



NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

3015 Colvin Street, Alexandria, VA 22314

PHONE (703) 600-7600 • [www.naccas.org](http://www.naccas.org)

December 21, 2021

VIA: UPS

Ms. Ronda Clark  
Cosmetology School of Arts & Sciences, LLC  
2474 Rock Creek Road  
Hansen, ID 83334

CONFIDENTIAL  
Renew; Place on  
Monitoring w/  
Directive

Re: Cosmetology School of Arts & Sciences  
485 East 5th Street, North  
Burley, ID 83318

Ref. #022026-00

Process: Renewal of Accreditation

Dear Ms. Clark:

At a meeting held November 17, 2021, the Board of Commissioners of the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) reviewed the record of the referenced institution related to its application for renewal of accreditation. Based on this review, the Commission acted to renew accreditation for a period of four (4) years. The renewal term was reduced to four (4) years because the institution received four (4) limitations on the day of the on-site evaluation. Three (3) of the limitations were repeat limitations. The institution's expected anniversary date for renewal of accreditation is scheduled for January 2026. Additionally, the Commission acted to place the institution on monitoring for Standard II, Criterion 8 (continuing education) with one (1) directive. Please refer to Attachment A for details regarding the monitoring process.

Section 8.18 of NACCAS' *Rules* establishes the maximum time period that may be granted to an institution to remedy non-compliance, before the Commission must take adverse action against the institution. These time frames are based on the length of the institution's longest program, in calendar weeks. As the institution's longest program is its 60-week Cosmetology course, the Commission may grant the institution a maximum of eighteen (18) months to demonstrate compliance.

However, the Commission is not required to grant the maximum time period established in Section 8.18 of the NACCAS *Rules* and may establish any deadline for compliance that does not exceed this timeframe. Attachment A detail the compliance deadline of the above-referenced monitoring process, which may be shorter than the time period referenced above.

The enclosed Attachment A describe the requirements of the monitoring process. The institution has an opportunity to respond to these reasons. Please prepare your response according to the instructions for response and submit to NACCAS within the established timeframe identified in the attachment.

If the institution is unable to meet the established deadline as outlined in the attachment, it must notify NACCAS immediately and provide a detailed explanation of the circumstances preventing the institution from meeting the deadline. If the institution wishes to submit a request for extension, per Section 1.10 of NACCAS *Rules*, the maximum combined total of any and all extensions granted shall be forty-five (45) days, unless extraordinary circumstances are shown.

As your accreditor, NACCAS is dedicated to making every effort to assist you in understanding what is necessary to maintain your accreditation. NACCAS strives to accomplish this goal through providing excellence in customer service.

The enclosed Attachment R lists the programs the institution is approved to offer along with other valuable information. In order for the institution to enjoy this full period of accreditation, it must maintain compliance with all accreditation requirements as listed in Attachment R. Representatives of the institution are encouraged to keep current on the policies, standards, and procedures of the Commission by regularly checking NACCAS' website and communications from the Commission (e-mails, newsletters, and other).

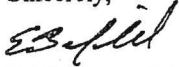
The Commission's action constitutes placement on Probation or Equivalent Status. The institution is reminded that, pursuant to Section 8.17(b) of NACCAS' *Rules of Practice and Procedure*, the institution must disclose this action[s] to all current and prospective students.

Additionally, placement on Probation or Equivalent Status constitutes a Type 2 Teach-Out Event. In accordance with Section 4.12(3)(i) of the Rules, the institution must submit a Teach-Out Plan along with a signed Attestation of Teach-Out Plan, which can be found as Attachment T of this letter, for approval by the Commission within fifteen (15) days of receipt of this letter.

Note: NACCAS is in receipt of a Teach-out Plan for this institution, which has been recently approved by the Commission, therefore an additional Teach-Out Plan does not need to be submitted at this time unless the institution has since revised its Teach-Out Plan. The Attestation form attached to this letter must be uploaded as a separate submission via the NACCAS User Portal under the "Teach-Out Plan" document type of the "Other Forms / Requests" document category.

If there are any questions regarding this or any other accrediting process, Senior Accreditation Analyst, Waskin Carter may be contacted at (703) 600-7600 ext. 140 or via email [wcarter@naccas.org](mailto:wcarter@naccas.org). Please use the NACCAS reference number for the institution in all communication with NACCAS.

