

## **Attachment O: Instructions for Preliminary 2011 Annual Report**

The 2011 Preliminary Annual Report is due no later than March 31, 2012. **The 2011 Preliminary Annual Report is only required for institutions notified as such. If you have not received formal notification from NACCAS of a requirement to submit this report, then your institution is exempt from its submission. If you are unsure as to whether this report is required for your institution, please contact Alex Kim at (703) 600-7600, extension 177.** Please follow the instructions below in order to properly submit your report.

### **Part I: Complete your Cohort Grids**

Use the instructions below to complete the cohort grids included in this Attachment. (*Note: you may use equivalent alternatives in lieu of the cohort grids, so long as all information required on the cohort grid is present in the database reports.*)

**Cohort Grid #1 (Completion):** The completion rate is based on the number of students who were scheduled to complete their program during 2011 – regardless of when the students actually completed. This scheduled to complete date comes from the contract signed at enrollment, and is adjusted for any applicable leaves of absences, schedule changes, or re-enrollments. As the completion cohort is based on the most recent scheduled to complete date, there may be students listed who actually completed in 2010 and others who actually completed in 2012.

Any student with a scheduled to complete date in 2011 who has completed the program before your 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. 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 whose 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, he/she will be listed on the Cohort 1 Grid.
  - **Students with amended contract end dates in 2011:** For example, if a student whose 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.
  - **Transfers out who were scheduled to complete in 2011:** Students which transferred out to another institution will be listed on the Cohort 1 Grid unless the student transferred to another NACCAS-accredited institution while remaining in an equivalent program. If the student remains at a NACCAS-accredited institution in an equivalent program then they will not be listed on the Cohort 1 Grid.
  - **Transfers in 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:

- **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 determination should be the date the student is determined a withdrawal for purposes of the Cohort 1 Grid in 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.

- **Students with amended contract end dates in 2010 or 2012:** For example, if a student whose original enrollment agreement has him/her scheduled to complete in 2011 but he/she had a leave of absence or schedule change which pushed the “scheduled to complete” date into 2012, he/she 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, dropped, 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.
2. 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 their required hours prior to this report may be marked with a “C” (make sure to list the student’s actual completion date in this column as well). If a student has withdrawn from the program, then they will be marked with a “W”. An institution may also list the withdrawal date in column three, although this is not mandatory. Students that are currently active but have not yet completed their required hours as of the date of report submittal will be marked as “Active”.

## COHORT 1 GRID (Completion Rate)

School Ref. # \_\_\_\_\_

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

1. Students Scheduled to Complete in 2011 (alphabetically by last name)	2. Date Scheduled to Complete	3. Completion Date (Indicate all completers with a "C" and all withdrawals with a "W")	4. Last Known Address, e-mail, (optional) and Telephone # (include area codes)
Sample: Queue, Suzy	01 Mar 11	(C) 12 Apr 11	123 Main Street Alexandria, VA 22314 (573) 751-0101 squeue@msn.com
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*			

**Cohort Grid #2 (Placement):** The placement rate is based on the number of students who actually completed in 2011 and are eligible for employment, no matter when the students were scheduled to complete.

1. Fill in a Cohort 2 Grid with an alphabetical list of all students who **actually completed** in 2011. 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 placement on Cohort 2 Grid, column two, 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 two. Please note that institutions may only exclude completers from eligibility for placement 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.

***Please note that “continuing in higher education” and “not credentialed” (i.e. unlicensed) are no longer valid exclusions/exemptions for placement.***
3. On the Cohort 2 Grid, column four, enter the name, address, and telephone number of the employers for as many of the eligible completers as possible. Some ways of documenting employment are (*please note that this list is not all-inclusive*):
  - Employer or student follow-up surveys
  - Telephone logs of employer or completer contacts
  - Official flyers, advertisements, or business cards naming completers working in service facilities
  - Notes to the file from instructors certifying they saw the completer working in XYZ salon
  - Self-certifications from students
  - Printed copy of email or social networking correspondence with student
4. NACCAS allows an institution to count as employed any 2011 completer who is placed in a field for which their training prepared them prior to the date of this report. If a student is self-employed in a field for which their training prepared them, an institution may count the student as “employed” under the condition that the institution maintains a signed employment self-certification from the student. The student must also possess the credentials (e.g., an individual license) required for self-employment, if any are applicable.

