

SCHOOL  
PERFORMANCE  
FACT SHEET  
WORKSHOP

WELCOME! WE WILL BEGIN SHORTLY



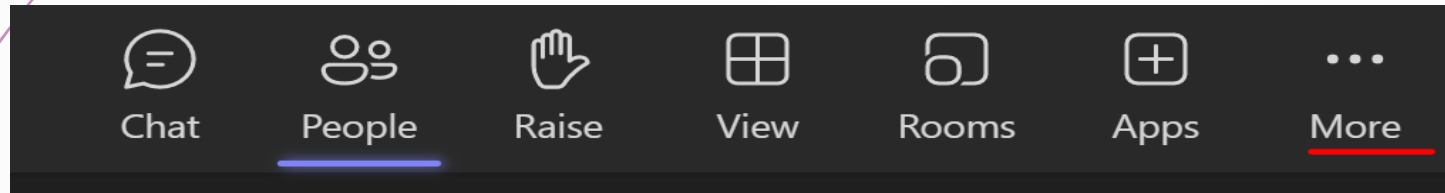
**BPPPE**

Bureau for Private Postsecondary Education

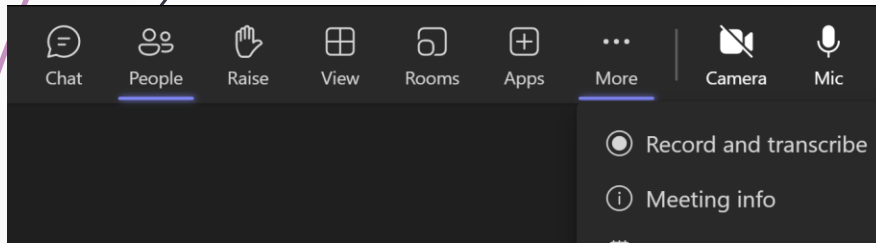
2

# AUDIO ISSUES? TRY YOUR PHONE

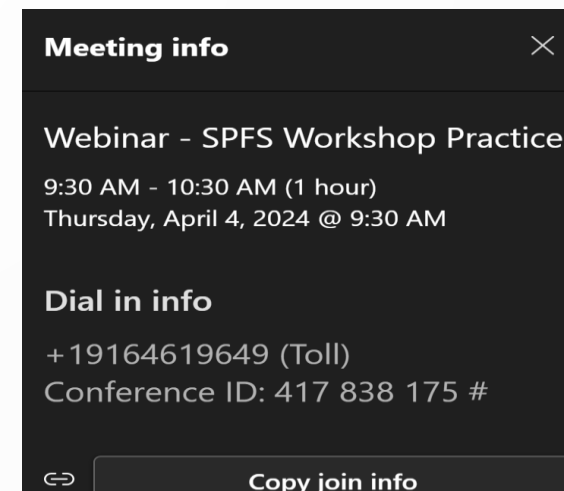
1. Click on “**More**” at the top of your screen

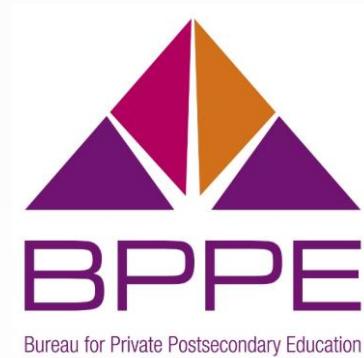


2. Select **Meeting info...**



3. Follow the direction on the **Dial in info** box.





# SCHOOL PERFORMANCE FACT SHEET WORKSHOP

HOSTED BY:

**Annual Reports Unit**

Jennifer Jones

Cassandra Garcia

George Green

# THINGS YOU SHOULD KNOW



10:00 am – 1:00 pm



Listen Only Mode



Q&A



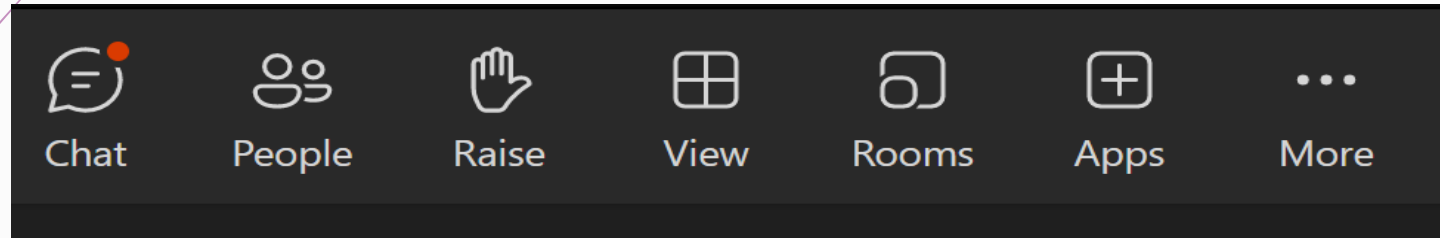
Workshop



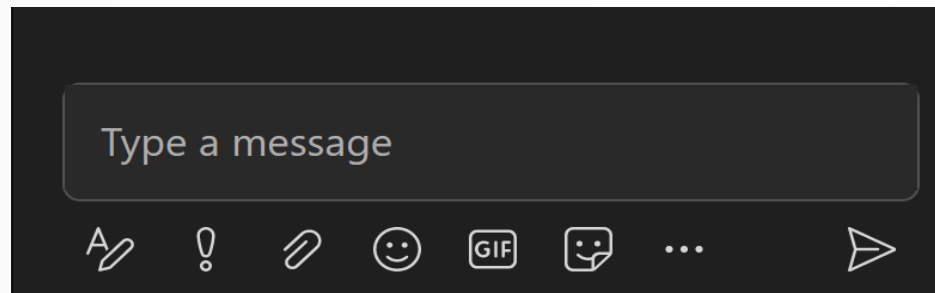
Materials Needed

# RAISING HAND / CHAT FEATURE

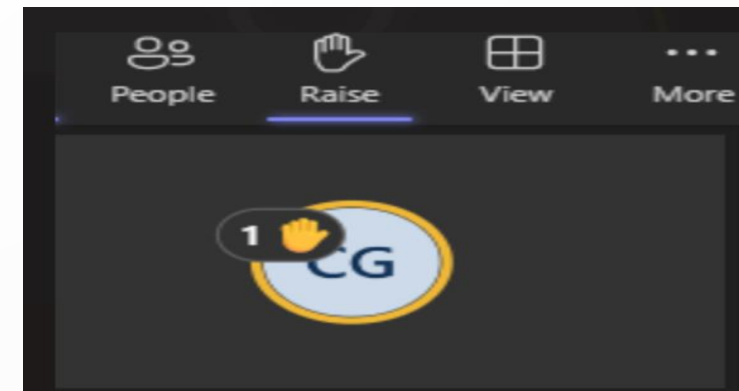
Locate the **Raise hand and/ Chat** features at the top of your screen



**CHAT:** To send questions through chat, Click on “Chat”, type your message, Hit Enter

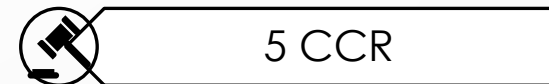
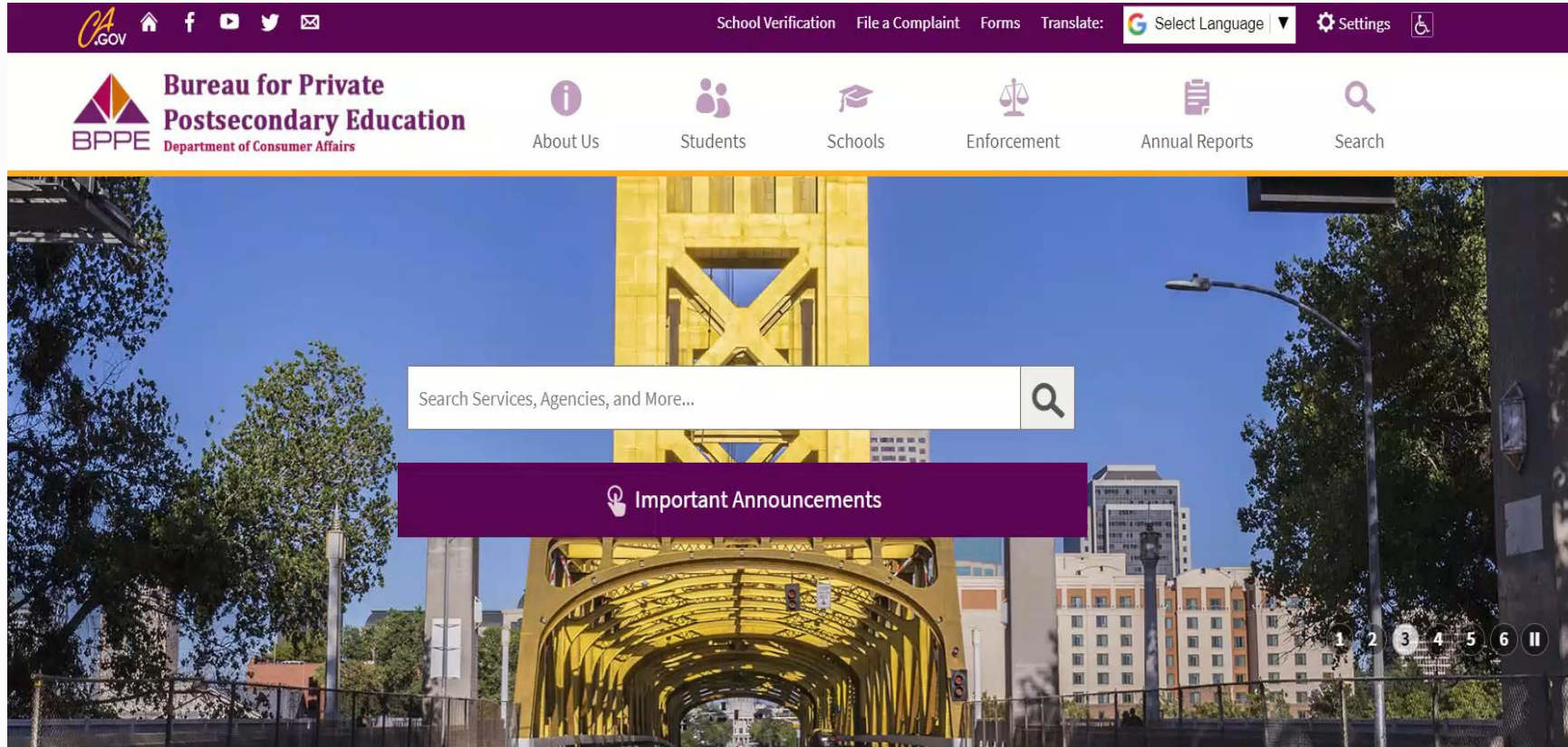