Sincerely,



Eddie Broomfield, J.D.  
Associate Executive Director

EB/st

Enclosures: Attachment R, Attachment A, Attachment T, Instructions for Submission of PDF Documents,  
Certificate of Accreditation

### Attachment R

Permanent Reference Number: 022026-00  
Current Accreditation Status: Accredited  
Ongoing Monitoring Process: Monitoring of Accreditation Standards and Criteria: (continuing education)

Owner Identification #02093

Owners:

Cosmetology School of Arts & Sciences, LLC	100%
LaDonn Goodfellow	50%
Ronda Clark	50%

Approved Name of Institution: Cosmetology School of Arts & Sciences  
Approved Alternate Name: None approved w/ NACCAS  
Approved Secondary Facility: None approved w/ NACCAS  
Approved Additional Classroom Space: None approved w/ NACCAS

### Approved Programs

<u>Approved Program</u>	<u>Approved Language</u>	<u>Approved Length</u>	<u>Last Approval</u>
Cosmetology	English	1600 Clock Hours	2018
Student Instructor	English	1000 Clock Hours	2018
Barber	English	900 Clock Hours	2020
Esthetics	English	600 Clock Hours	2018
Nail Technology	English	600 Clock Hours	2018
Student Instructor	English	500 Clock Hours	2018
Nail Technology	English	400 Clock Hours	2018

The programs listed above were approved within the aegis of the accreditation granted to this institution through its application for renewal of accreditation. If you make changes in these programs or wish to add new programs, you must apply for approval in accordance with NACCAS' policies and procedures.

### Obligations of the Institution to Maintain Accredited Status

*(From Section 1.5 of NACCAS' Rules of Practice and Procedure)*

- (a) In order to maintain accredited status, accredited institutions, departments and programs of study, throughout the period of accreditation granted, must
- (1) Continue to meet the eligibility criteria contained in Part 1 of the *Rules*;
  - (2) Submit required applications (See Part 2 and 4);
  - (3) Undergo additional on-site evaluations, announced or unannounced, as ordered by the Commission (See Parts 3 and 8);
  - (4) Obtain approval for significant changes that take place (See Part 4);
  - (5) Submit an accurate annual report (See Part 5);
  - (6) Respond to complaints (See Part 6), "show cause" orders (See Part 7) and Commission directives (See Part 8);

- (7) Maintain compliance with NACCAS standards and criteria, rules, policies, Commission directive, and other requirements;
  - (8) Be current in the payment of fees; and
  - (9) Comply with time frames established by the Commission.
- (b) Failure to maintain continued compliance with all NACCAS standards and criteria and other accreditation requirements shall lead to the Commission taking appropriate action under these *Rules*.

## **Attachment A**

### **Background:**

Date process was initiated: February 22, 2021  
Manner in which process was initiated: Application  
Date of on-site evaluation: August 10, 2021  
The institution was evaluated according to the standards in effect as of 2021.  
Date response to the evaluation was due: October 15, 2021  
Date response to the evaluation was received: October 1, 2021  
Date of first action letter and action: December 21, 2021; Renew, Place on Monitoring w/ Directive

### **Directive:**

Within seven (7) days of receipt of this letter, the institution must contact the NACCAS office to schedule an appointment for the owner of the institution to have a phone consultation with the Associate Executive Director and staff. The consultation is to occur within twenty-one (21) days of receipt of this letter. Please contact Brit Fofana, Executive Assistant to the Executive Director, at [bfofana@naccas.org](mailto:bfofana@naccas.org) to schedule the consultation.

### **Monitoring for Accreditation Standards and Criteria:**

The institution received a limitation on the day of the on-site evaluation for Standard II, Criterion 8 because the institution was unable to provide evidence that each instructor had completed twelve (12) hours of continuing education in the 2020 calendar year.

The institution's response, which was received by NACCAS on October 1, 2021, contained documentation of the following continuing education for 2021:

- Amber Lemmons: 6 hours
- Jessica Clark: 6 hours
- Kelsey Hall: 3 hours
- Sarah Rich: 3 hours

While the institution provided some hours of continuing education for 2021; the documentation did not indicate that the institution's instructors have had twelve (12) hours of continuing education in the 2021 calendar year.