## COHORT 2 GRID (Placement Rate)

School Ref. # \_\_\_\_\_

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

List all students that completed in 2011 ( alphabetically by last name and include the date of completion)	Place an "I" for ineligible for placement based on the allowable reasons. Place an "E" for eligible for placement.	Last Known Address, Telephone # (with area code) E-mail address (optional)	Employer's Name Address Telephone/Fax E-mail address (optional)
Reed, Shannon  03/31/2011	<b>E</b>	22 Brown Ave. Apt. 234 Cambridge, MA 02138 (123) 456- 7899	ABC Salon & Spa 15 Main Street Winchester, MO 65102 (573) 751-0101 abcsalon@msn.com
Smith, Rod  04/17/2011	<b>I</b>  (military service)	1225 West Main St. Charlottesville, VA 22901 (987) 654-3211	N/A
*			
*			

**Cohort Grid #3 (Licensure):** The licensure rate is based on the number of individuals who sat for the last required part of their licensure exam (as defined by your state) 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. 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 only took 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 be listed in your 2010 licensure cohort*)

2. Count as "passed" in column two any individual in Cohort 3 who passed all portions of the exam needed for licensure prior to the date of this report. 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 the date of this report.

- The NACCAS Annual Report is based on individuals who sat for 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.



## **Part II: Gather Backup Documentation**

For all students which fall on an asterisk in the cohort grids above, you are required to provide backup to the NACCAS office. Acceptable backup for each cohort is defined below:

### **Grid # 1 (Completion):**

For all students which fall on an asterisk in the completion cohort grid below (i.e., every fourth student), acceptable backup documentation must include:

- Documentation showing the student's original scheduled to complete date. Examples include, but are not limited to:
  - An enrollment agreement
  - A printout from database which clearly shows the original scheduled to complete date
- Documentation showing any addendums to the student's contract, if applicable. Examples include, but are not limited to:
  - Leave of absence forms which clearly show the revised contract end date
  - Schedule change forms which clearly show the revised contract end date
  - A printout from the institution's database which clearly shows that a leave of absence, schedule change, re-enrollment or other contract change has occurred. This printout should also include a revised contract end date.
- Documentation showing the student's completion information for the program, if applicable. Examples include, but are not limited to:
  - A certificate of completion or diploma
  - A copy of a student transcript
  - A copy of a report to the state oversight agency certifying the completer's hours

### **Grid # 2 (Placement):**

For all students which fall on an asterisk in the placement cohort grid (i.e., every fourth student), acceptable backup documentation must include:

- Documentation showing the student's completion date from the program. Examples include, but are not limited to:
  - A copy of a certificate of completion or diploma
  - A copy of a student transcript
  - A copy of a report to the state oversight agency certifying the completer's hours
- Documentation showing why a student is declared ineligible to be placed (if applicable). Examples include, but are not limited to:
  - A letter or note from the student documenting the reason for their ineligibility (e.g., student certifying that they have suffered a disability)
  - A record which proves the student's exemption (e.g., documents which show military deployment)
- Documentation showing the employment of each 2011 completer as applicable. Examples include, but are not limited to:
  - Employer follow-up surveys
  - Student follow-up surveys
  - Telephone logs of employer or completer contacts
  - Postcard surveys returned by completers



- Business cards of completers
- Flyers or advertisements naming completers working in service facilities
- Notes to the file from instructors certifying they saw the completer working in XYZ salon
- Self-certifications from students
- Printed copy of email or social networking correspondence with student

**Grid # 3 (Licensure):**

For all students which fall on an asterisk in the licensure cohort grid (i.e., every student), acceptable backup documentation must include:

- Documentation showing all students who sat for the last required part of the exam for the first time in 2011. Examples include, but are not limited to:
  - A report from your test administrator and/or state which shows all students who sat for the last required part of the test for the first time in 2011
  - Log of surveys of completers asking when they took the exam and when they passed (verified using e-mail, telephone, Facebook, etc.). You may supplement this log with printouts from an online license verification website which verifies the licensure status of those who have passed the exam.

### **Part III: Submit Report to NACCAS**

Mail the cohort grids (or equivalent reports) and all required backup documentation to NACCAS via traceable means in an envelope clearly marked for delivery to:

**NACCAS  
Attn.: Alex Kim  
4401 Ford Avenue – Suite 1300  
Alexandria, VA 22302**

Please ensure your report is clearly organized, bound, and tabbed. The report must be received by NACCAS no later than March 31, 2012. Only one copy of this report is required. NACCAS staff will review your documents and may request additional backup documentation. The Commission will review the record of the referenced institution with respect to this monitoring directive and may take further action. If you have any questions regarding this process or your submission, do not hesitate to contact Alex Kim at (703) 600-7600, extension 177 or via email at [akim@naccas.org](mailto:akim@naccas.org).