**RAISE HAND:** To raise hand, click on “Raise”, it will appear in yellow highlight. Click on hand to lower hand



California Private Postsecondary Education Act of 2009 (CEC)

Title 5, Division 7.5 California Code of Regulations (5 CCR)



# OBJECTIVES

Identify reporting period requirements for SPFS

Identify format requirements for SPFS

Identify supporting documentation for SPFS

Identify required data for SPFS

- On-time Completion
- Job Placement
- License Examination Passage Rates
- Salary/Wage Information
- Cost of Educational Programs
- Federal Student Loan Debt

Identify required information for SPFS

- Required disclosures
- Required statements
- Required definitions

Identify situational information for SPFS



# SCHOOL PERFORMANCE FACT SHEET

## Q: What is it?

- A disclosure document also known as a SPFS that assists prospective students in making an informed decision in selecting an educational program at a private postsecondary institution.

## Q: What is its purpose?

- Provides prospective students with a reasonable perspective on the performance of an institution.

## Q: Who Completes it?

- All private postsecondary educational institutions that received an approval to operate by BPPE are required to complete SPFS for each educational program offered in the reporting year.





# REPORTING REQUIREMENTS FOR SPFS

- ▶ SPFS report data for previous two calendar years
- ▶ Annual Report/SPFS data is to be reported annually.
- ▶ Annual Report/SPFS data is reported to the Bureau as soon as August 1<sup>st</sup> of every year, no later than December 1<sup>st</sup> of every year.

Example: During reporting year of 2022 (August 1, 2023 – December 1, 2023):

- ▶ Annual Report will report data for 2022 Calendar Year (1/1/2022 - 12/31/2022)
- ▶ SPFS will report data for 2021 & 2022 Calendar Year (1/1/2021-12/31/2022)



# FORMAT REQUIREMENTS FOR SPFS

- ▶ The format for each SPFS shall be in at least 12-point font with 1.15 line spacing; column headings and titles shall be in bold 14-point font
- ▶ Separate SPFS shall be prepared for each educational program for the main and each branch location(s) (includes satellites)
- ▶ SPFS are to include only information specifically required or permitted by the Act or Regulations



# SUPPORTING DOCUMENTATION

# SUPPORTING DOCUMENTATION

- Documentation supporting all data shall be maintained electronically by the institution for at least five years from the last time the data was included in either an annual report or a performance fact sheet.
- Documentation supporting the following data must be made available to the bureau upon request:
  - List of job classifications
  - Student information
  - Graduate information
  - Employer information
  - Self employment information
  - Description of attempts
  - Licensing examination information
  - Unavailable student/graduate information
  - Institutional representative information



# REQUIRED DOCUMENTATION STUDENT INFORMATION

Supporting documentation for student information shall include:

- ▶ Student Name(s)
- ▶ Address
- ▶ Phone number
- ▶ Email address
- ▶ Program completed
- ▶ Program start date
- ▶ Scheduled completion date
- ▶ Actual completion date
- ▶ Description of all attempts to contact each student



# REQUIRED DOCUMENTATION GRADUATE EMPLOYMENT INFORMATION

Supporting documentation for graduate employment information shall include:

- ▶ Place of employment & position
- ▶ Date employment began
- ▶ Date employment ended, if applicable
- ▶ Actual salary
- ▶ Hours per week
- ▶ Date employment verified
- ▶ Description of all attempts to contact employer



# REQUIRED DOCUMENTATION EMPLOYER INFORMATION

Supporting documentation for employer verification information shall include:

- ▶ Employer address
- ▶ Employer general phone number
- ▶ Employer contact person
- ▶ Contact person phone number & email
- ▶ All written communication with employer verifying employment or salary
- ▶ Description of all attempts to contact employer





# REQUIRED DOCUMENTATION SELF EMPLOYMENT INFORMATION

Supporting documentation for self employment information shall include:

- Any and all documents demonstrating self-employment (i.e. business license, fictitious business name statement, advertising (other than a business card), website, or business receipts or other evidence of income from business; or an attestation signed by the graduate of self employment or freelance work and dated after graduation.