Within forty-five (45) days of (but not prior to) the directed consultation, the institution must submit a list of current instructors, to include their hire date. For each instructor who has been employed for more than one (1) year, the institution must submit evidence of twelve (12) hours of continuing education, with four (4) hours pertaining to teaching methodology, for 2021.

- With respect to its Standard II, Criterion 8 (continuing education), the Commission has determined that the institution's deadline for compliance should be September 2022, which is nine (9) months from the date of this letter.

**Attachment T**

**Attestation of Teach-Out Plan**

In accordance with Section 4.12 of the NACCAS *Rules of Practice and Procedure*, each accredited institution (and, as applicable, applicant for accreditation) must submit to NACCAS its Teach-Out Plan (to include its Teach-Out Agreement, if applicable) in any of the following circumstances: submission of an application for initial accreditation, submission of an application for renewal of accreditation, submission of an Annual Report, the occurrence of a Teach-Out Event.

For purposes of all above submission requirements other than the Annual Report, the institution must upload a copy of this form along with the Teach-Out Plan via the NACCAS User Portal under the "Teach-Out Plan" document type of the "Other Forms / Requests" document category.

For purposes of the Annual Report, this form may be uploaded within the Attachments tab of the electronic Annual Report.

If the institution is submitting this form for the first time or has revised its Teach-Out Plan since this form was most recently submitted, a copy of the Teach-Out Plan (and, if applicable, Teach-Out Agreement) must be included as an attachment.

**I attest to one (1) of the following:**

\_\_\_\_\_ The institution's Teach-Out Plan (to include its Teach-Out Agreement, if applicable) previously submitted to NACCAS is the current Teach-Out Plan for the institution.

- By initialing below, I attest that the Teach-Out Plan complies with Policy IV.05 as is currently published in the NACCAS Handbook. *(If it does not comply with the currently published Policy IV.05, the institution must submit a new Teach-Out Plan).* \_\_\_\_\_ (initials)
- The Teach-Out Plan was previously submitted to NACCAS on this date: \_\_\_\_\_
- The Teach-Out Plan was submitted as a part of which process (i.e. initial accreditation, renewal of accreditation, annual report, Teach-Out event): \_\_\_\_\_

\_\_\_\_\_ The institution's Teach-Out Plan (to include its Teach-Out Agreement, if applicable) is either a new plan or has changed from the Teach-Out Plan last submitted to NACCAS. The institution's new or revised Teach-Out Plan complies with Policy IV.05 as is currently published in the NACCAS Handbook. The new/revised Teach-Out Plan (and, if applicable, Teach-Out Agreement) is attached to this form.

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Institution Reference Number

\_\_\_\_\_  
Institution's Owner / Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (Clearly)

## INSTRUCTIONS FOR SUBMISSION OF PDF DOCUMENTS

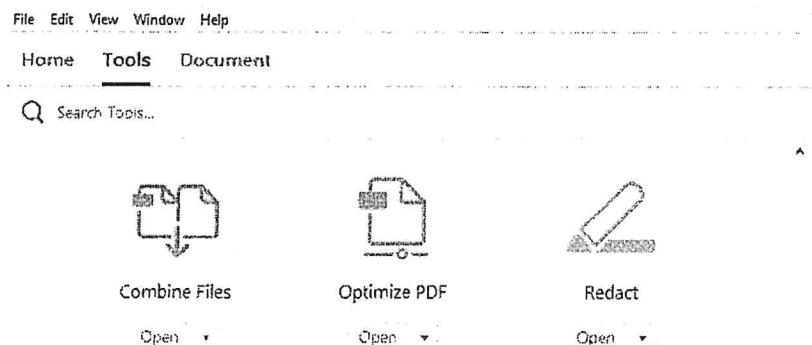
(Revised March 31, 2020)

These instructions apply to the submission of non-Financial documentation submissions such as Applications, Forms, Institutional Self-Study (ISS), Program Self-Study (PSS), Limitations Responses, Deferral Responses, and Directive Responses to NACCAS either by uploading to the web site. They are intended to instruct new submitters and to provide a reference to those who have previously submitted.

Please note: The examples provided in the following guide utilize Adobe Acrobat DC. If your version of the software is different, the method for completing various actions may change, though the functionality should remain. If there are any questions about these instructions, please email us at [support@naccas.org](mailto:support@naccas.org).

