

[INSTITUTION NAME] BPPE Accreditation Plan

National Accrediting Commission of Career Arts and Sciences (NACCAS)

In accordance with Title 5, California Code of Regulations (5, CCR) section 71105, **[Institution Name]** presents its Accreditation Plan to the Bureau for Private Postsecondary Education.

[Institution Name] Plan

Introduction: The **National Accrediting Commission of Career Arts and Sciences (NACCAS)** is an autonomous, independent accrediting commission constituted as a nonprofit Delaware corporation, with its main office located in Alexandria, Virginia. The Commission's origins date back to 1969, when two accrediting agencies in the field merged to form the Cosmetology Accrediting Commission (CAC). CAC changed its name to "NACCAS" in 1981.

NACCAS is recognized by the U.S. Department of Education as a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences, including specialized schools. It presently accredits approximately 1,300 institutions that serve over 120,000 students. These schools offer over thirty (30) courses and programs of study that fall under NACCAS' scope of accreditation.

5, CCR section 71105(b)(1): **[Institution Name]** has identified NACCAS as its accreditation agency.

5, CCR section 71105(b)(2): NACCAS Eligibility Criteria

NACCAS's Candidacy Eligibility Requirements:

A private cosmetology school (or department of cosmetology or cosmetology program of study) or specialized school of cosmetology arts and sciences, massage, or related program, located within the United States and/or internationally is eligible to apply for accreditation, provided:

- (1) It is a postsecondary institution;
- (2) It is licensed by the state in which it is located;
- (3) It is in operation and has been in operation at least eighteen (18) months;
- (4) It offers at least one program that is more than 150 hours in length or the equivalent measured in credits or competencies;
- (5) It has complied with the NACCAS Accreditation Workshop attendance policy;
- (6) It meets NACCAS' Technical Standards and Requirements;
- (7) It is not owned wholly or in any part by, nor does it employ, any individual who has been debarred from participation in any federal or state program within the past five years;

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- (8) It has complied with the candidate status requirement; and
- (9) In the case of a specialized school of cosmetology arts and sciences, the school must also meet the following criteria:
- (i) Be open at least 25 hours per week;
 - (ii) Operate and offer instruction for a minimum of 40 weeks per year; and
 - (iii) Meet all applicable State requirements.

5, CCR section 71105(b)(3): Outline of the process and timeline for complying within two years of provisional approval with the accrediting agency's requirements for submission of a completed application for initial accreditation with the required fee:

THE STEPS IN THE ACCREDITATION PROCESS

Step 1: Determine Basic Eligibility

The school is licensed as a Postsecondary Educational Institution and is open, operating, and training students.

Outside of NACCAS: Obtain state-required recognition as a private postsecondary educational institution (school). Additionally, NACCAS' definition of being in operations means continuously training students directly enrolled at your institution (i.e., at least one (1) student not attending through a training agreement).

Step 2: Attend a NACCAS Accreditation Workshop

Workshop attendance is required prior to moving forward. This is the very first step toward becoming accredited directly with NACCAS. This is the first of five (5) required Workshops that the institution's owner must attend over an institution's first five (5) years with NACCAS. The owner must attend all (3) days, including the Candidate Session and the Accreditation Workshop, which includes two (2) concurrent sessions. The How To (ISS) must be selected as one (1) of the two (2) concurrent session options. Note: At least one of the owners must attend. After attending the Workshop, you will receive via email a certificate of attendance within 4 weeks after the Workshop ends.

Step 3: Complete the electronic Application for Candidate Status including submitting all required exhibits and fees via the NACCAS website.

After the school attends the Accreditation Workshop as outlined in Step #2, it must submit an Application for Candidate Status. Once submitted, your application will typically be reviewed within 2 weeks of receipt.

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Step 4: Application Review

When your application is reviewed by a NACCAS staff member, you will receive an automatically generated email letting you know the status either that (1) corrections are needed or (2) it has been forwarded to the next level for review. Once your application is deemed complete, it is submitted to the NACCAS Candidate Review Committee for final approval. The Committee can either approve your application, ask for additional revisions or deny the application. If the application is complete and the committee approves the application, you will be granted candidate status. Candidate Status expires two (2) years from the date on the letter. Depending on how many revisions are necessary, typically candidate status can be granted within four (4) weeks if a perfect application is submitted.

Note: NACCAS's acceptance of a complete Application for Candidate Status and required fee satisfies BPPE's requirement for achieving *pre-accreditation or accreditation candidacy.

Step 5: Institutional Self-Study (ISS).