# REQUIRED DOCUMENTATION UNAVAILABLE STUDENTS/GRADUATES

Supporting documentation for each student determined to be unavailable for graduation or employment shall include:

- ▶ Identity of the student
- ▶ Type of unavailability
- ▶ Dates of unavailability
- ▶ Documentation of the unavailability



# REQUIRED DOCUMENTATION ADDITIONAL INFORMATION

The institution shall maintain documentation supporting data for the following:

- Documentation used to support license examination results (i.e., copy of license, examination results)
- List of job classifications determined to be considered gainful employment for the educational program



# REQUIRED DOCUMENTATION INSTITUTION REPRESENTATIVE

The following information for the institution's representative who was primarily responsible for obtaining student's completion, placement, licensing, salary and wage data, the date that the information was gathered, and copies of notes, letters, or emails through which the information was requested and gathered.

- ▶ Name
- ▶ Email address
- ▶ Phone number
- ▶ Position/Title



# SPFS SAMPLE



NURSE SCHOOL 101  
12345 SPFS Drive, Sacramento, CA 95834  
916-555-1234 | [www.abc.school.com](http://www.abc.school.com)

## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2019 & 2020

### On-Time Completion Rates (Graduation Rates)

(Includes data for the two calendar years prior to reporting)

#### Vocational Nursing (1628 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	11	11	6	55%
2020	13	13	8	69%

Student's Initials: \_\_\_\_\_ Date \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

### Students Completing Within 150% of the Published Program Length

#### Vocational Nursing (1628 Hours)

Calendar Year	Number of Students who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Table
2019	11	11	10	91%
2020	13	13	11	85%

Student's Initials: \_\_\_\_\_ Date \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

# ON-TIME COMPLETION



# ON-TIME COMPLETION

## On-Time Completion Rates (Graduation Rates)

Includes data for two calendar years prior to reporting

### Name of Educational Program (Program Length)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-time Completion Rate
20XX				
20XY				





# ON-TIME COMPLETION

<b>Number of Students Who Began the Program</b>

**“Number of Students Who Began the Program”** means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.



# ON-TIME COMPLETION

<b>Students Available for Graduation</b>

“**Students Available for Graduation**” is the number of students who began the program minus the number of students who have died, been incarcerated, or called to active military duty.



# ON-TIME COMPLETION

Number of On-Time Graduates

**“Number of On-time Graduates”** is the number of students who completed the program within 100% of the published program length within the reporting calendar year.



# ON-TIME COMPLETION

On-time Completion Rate

“**On-time Completion Rate**” is the number of on-time graduates divided by the number of students available for graduation.

Note: On-time Completion Rate is reported as a percentage (%)





# ON-TIME COMPLETION

## On-Time Completion Rates (Graduation Rates)

Includes data for two calendar years prior to reporting

### **Vocational Nursing (1628 Hours)**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-time Completion Rate
2021	11	11	6	55%
2022	13	13	8	62%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.





# STUDENTS COMPLETING WITHIN-150% TABLE

- Reporting 150% completion data table is **OPTIONAL**
- Program length x 1.5 = 150%  
Example: For an 8 Month Program, the 150% Table Would Allow Reporting of 12 Months

## Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	PROGRAMS THAT ARE MORE THAN ONE YEAR IN LENGTH, NEED TO PROVIDE FOUR YEARS OF CALENDAR DATA			
2020				
2021				
2022				



# STUDENTS COMPLETING WITHIN-150%

<b>150% Graduates</b>

“**150% Graduates**” is the number of students who completed the program within 150% of the published program length (includes on-time graduates).





# STUDENTS COMPLETING WITHIN-150%

<b>150% Completion Rate</b>

“**150% Completion Rate**” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the Number of Students Available for Graduation.



# STUDENTS COMPLETING WITHIN-150%

## Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2021	11	11	10	91%
2022	13	13	11	85%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



# ON-TIME TABLE VS 150% TABLE

## On-Time Completion Rates (Graduation Rates)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-time Completion Rate
2021	11	11	6	55%
2022	13	13	8	62%

## Students Completing Within 150% of the Published Program Length

Calendar Year.	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2021	11	11	10	91%
2022	13	13	11	85%

# JOB PLACEMENT

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# JOB PLACEMENT

## Job Placement Rates

Includes data for two calendar years prior to reporting

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
20XX					
20XX					

Placement is measured six months from the graduation date of each student OR within six months after the results for the first examination available after graduation



# JOB PLACEMENT

<b>Number of Graduates</b>

“**Number of Graduates**” is the number of students who began the program and have been awarded a degree or diploma.



# JOB PLACEMENT

<b>Graduates Available for Employment</b>

**"Graduates available for employment"** means the number of graduates minus the number of graduates unavailable for employment.

