NACCAS 2014 Annual Report Data Instructions

Placement

Note regarding placement tracking: NACCAS understands that tracking placement information for graduates represents a substantial challenge for institutions. To help mitigate these challenges, NACCAS has created a national employment database, NNED, that is intended to help institutions track placement information for graduates. While information from NNED alone is **not** acceptable as placement documentation for the annual report, it can serve as a starting point for obtaining basic employment details. For further details regarding the NNED database, please visit http://naccas.org/naccas/NNED. Acceptable backup documentation for the placement rate includes:

☐ Documentation showing why a graduate is ineligible for employment, if applicable (e.g., records of military service for someone who is deployed in the military, etc.)

☐ Documentation showing the employment of each graduate that is listed as employed. **All institutions are reminded that they are responsible for ensuring the accuracy of the placement documentation gathered.** Some ways an institution may document employment are listed below:

☐ Employer follow-up surveys (i.e., a document or survey completed by the employer). All employer surveys must contain (at minimum) the graduate's contact manager, the graduate's position title and the date the survey was completed. Surveys that do not contain this information will be rejected as inadequate.

A "telephone log" of employer or graduate contacts (i.e., a record of a phone conversation with a graduate or employer). A "phone log" must contain the following information: the date the phone verification was conducted, the individual conducting the verification, the graduate's position title and the contact manager at the graduate's employer. Phone logs that do not contain this information will be rejected as inadequate.

☐ Official flyers or advertisements (e.g., salon website) naming graduates working in service facilities

☐ "Notes to file" from staff members certifying they personally verified the graduate's employment by visiting the employer in question. Such notes must include the staff member's printed name, signature and contact information (such as a personal email and/or phone number). The note must explicitly state where the graduate is working. Beginning with this year's 2014 (data) Annual Report, all "notes to file" must be notarized and include the date the staff member saw the graduate, the graduate's manager and the graduate's position title.

☐ Self-certifications from graduates (e.g., an exit interview, a survey returned by the graduate, etc.); such self-certifications must include the graduate's signature

☐ Screenshot or printed copy (in the original formatting) of email or social networking correspondence from graduates and/or employers

☐ Screenshot or printed copy (in the original formatting) of social networking postings by graduates and/or employers

☐ Copies of booth rental licenses showing employment

☐ Printed copies of text messages, provided the institution can prove that the text message originated from the graduate's phone number

☐ Please note: Business cards of graduates are **no longer accepted** as documentation supporting a graduate's employment.

☐ *This list is not all-inclusive. However, please consult NACCAS before using a type of documentation that is not listed above.*

For self-employed graduates who are "freelancing" (i.e., graduates who work independently without being affiliated with a physical business establishment) or graduates "working from home" (i.e., graduates who perform beauty services out of a personal residence), NACCAS has special documentation requirements, as described below. These special documentation requirements apply only to freelancers and graduates working from home -- they do NOT apply to graduates who own a licensed, physical salon establishment or graduates who rent a booth from a salon establishment.

For freelancers or graduates working from home, institutions are required to maintain one of the following two types of documentation:

    (i)   A signed self-certification from the graduate. This self-certification should be authenticated by either (i) a notary's seal or (ii) the inclusion of some alternate verification document, such as a driver's license or an institutional student information record (ISIR). If an ISIR or a driver's license is used, the graduate's self-certification should clearly acknowledge that the document was present at the time when the self-certification was completed by the graduate. OR

    (ii)   Direct electronic correspondence from the graduate (e.g., email, Facebook message, etc.) attesting to his/her self-employed status

Additional Note: Graduates who are working at an institution under the same ownership in non-instructor positions must be employed for at least three months in order to count as "placed" in the annual report.

Placement Cohort:

1. If a student has graduated from the program (i.e., if he/she is marked with a "Y" in column #4), you will need to determine whether he/she is eligible for placement. (*Reminder: If a student did not graduate from the program, please enter "N/A" or an equivalent substitute in columns #5-10.*) Mark all graduates determined to be eligible with an "E" in column #6, and all graduates determined to be ineligible with an "I." If a graduate has been declared ineligible, please note the reason that he/she has been declared ineligible in parenthesis on the cohort grid (e.g., "permanently disabled"). All graduates must be declared eligible for placement unless they meet one of the following five conditions for ineligibility:

    a. The graduate is deceased
    b. The graduate is permanently disabled
    c. The graduate is deployed for military service/duty
    d. The graduate studied under a student visa and is ineligible for employment in the U.S.
    e. The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership)

2. Count the number of graduates marked with an "E" in column #6. This is the total number of graduates eligible for placement and will be the number you enter into "Item 3" of the annual report worksheet on page 16 of these instructions.

3. If a graduate has been marked with an "I" in column #6, mark "N/A" (or a similar substitute) in columns #7-8, as NACCAS does not require any placement information for ineligible graduates.

4. For all graduates marked with an "E" in column #6, you will need to determine if the graduate has been placed. If a graduate has been employed in a field for which their training prepared them (i.e., in a position within the broader beauty industry) at any point prior to November 30, 2015, you may count him/her as "placed." Mark such graduates with a "Y" in column #7. If a graduate has not been placed within a relevant field, mark him/her with an "N" in column #7.
Additional Note: Graduates who are working at an institution under the same ownership in non-instructor positions (e.g., overseeing the student salon dispensary, etc.) must be employed for at least three months in order to count as "placed" in the annual report.

5. Count the number of graduates marked with a "Y" in column #7. This is the number of graduates who were placed in the field and will also be the number you enter into "Item 4" of the annual report worksheet on page 16 of these instructions.

6. For all graduates marked as "placed" in column #7, list the graduate's employer name, employer address and employer phone number in column #8. All three items **must** be entered into column #8 for graduates listed as employed. If you are unable to obtain the employer name, employer address and employer phone number, then you may not report the graduate as employed. For all graduates who were not placed (i.e., those marked with an "N" in column #7), mark this column with "N/A" or an equivalent alternative. (Note: If a graduate is employed at a non-traditional employer within the broader beauty industry, NACCAS recommends, but does not require, including the graduate's position title in column #8.)