### Step 1: Scanning

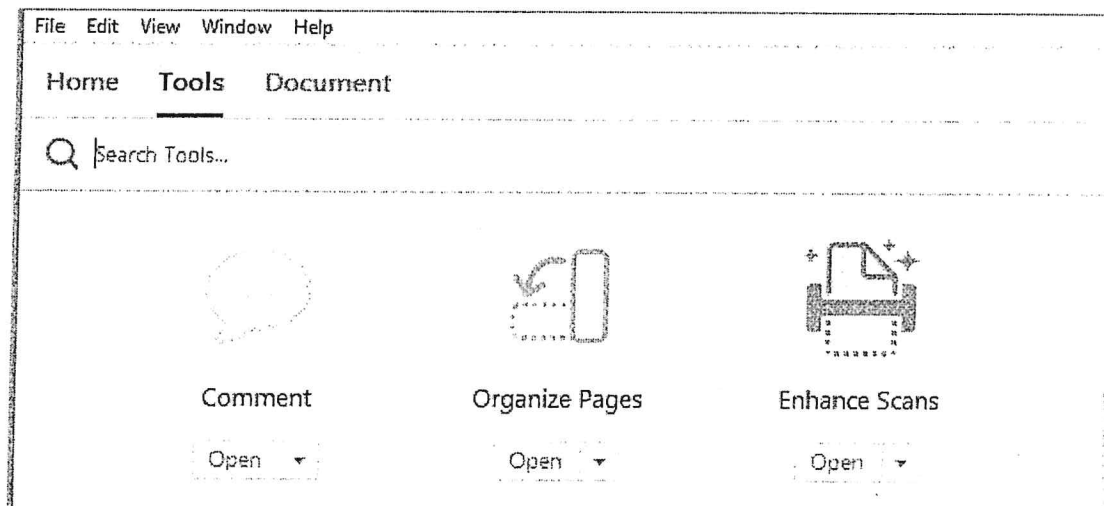
1. Before scanning, identify any documents that contain personal or confidential information that is not required for review (in particular, dates of birth or social security numbers). Please redact this confidential information before scanning your documents.
2. Electronic documents should not be printed and then scanned but rather should be saved as a Portable Document Format (PDF) file within the software used to create the documentation. This will minimize the resulting file-size and produce a more legible final document.
3. Documents that originate in hard copy (such as a State-issued license) should be scanned and saved to your computer as one single PDF file. Note that the maximum PDF size allowed in NACCAS' uploading portal is 100 MB. To meet this file size, we recommend scanning in black and white. Scanned graphics and pictures can dramatically increase the size of PDF documents so you may want to scan them at a reduced resolution (100 to 150 dpi).
4. Open the document in 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.
5. If the file size is a concern, compress the file to reduce the file size. To do this, go under the "Tools" menu of Adobe Acrobat and select "Optimize PDF" (see screenshot below). From this screen, you may utilize the "Optimize Scanned Pages" to make image files word- searchable and to reduce the file-size of the document.



6. In rare circumstances that a file for submission exceeds 100mb, it may be broken into separate files in accordance with the following guidelines:
  - a) ISS and PSS submissions must include Standards I through V in the first file and Standards VI through X in the second file.
  - b) Limitations Response, Deferral Response and Directive Response Submissions must include full responses to each limitation/reason for deferral/directive within a single file.
  - c) Other document types should not exceed 100mb in total.
7. 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, 012345-00ISS.pdf or 012345-00LimitationsResponse1of3.pdf are possible filenames that could be used.