**"Graduates unavailable for employment"** means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.





# JOB PLACEMENT

<b>Graduates Employed in the Field</b>

**“Graduates Employed in the Field”** means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six month period begins after the announcement of the examination results for the first examination available after a student completes the applicable educational program.



# JOB PLACEMENT

<b>Placement Rate % Employed in the Field</b>

“**Placement Rate % Employed in the Field**” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.





# JOB PLACEMENT

## Job Placement Rates

Includes data for two calendar years prior to reporting

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	11	10	10	4	40%
2022	13	11	11	6	55%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. (Insert how student can obtain this information.)



5 CCR 741.12(i)(2)  
CEC 94910(f)(2)

# GAINFULLY EMPLOYED

A graduate is considered gainfully employed if they fall within one of the following:

1. Employed in a job classification under the United States Department of Labor's Standard Occupational Classification Codes AND in a single position or concurrent aggregated positions totaling at least 30 hours per week for 5 weeks (35 calendar days); OR Totaling at least 20 hours per week for 5 weeks (35 calendar days) if certain conditions are met.

Or

2. By the same employer that employed the graduate before enrollment and certain conditions are met;

Or

3. The graduate is self-employed or working freelance with reasonable evidence



5 CCR 74112(d)(3)(A)(i)(ii),  
5 CCR 74112(d)(3)(B)(i)(ii)(iii),  
5 CCR 74112(d)(3)(C)



# GAINFULLY EMPLOYED

## Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

### Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2021	0	4	4
2022	1	5	6

### Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2021	4	0	4
2022	5	1	6



# GAINFULLY EMPLOYED

## Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2021	0	4
2022	0	6

This program may result in freelance or self-employment.

- The work available to graduates is usually freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hours work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**



5 CCR 74112(d)(3)(C)  
5 CCR 74112(i)(5)



# GAINFULLY EMPLOYED

## Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2021	0	4
2022	0	6

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.





ON-TIME  
COMPLETION



JOB  
PLACEMENT





# LICENSE EXAMINATION PASSAGE RATES



# LICENSE EXAMINATION PASSAGE RATES CONTINUOUSLY ADMINISTERED

## License Examination Passage Rates

Includes data for two calendar years prior to reporting

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking the Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
20XX					
20XY					



# LICENSE EXAMINATION PASSAGE RATES CONTINUOUSLY ADMINISTERED

Number of Graduates in Calendar Year	Number of Graduates Taking Exam

“**Number of Graduates in Calendar Year**” is the number of students who began the program and were awarded a diploma or degree in that reported calendar year.

“**Number of Graduates Taking Exam**” is the number of graduates who took the first available exam in the reported calendar year.



# LICENSE EXAMINATION PASSAGE RATES CONTINUOUSLY ADMINISTERED

Number Who Passed First Available Exam	Number Who Failed Exam	Passage Rate

“**Number Who Passed First Available Exam**” is the number of graduates who took and passed the first available licensing exam after completing the program.

“**Number Who Failed Exam**” is the number of graduates who took and failed the first available licensing exam after completing the program

“**Passage Rate**” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.





# LICENSE EXAMINATION PASSAGE RATES CONTINUOUSLY ADMINISTERED

## License Examination Passage Rates

Includes data for two calendar years prior to reporting

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking the Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	10	7	4	3	57%
2022	11	11	8	3	73%

*“License examination passage data is not available from the state agency administering the examination. We were unable to collect data from (LIST #) graduates.”*

**Student’s Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**



# LICENSE EXAMINATION PASSAGE RATES NOT CONTINUOUSLY ADMINISTERED

## License Examination Passage Rates

Includes data for two calendar years prior to reporting

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking the Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
MM/DD/20XX	MM/DD/20XX					
MM/DD/20XX	MM/DD/20XX					
MM/DD/20XX	MM/DD/20XX					
MM/DD/20XX	MM/DD/20XX					



# LICENSE EXAMINATION PASSAGE RATES NOT CONTINUOUSLY ADMINISTERED

First Available Exam Date	Date Exam Results Announced
MM/DD/20XX	MM/DD/20XX
MM/DD/20XX	MM/DD/20XX

“**First Available Exam Date**” is date of the first examination available after a student completed an applicable educational program.

“**Date Exam Results Announced**” is the announcement of the examination results for the first examination available after a student completed an applicable educational program.



# LICENSE EXAMINATION PASSAGE RATES NOT CONTINUOUSLY ADMINISTERED

Number Who Passed Exam	Number Who Failed the Exam	Passage Rate

“**Number Who Passed Exam**” is the number of graduates who passed the first exam available after graduation on their first attempt.

“**Number Who Failed Exam**” is the number of graduates who failed the first exam available after graduation on their first attempt.

“**Passage Rate**” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

Note:

- 1) An optional column may be added to separately report licensing examination data for graduates who take and pass the examination after failing initially.





