARKS AND BOOKMARK TEXT FOR PROGRAM SELF STUDY DOCUMENTS

- “Appendix #7A: Standard I”
- “Appendix #7A: Standard II”
 - “Exhibit II.1 instructor licenses”
- “Appendix #7A: Standard III”
 - “Exhibit III.3 evidence of state approval”
 - “Exhibit III.10 advertising”
- “Appendix #7A: Standard IV”
 - “Exhibit IV.3 Catalog & Checklist”
 - “Exhibit IV.7 Enrollment Agreement”
- “Appendix #7A: Standard V”
- “Appendix #7A: Standard VI”
 - “Exhibit VI.4 program outline”
 - “Exhibit VI.7 state regulations”
 - “Exhibit VI.9 schedule for first phase of study”
 - “Exhibit VI.12 lesson objectives & evaluations”
- “Appendix #7A: Standard VII”
 - “Exhibit VII.6 Refund Policy & Checklist”
 - “Exhibit VII.11 resumes for accounting staff”
 - “Exhibit VII.12 resumes for financial aid staff”
- “Appendix #7A: Standard VIII”
 - “Exhibit VIII.2 floor plan”
- “Appendix #7A: Standard IX”
 - “Exhibit IX.2 examples of written criteria”
 - “Exhibit IX.3 progress report”
 - “Exhibit IX.5 Satisfactory Progress Policy & Checklist”
 - “Exhibit IX.6 satisfactory progress evaluation form”
- “Appendix #7A: Standard X”