

National Accrediting Commission of Career Arts & Sciences, Inc.
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The Certification of Annual Report Data (CARD) Initiative

All accredited institutions are required to submit annual reports to NACCAS each year. This annual report contains critical information regarding both student outcomes and institutional compliance with NACCAS' *Standards and Criteria*. NACCAS must ensure that the data provided is accurate in order to maintain compliance with applicable Federal regulations.

The CARD initiative is designed to assist NACCAS in its pursuit of accurate annual reports. Every year, NACCAS randomly selects (using a computer program) a small percentage of annual reports for additional certification. Once selected, an institution is required to provide documents which support the information provided in the annual report. The exact amount of documentation required will vary depending on the size of the institution.

However, NACCAS understands that such certification requires additional work on the part of the selected institutions. Accordingly, NACCAS has gone to great lengths in order to ensure that the process is as straightforward as possible, and that selected institutions are not unreasonably burdened. For example:

- In order to save time and effort, institutions selected are only required to provide backup for a limited sample of students.
- Institutions selected by the CARD initiative which have their annual reports certified as accurate will be exempt from participation in the initiative for the next three annual reports.
- Institutions which have recently had their annual reports verified during an on-site visit will not be required to participate in the initiative.
- Similarly, institutions scheduled to have their annual reports verified on-site in the near future will not be required to participate in the initiative.

All institutions selected by the initiative will be notified (via formal letter) between early February and early April. This letter will describe the detailed requirements for institutions selected to participate. Should you or your institution desire any additional information regarding the specifics of the CARD initiative, please feel free to contact Jason Tiezzi at (703) 600-7600, extension 155 or at jtiezzi@naccas.org.