# LICENSE EXAMINATION PASSAGE RATES NOT CONTINUOUSLY ADMINISTERED

## License Examination Passage Rates

Includes data for two calendar years prior to reporting

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking the Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
2/1/2021	4/1/2021	48	30	23	7	77%
10/1/2021	12/1/2021					
2/1/2022	4/1/2022	40	38	33	5	87%
10/1/2022	12/1/2022					

*"License examination passage data is not available from the state agency administering the examination. We were unable to collect data from (LIST #) graduates."*

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**



5 CCR 74112(j)  
CEC 94929.5(a)(2)

# LICENSE EXAMINATION PASSAGE RATES STATE EXAM NOT REQUIRED

## License Examination Passage Rates

Includes data for two calendar years prior to reporting

### This program does not require State Licensure

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking the Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	N/A	N/A	N/A	N/A	N/A
2022	N/A	N/A	N/A	N/A	N/A

*"License examination passage data is not available from the state agency administering the examination. We were unable to collect data from (LIST #) graduates."*

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

# **SALARY/WAGE**



# SALARY AND WAGE

## Salary and Wage Information

Includes data for two calendar years prior to reporting

*Annual Salary and Wages reported for Graduates Employed in the field*

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,001 - \$20,000	\$20,001 - \$25,000	\$100,000+	Add Columns As Necessary	No Salary Information Reported
20xx							
20xx							



# SALARY AND WAGE

\$15,001 - \$20,000	\$20,001 - \$25,000	\$100,000+	Add Columns As Necessary	No Salary Information Reported

- Salary and Wage information must accurately reflect the salary/wage reported by graduates
- Only report salary/wage in \$5,000 increments
- If you do not have a salary to report within a \$5,000 increment, skip that increment
- Add/Remove columns specific to what you need to report
- “No Salary Information Reported”** is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.





# SALARY AND WAGE

## Salary and Wage Information

Includes data for two calendar years prior to reporting

*Annual Salary and Wages reported for Graduates Employed in the field*

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,001-\$20,000	\$20,001-\$25,000	\$100,000+	No Salary Information Reported
2021	10	4	0	0	4	0
2022	11	6	2	1	3	0

A list of sources used to substantiate salary disclosures is available from the school (Insert how student can obtain this information).

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**



5 CCR 74112(k)  
CEC 94910(f)(3)

# **COST OF EDUCATIONAL PROGRAM**



# COST OF EDUCATIONAL PROGRAM

The following information needs to be included in the SPFS:

- The total charges for a student to complete the program within 100% of the program length
- A disclosure that there may be additional charges if the program is not completed on time.

The information can be disclosed in format substantially similar to the example shown here:

## **Cost of Educational Program:**

Total Charges for the program for students completing on-time in 20XX: \$50,000.

Total Charges may be higher for students that do not complete on-time.

Total Charges for the program for students completing on-time in 20XY: \$50,000.

Total Charges may be higher for students that do not complete on-time.







LICENSE  
EXAMINATION  
PASSAGE RATES



SALARY/WAGE  
INFORMATION



COST OF  
EDUCATIONAL  
PROGRAM



# FEDERAL STUDENT LOAN DEBT

# FEDERAL STUDENT LOAN DEBT

The SPFS shall include the following information **IF** the institution participates in federal financial aid programs:

- The most recent three-year cohort default rate reported by the United States Department of Education.
- Percentage of enrolled students receiving federal student loans.
- The average amount of federal student loan debt of graduates in that reporting year
- The percentage of graduates with federal student loans, as calculated by the institution





# FEDERAL STUDENT LOAN DEBT

## Federal Student Loan Debt

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United States Department of Education. <sup>1</sup>	The percentage of enrolled students in 20XX/XY receiving federal student loans to pay for this program.	The percentage of graduates in 20XX/XY who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 20XX/XY graduates who took out federal student loans at this institution.
20XX				
20XY				

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**



# FEDERAL STUDENT LOAN DEBT

The SPFS shall include one of the following statements **IF** the institution does **NOT** participate in federal financial aid programs:

- ▶ Students at (name of institution) are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

OR

- ▶ (Name of Institution) is eligible, but chooses not to participate in federal student aid programs. So students here do not have federal student loans.

Once a statement has been selected, it must be accompanied by the following student acknowledgement:

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**



# REQUIRED INFORMATION



# REQUIRED INFORMATION - STATEMENTS

Institutions shall provide a prospective student with a SPFS containing the following statements:

- ▶ “This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.”
- ▶ “Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Street, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll Free (888) 370-7589, Fax (916) 263-1897.”





# REQUIRED INFORMATION - DEFINITIONS

The following is a list of terms whose definitions need to be included in the SPFS:

- Number of Students Who Began the Program
- Students Available for Graduation
- Number of On-Time Graduates
- On-Time Completion Rate
- 150% Graduates
- 150% Completion Rate
- Graduates Available for Employment
- Graduates Unavailable for Employment
- Graduates Employed in the Field
- Placement Rate Employed in the Field
- Number of Graduates Taking Exam
- First Available Exam Date
- Passage Rate
- Number Who Passed First Available Exam
- Salary
- No Salary Information Reported







# REQUIRED INFORMATION CANCELLATION DISCLOSURE

- An institution shall provide on a separate page within the SPFS, the same cancellation disclosure that is required to be included with the Enrollment Agreement
- The separate page shall be substantially the same size as the SPFS and shall be captioned “STUDENT’S RIGHT TO CANCEL” using bold 14 point type.