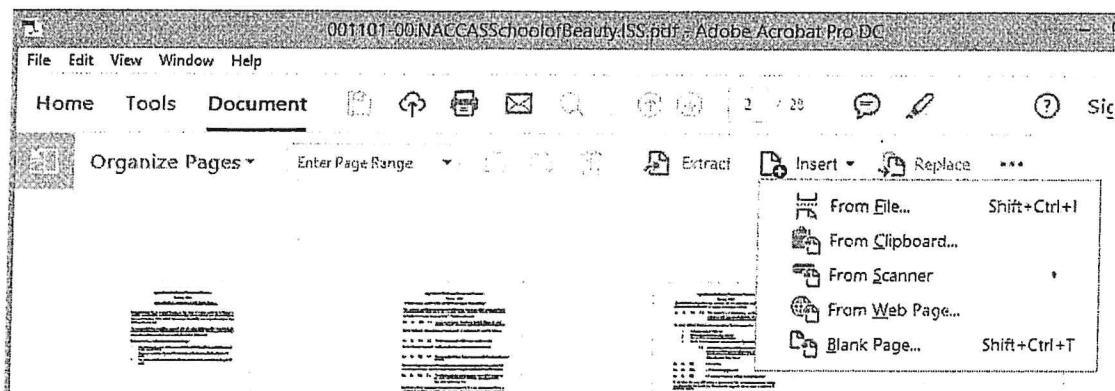
## **Step 2: Inserting Pages**


1. If it is necessary to add additional pages to your created PDF document (such as Exhibits), you should first save the document(s) as independent PDF files. Scanned documents should be saved as PDF documents via the scanning software in accordance with the procedure outlined in **Step 1** above. Documents which originate in electronic form should be saved in PDF format before proceeding.
2. Open the PDF file into which you wish to insert pages from the additional documents with Adobe Acrobat. From the "Tools" menu, select "Organize Pages."




3. Use the "Insert from File" function to select the saved document from which you wish to insert pages and the location within your PDF where you wish the pages to appear.

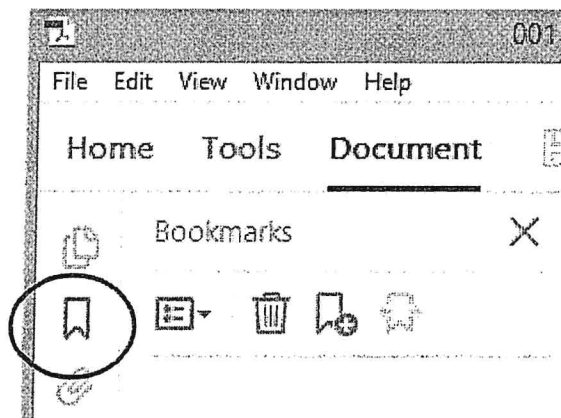






Alternatively, if you hover your pointer between the pages in your document where you wish the new pages to be inserted, you may select the  symbol to add pages directly to that location in your PDF.

### **Step 3: Bookmarking**

4. Each submission 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 must 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 section.
5. Create bookmarks in Adobe Acrobat
  - a. Select the bookmark icon on the left-hand navigation pane. (Note: If the Navigation Pane is not visible, you may need to select the  arrow icon on the left edge of the window.



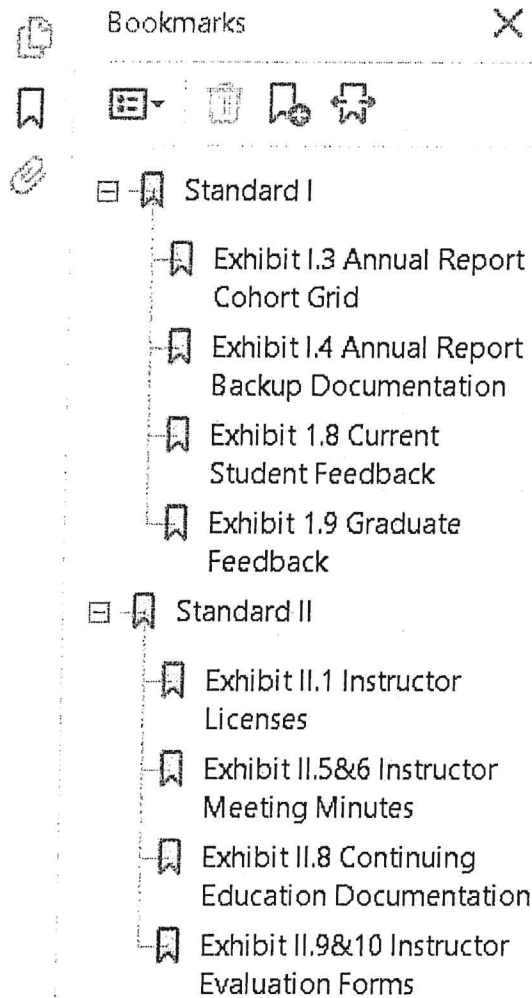
- b. Once selected, the bookmark panel will open
  - c. Scroll to the page you wish you create your bookmark