The school prepares the Institutional Self-Study (ISS). The ISS is based on all ten (10) of the NACCAS *Standards and Criteria*. Each Standard has multiple Criteria which need to be addressed in the ISS. In addition, changes and/or new policies and procedure may need to be put into place in the operation of your institution to ensure compliance and implementation. Note: This is the single item that will take the most time and resources during the candidate and initial accreditation processes.

The length of time to it will take to put together an ISS as well as make changes that ensure compliance and implementation of NACCAS requirements, will depend on how much time and resources you and your staff have to devote to the process. Preparing an ISS can take anywhere from one (1) month to eighteen (18) months.

Step 6: Requesting the Consultation Visit

School completes the Candidate Consultation Visit Request Form and submits it with all of the required fees and documents as listed on the form, which will include the ISS.

Step 7: Candidate Consultation Visit

This is a visit to help ensure your institution is in compliance with NACCAS Standards and Criteria. This is an opportunity to ask questions one-on-one with a NACCAS Staff Member and School Administrator ICPE. The NACCAS Travel Office arranges the visit date and notifies school of the visit date, which is typically within three (3) to six (6) months of the date of receipt by NACCAS of a complete Visit Ready form.

After the visit, within twenty-one (21) business days, NACCAS sends the school an

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electronic copy via email of the Candidate Consultation Visit Report. The school makes final revisions to the ISS based on findings in the Candidate Consultation Visit Report. The candidate process in general is the one time where flexibility related to timelines is provided. With the two (2) year maximum candidate status period, you set the pace for your institution to make changes necessary to come into compliance with all NACCAS requirements. When all of the changes described in the Candidate Consultation Visit Report have been made and the ISS has been fully revised and finalized, the candidate process is complete.

Step 8: Application for Initial Accreditation Application #2

Submit the Application for Initial Accreditation to NACCAS with all required exhibits and fees, including the revised ISS. The school submits its most recent financial statements audited by an independent CPA directly to the NACCAS Finance Office (Standard VII, Criteria 1 – 2). *Note: Financials submitted cannot be older than 14 months from the school's fiscal year end date when it goes before the Commission for accreditation.*

Once the application and ISS have been reviewed and the financial statements have been received, the institution is placed on Visit Ready Status.

Upon receipt of a complete application, which includes all attachments (including the ISS and financial statements) the on-site evaluation for initial accreditation will typically be scheduled within three (3) – six (6) months of receipt of a complete application.

Initial visits are given priority to ensure that the visit can take place as quickly as possible.

Step 9: Initial Accreditation Visit

Once all documents submitted are reviewed by NACCAS and considered complete the NACCAS Travel Office staff schedules the full team visit and communicates the visit date to the school.

Step 10: Commission Consideration of the School's Application for Accreditation

At the next available Commission meeting the school's application, ISS, Visit Report, and any response to the Visit Report is reviewed. The school is notified by NACCAS of the Commission's decision within 45 days of the meeting.

The Commission meets eight (8) times a year to consider school actions. The meetings are in the months of January, February, April, May, July, August, October and November. Additional meetings may be added at the discretion of the Commission as necessary.

The institution will receive via traceable means a hard copy with the Commission's decision. The decisions are described under Part 8 of the Rules. The maximum grant of accreditation for an initial applicant is three (3) years. The Initial Accreditation Process typically is completed in eight (8) – ten (10) months of receipt of a complete application.

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5, CCR section 71105(b)(4) (A-D): An outline of the process and timeline whereby the institution will achieve full accreditation within five years of provisional approval:

[Institution Name] outlines the process and timeline for full accreditation by [Insert date]

(Note From The BPPE – Please Determine The Appropriate Milestones for your Institution, Based on the Institution’s Estimated Rate of Progress.

Tasks	Jan 2019	Mar 2019	May 2019	Jul 2020	Jul 2021	Jan 2022	Jul 2022	Jan 2023
Determine Basic Eligibility	x							
Attend Accreditation Workshop		x						
Submit the Candidate Application & Fee			x					
Application Reviewed and Candidacy Status Granted				x				
Prepare and Submit the Institutional Self-Study					x			
Submit Candidate Consultation Visit Request Form					x			
Host Candidate Consultation Visit						x		
Submit Application for Initial Accreditation							x	
Host Initial Accreditation Visit								x

Tasks	Mar 2023	Apr 2023						
School Responds to Visit Report	x							
Commission Accredits School		x						

This is a sample accreditation plan. The requirements and dates for each individual plan will vary by institution.

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***Note:** “Pre-accreditation” or Accreditation “Candidacy” as used in sections 94885.1 and 94885.5 of the Code means that an institution has submitted a completed application for initial accreditation with the required fee, which was accepted by the accreditor.

SAMPLE