# SITUATIONAL INFORMATION

# SITUATIONAL INFORMATION

## OUT OF STATE PROSPECTIVE STUDENTS

An institution is **NOT** required to provide a SPFS to a prospective student who is not a California resident, not residing in California at the time of enrollment **IF** it is:

An accredited institution that offers a program that is: 1) accredited 2) a degree program, 3) and offered as distance learning

AND

Complies with 1) all federal laws, 2) applicable laws of the state where the student is located, 3) other appropriate laws, including but not limited to: consumer protection and student disclosure requirements



# SITUATIONAL INFORMATION OUT OF STATE PROSPECTIVE STUDENTS

Disclose whether the data, information, or both excludes these students

- ▶ Not actively use data specific to the SPFS in its recruitment materials or other recruitment efforts of students who are not CA residents and do not reside in CA at the time of their enrollment



# SITUATIONAL INFORMATION NEW SCHOOLS/PROGRAMS

If a program is too new to provide data for completion rates, placement rates, license examination passage rates, and/or salary/wage information, an institution shall include the following information on its SPFS:

- ▶ “This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution but is not equivalent to actual performance data.”
- ▶ The date the program began
- ▶ The estimated date of availability for two full years of data





# SITUATIONAL INFORMATION NEW PROGRAM SAMPLE

## On-Time Completion Rates (Graduation Rates)

Includes data for two calendar years prior to reporting

### Vocational Nursing (1628 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-time Completion Rate

This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution but is not equivalent to actual performance data. This program began on MM/DD/YY. As of MM/DD/YY, two full years for this program will be available.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**



5 CCR 74112(h),  
CEC 94912

# WEBSITE REQUIREMENTS

An institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a):

- ▶ School catalog
- ▶ A SPFS for each educational program offered by the institution
- ▶ Student brochures offered by the institution
- ▶ A link to the bureau's internet website
- ▶ The institution's most recent annual report submitted to the bureau





FEDERAL STUDENT  
LOAN DEBT



REQUIRED  
STATEMENTS

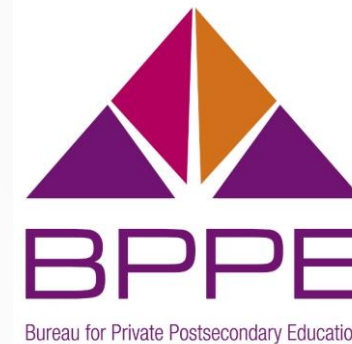


SITUATIONAL  
INFORMATION





# CONTACT INFORMATION



## ARU GENERAL CONTACT INFO

ARU General Inbox: [bppe.annualreport@dca.ca.gov](mailto:bppe.annualreport@dca.ca.gov)

ARU Phone Line: (888) 370-7589, Option 7

## ARU TEAM

Jennifer Jones, ARU Lead Analyst, [Jennifer.Jones@dca.ca.gov](mailto:Jennifer.Jones@dca.ca.gov)

Cassandra Garcia, ARU Analyst, [Cassandra.Garcia@dca.ca.gov](mailto:Cassandra.Garcia@dca.ca.gov)

George Green, ARU Analyst, [George.Green@dca.ca.gov](mailto:George.Green@dca.ca.gov)

# SPFS Workshop Survey

SPFS workshop survey:

<https://forms.office.com/g/dQp4GK9mwt>

QR Code:

BPPE School Performance Fact  
Sheet (SPFS) Workshop - Your  
Feedback Matters!



# WORKSHOP

NURSE SCHOOL 101  
12345 SPFS Drive, Sacramento, CA 95834  
916-555-1234 | [www.abcschool.com](http://www.abcschool.com)



## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2019 & 2020

### On-Time Completion Rates (Graduation Rates) (Includes data for the two calendar years prior to reporting)

#### Vocational Nursing (1628 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	11	11	6	55%
2020	13	13	8	69%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

### Students Completing Within 150% of the Published Program Length

#### Vocational Nursing (1628 Hours)

Calendar Year	Number of Students who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Table
2019	11	11	10	91%
2020	13	13	11	85%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