- d. Use the select tool to highlight the text you wish to bookmark (preferably, highlight text at the top of the page you wish to bookmark)
- e. There are three different ways to create a bookmark. Utilizing any one of these three methods is acceptable:
  - i. While the text is highlighted, press **Ctrl** and **B** on the keyboard OR
  - ii. With your mouse pointer over the highlighted text, right-click on the mouse and select **Add Bookmark** from the dropdown menu OR
  - iii. While the text is highlighted, click on the add bookmark icon  at the top of the bookmark navigational panel
- f. Change the bookmark name to the desired title (e.g., the Standard & Criterion, the student's name, or the start of the applicable section). You can edit the name of a bookmark by clicking the desired bookmark in the navigational panel on the left-hand side of the screen, then clicking it again. Or you can right-click on the bookmark in the same navigational panel and select **Rename** from the dropdown menu.
- g. Once you have created all of the bookmarks in your document, you should reorganize them into headings and subheadings in accordance with the guidelines at the end of this section.
  - i. Right-click on the bookmark icon  next to the heading you wish to make a subheading. (For example, if you are trying to make Student A into a subheading, click on the "Student A" bookmark.) Select **Cut** from the dropdown menu. Next, right click on the bookmark icon next to the main heading. Select **Paste under Selected Bookmark** from the dropdown menu.

Or alternatively, you may select the bookmark you wish to make into a subheading, and move it under the main heading by holding the mouse and "dragging" it to underneath the main heading.

*Note: If you have multiple subheadings that will appear under the same main heading and you prefer to move them all at once, hold down the **CTRL** key and click on each bookmark you wish to make into a subheading, so that all are highlighted. Right-click on the highlighted headings and select **Cut** from the dropdown menu. Next, right-click on the bookmark icon next to the main heading. Select **Paste under Selected Bookmark** from the dropdown menu.*

- h. When you are completed, the bookmarks should look like the below:



- i. Save the document when you are finished

### **Step 3: Uploading the PDF file to NACCAS**

1. Open a web browser (preferably Internet Explorer or Chrome) and go to NACCAS' website ([naccas.org](http://naccas.org)). Under the accreditation menu at the top of the screen, click on "member login" and login to NACCAS' CRM portal. (Note: If you forgot your username and password, please contact [support@naccas.org](mailto:support@naccas.org) for assistance.)
2. Select **Document Upload** and then select the corrected reference number. (See screenshot below)

*Please note that the annual report and financial reporting sections below exist for completely separate NACCAS requirements. Your annual report contains your student outcomes data and is due November 30th of each year, while your financial statements are due six months from your institution's fiscal year end.*

The screenshot shows a vertical navigation menu with the following items: Manage Users (Use this to assign rights for other individuals to input or upload data), Annual Reports, Financial Reporting (Financial Statements, Annual Reports, Corrective Action Plans, etc.), Document Upload to Documents (Applications, Forms, ISSs, Responses, etc.) (highlighted with a red circle), Please select one of your schools from the list below to view and upload documents, Main and Additional Locations (with a dropdown arrow), Online Applications, Institution Invoices, and National Employment Database.

3. Select the appropriate document category from the "Category" drop-down menu.

The screenshot shows the 'Upload Institution Document' form. The 'Document Category' dropdown menu is open, displaying the following options: Substantive Application Forms, Non-Substantive Notification Forms, Commission Letter Responses, On-Site Visit Documents, and Other Forms / Requests. The 'Document Type' dropdown menu is also open, showing 'Select a document category'. The 'Document file to upload' field is empty, and the 'Comments' field is also empty. The 'Upload' button is visible at the bottom left.

4. Select the appropriate document type from the "Document Type" drop-down menu.

The screenshot shows a web form for uploading documents. A dropdown menu titled "select a document type ..." is open, displaying a list of application types: Initial Accred Application, Additional Location Application, Renewal Application, Clock Hour Program Application, Credit Hour Program Application, Competency Program Application, Program Self-Study, Clock/Credit Conversion Application, Change of Location Application, Change of Control Application, Title IV Termination Application, Re-Designation Application, and Secondary Facility Application. The "Document Type:" label and the dropdown menu itself are circled in red. Other form elements visible include "Document Category:", "Document file to upload:" with a "Select File" button, and a "Comments:" text area.