SPFS SAMPLE

## Nurse School 101 2019 Program Data: Vocational Nursing

Student Name	Address	Phone Number	E-mail Address	Program Start Date	Schedule Completion Date	Actual Completion Date	Place of Employment	Position	Employment Date Began	First Available Exam Date	Date Exam Taken	Results	Date Employment Ended (If Applicable)	Actual Salary	Hours Per Week	Employer and/or Salary was Verified
1 Jones, Sonja	123 Your Street, Anywhere, CA 90210	999-555-0000	Student Name@gmail.com	16/2019	9/30/2019	9/30/2019	Kaiser	LVN	1/15/2020	10/30/2019	10/30/2019	Pass		\$52,000	40	6/17/2020
2 Cortez, Amanda	124 Your Street, Anywhere, CA 90210	999-555-0001	Student Name@gmail.com	16/2019	9/30/2019	12/5/2019				12/30/2019	2/1/2020	Pass				
3 Everette, Donald	125 Your Street, Anywhere, CA 90210	999-555-0002	Student Name@gmail.com	16/2019	9/30/2019	9/30/2019	Sutter	LVN	3/18/2020	10/30/2019	10/30/2019	Pass		\$53,000	40	6/20/2020
4 Bradford, Samuel	126 Your Street, Anywhere, CA 90210	999-555-0003	Student Name@gmail.com	16/2019	9/30/2019	7/30/2019				10/30/2019	10/30/2019	Fail				
5 Liu, Mary	127 Your Street, Anywhere, CA 90210	999-555-0004	Student Name@gmail.com	16/2019	9/30/2019	10/15/2019	LA General	LVN	4/25/2020	10/30/2019	10/30/2019	Pass		\$55,000	34	6/17/2020
6 Yang, Sara	128 Your Street, Anywhere, CA 90210	999-555-0005	Student Name@gmail.com	16/2019	9/30/2019	11/15/2019				12/30/2019	2/1/2019	Fail				
7 Hernandez, Ricardo	129 Your Street, Anywhere, CA 90210	999-555-0006	Student Name@gmail.com	16/2019	9/30/2019	9/30/2019				10/30/2019	10/30/2019	Fail				
8 Coleman, Janet	130 Your Street, Anywhere, CA 90210	999-555-0007	Student Name@gmail.com	16/2019	9/30/2019	1/8/2019										
9 Dillon, Ruby	131 Your Street, Anywhere, CA 90210	999-555-0008	Student Name@gmail.com	16/2019	9/30/2019	10/3/2019				12/30/2019	2/1/2020	Fail				
0 Patch, Cynthia	132 Your Street, Anywhere, CA 90210	999-555-0009	Student Name@gmail.com	16/2019	9/30/2019	9/30/2019	Mercy	LVN	3/25/2020	10/30/2019	10/30/2019	Pass		\$50,000	36	6/17/2020
1 Smith, Valerie	133 Your Street, Anywhere, CA 90210	999-555-0010	Student Name@gmail.com	16/2019	9/30/2019	2/17/2019										
2 Johnson, Victoria	134 Your Street, Anywhere, CA 90210	999-555-0011	Student Name@gmail.com	16/2019	9/30/2019	9/30/2019				10/30/2019	10/30/2019	Fail				

## 2020 Program Data: Vocational Nursing

Student Name	Address	Phone Number	E-mail Address	Program Start Date	Schedule Completion Date	Actual Completion Date	Place of Employment	Position	Employment Date Began	First Available Exam Date	Date Exam Taken	Results	Date Employment Ended (If Applicable)	Actual Salary	Hours Per Week	Employer and/or Salary was Verified
1 Washington, Marie	135 Your Street, Anywhere CA 90210	999-555-0012	Student Name@gmail.com	10/15/2019	8/1/2020	8/1/2020	Kaiser	LVN	12/15/2020	9/15/2020	9/15/2020	Pass		\$51,000	40	2/20/2021
2 Clark, Fannie	136 Your Street, Anywhere CA 90210	999-555-0013	Student Name@gmail.com	10/15/2019	8/1/2020	8/1/2020	B/NPT	LVN	12/15/2020	9/15/2020	9/15/2020	Pass		\$25,000	20/12	2/20/2021
3 Jones, Ulysses	137 Your Street, Anywhere CA 90210	999-555-0014	Student Name@gmail.com	10/15/2019	8/1/2020	8/23/2020	Kaiser	LVN	1/4/2021	9/15/2020	9/15/2020	Pass		\$53,000	40	2/20/2021
4 Ayers, Virginia	138 Your Street, Anywhere CA 90210	999-555-0015	Student Name@gmail.com	10/15/2019	8/1/2020	10/30/2019										
5 Hunt, Cheryl	139 Your Street, Anywhere CA 90210	999-555-0016	Student Name@gmail.com	10/15/2019	8/1/2020	8/10/2020	Mercy	LVN	6/19/2020	9/15/2020	9/15/2020	Pass		\$49,000	40	7/6/2021
6 Cooper, Dean	140 Your Street,															
7 Costa, Frank	141 Your Street,														40	1/6/2021
8 Duncan, Rhonda	142 Your Street,														10	1/6/2021
9 Ta, Irene	143 Your Street,														30	2/20/2021
0 Castro, Julia	144 Your Street,															
1 Wei, Jita	145 Your Street,															
2 Garcia, Frank	146 Your Street,															
3 Howell, Teresa	147 Your Street,														40	2/20/2021

SUPPORTING  
DOCS SAMPLE