5. Click the "Select File" button and navigate to the file on your computer you wish to upload.

The screenshot shows the same document upload form, but now the "Document Type" dropdown is closed and set to "Secondary Facility Application". The "Select File" button under "Document file to upload:" is circled in red. Below the form, there are two buttons: "Upload Document" and "Clear Error Message".

6. Enter any brief comments regarding the reason for your upload into the “Comments” box. Finally, click “Upload Document.”

Upload Institution Document

**Document Category:** Substantive Application Forms ▼

**Document Type:** Secondary Facility Application ▼

**Document file to upload:** ☒ Secondary Facility Application 090001-00.pdf

**Comments:**

#### **Step 4: Receive Confirmation from NACCAS**

1. You will receive an email acknowledging receipt of your uploaded submission if the upload process was successful. If you do not receive an email, please contact NACCAS for additional guidance, as it likely means your document has not been received. Note that successful uploading of a document does not constitute acceptance of the document; if the document is not in the proper format (e.g. bookmarks are not included/inadequate) then it may be returned for revisions.
2. Once successfully uploaded, NACCAS will review the formatting within two weeks. If the formatting is correct, then the document will be accepted for review, and you will receive a confirmation email. Please note this does not mean the document demonstrates compliance with NACCAS’ Standards; rather, it means the formatting was completed correctly, and the document can be reviewed by NACCAS staff or the Commission, as necessary. If the formatting is incorrect, you will receive an email specifying the necessary revisions.

#### **Additional notes:**

- Use page-headers and footers as appropriate
- Files must not be password protected at any level; they may be made read-only but must not be copy protected.
- Do not include hidden data or hidden references.
- 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.

- Do not encrypt files. The NACCAS website 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 Steven Goldstein ([sgoldstein@naccas.org](mailto:sgoldstein@naccas.org)).
- 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.

sent w/  
other





**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES**

3015 Colvin Street, Alexandria, VA 22314

PHONE (703) 600-7600 • [www.naccas.org](http://www.naccas.org)

December 21, 2021

VIA: UPS

Ms. Ronda Clark  
Cosmetology School of Arts & Sciences, LLC  
2474 Rock Creek Road  
Hansen, ID 83334

CONFIDENTIAL  
Continue

Re: Cosmetology School of Arts & Sciences  
485 East 5th Street, North  
Burley, ID 83318

Ref. #022026-00

Process: Change of Location Visit  
Previous Action: Approve Change of Location

Dear Ms. Clark:

At a meeting held November 17, 2021, the Board of Commissioners of the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) reviewed the record of the referenced institution related to the process listed above. The Commission acted to acknowledge the change of location visit and continue the referenced institution's accreditation.

If there are any questions regarding this or any other accrediting process, Director of Accreditation, Mary Nell Myers may be contacted at (703) 600-7600 ext. 152 or via email [mmyers@naccas.org](mailto:mmyers@naccas.org). Please use the NACCAS reference number for the institution in all communication with NACCAS.

Sincerely,

Eddie Broomfield, J.D.  
Associate Executive Director

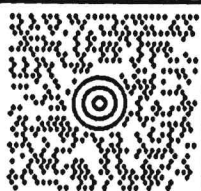
EB/st

NACCAS STAFF  
7036007600 144  
NACCAS  
3015 COLVIN STREET  
ALEXANDRIA VA 22314

1 LBS

1 OF 1

SHIP TO:  
MS. RONDA CLARK  
2086784454  
COSMETOLOGY SCHOOL OF ARTS & SCIENC  
2474 ROCK CREEK ROAD  
HANSEN ID 83334-5252



ID 833 9-21



UPS GROUND

TRACKING #: 1Z 219 38E 43 9813 7593



BILLING: P/P

Reference#1: 022026-00  
Reference#2: Cosmetology School of Arts & Science  
UIS 12.0.13. WNTNV50 52.0A 12/2021\*



TM



\*SEE NOTICE ON REVERSE regarding UPS Terms, and notice of limitation of liability. Where allowed by law, shipper authorizes UPS to act as forwarding agent for export control and customs purposes. If exported from the US, shipper certifies that the commodities, technology or software were exported from the US in accordance with the Export Administration Regulations. Diversion contrary to law is prohibited.

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