



## Important Notice: 2022 Annual Report Submission

California Education Code (CEC) § 94934 requires the submission of an Annual Report from all institutions approved by the Bureau for Private Postsecondary Education (Bureau). The Annual Report Portal will open August 1, 2023. Pursuant to Title 5 California Code of Regulations (5 CCR) § 74110(e): “An institution shall file its annual report by December 1<sup>st</sup> of each year.”

**Failure to submit all components of the Annual Report by December 1<sup>st</sup> may result in administrative disciplinary action, including, but not limited to a citation and fine of up to \$5000.00.**

The Annual Report is submitted in two parts – electronically through an online portal and hard copy by mail.

### **ONLINE PORTAL**

The Annual Report shall be submitted to the Bureau electronically via the Bureau’s Annual Report Portal (Portal) which can be found by navigating to [dca.prod.simpligov.com](https://dca.prod.simpligov.com). The following components are submitted through the Portal:

- **Annual Report:** Includes institution, branch, satellite, and program data for the 2022 calendar year.
- **Graduate Identification Data:** Pursuant to 5 CCR § 74110 every institution shall provide graduate identification data for each student who graduated from the institution’s educational program(s) in the 2022 calendar year. This information is uploaded in “Institution Data” workflow, under the “Graduate Identification Data” tab. A Graduate Identification Data reporting template for the 2022 calendar year is available at: [AR\\_LaborMarketData\\_2022.xlsx](#) and [within the Institution Data Workflow, under the Graduate Identification Data tab.](#)
- **School Performance Fact Sheets (SPFS):** Upload all SPFS combined into one PDF document and upload it at #38 of the “Institution Data” workflow under the, in PDF format, “Website/Uploads” tab. The SPFS must include data for the 2021 and 2022 calendar year and must be prepared for each program offered at the main and branch locations in the 2022 reporting year as listed in the institution’s 2022 catalog.
- **2022 Catalog:** Upload the 2022 catalog at #39 of the “Institution Data”

workflow, in PDF format under the "Website/Uploads" tab.

- **Enrollment Agreement:** Upload at #40 of the "Institution Data" workflow under the "Website/Uploads" tab.

### **HARD COPY VIA MAIL**

Pursuant to 5 CCR §74110 (f)(6), financial statements are not permitted to be filed via the Bureau's online portal and shall be filed by providing or mailing hard copies directly to:

Bureau for Private Postsecondary Education

Attn: Annual Report Unit

- 1747 North Market Blvd, Suite 225, Sacramento, CA 95834; or
- P.O. Box 980818, West Sacramento, CA 95798-0818

- **Financial Statements:** Prepared for the institutions 2022 fiscal year and signed under penalty of perjury. A set of financial statements shall contain, at a minimum: a) income statement, b) balance sheet, and c) cash flow statement and shall be prepared in accordance with the generally accepted accounting principles established by the American Institute of Certified Public Accountants. Nonprofit institutions shall provide annual financial statements as required under generally accepted accounting principles for nonprofit organizations. Financial Statements shall meet the requirements set forth in 5 CCR § 74115.

### **IMPORTANT REMINDERS**

- An Annual Report does not need to be submitted during this reporting year if your institution was newly approved in 2022 or 2023.
- An Annual Report is not due if you are an "Out-of-State Registered" or "Exempt" institution.

## **FREQUENTLY ASKED QUESTIONS**

### **ANNUAL REPORT PORTAL**

How do I access the Annual Report Portal?

- You can navigate directly to the Annual Report Portal by visiting [dca.prod.simpligov.com](http://dca.prod.simpligov.com). You may also navigate to the Bureau's website at <http://www.bppe.ca.gov>, click on the "Annual Reports" header, locate the section titled "Annual Report Submission Portal" and click on "CLICK HERE TO LOGIN"

How do I sign into the Annual Report Portal?

- You will need an account to access the Annual Report Portal. If you do not have one, you will click on "Register" to create one.

I locked myself out of the Annual Report Portal...what do I do?

- Send an email to [bppe.annualreport@dca.ca.gov](mailto:bppe.annualreport@dca.ca.gov) notifying us that you've been locked out. Please make sure your e-mail contains your username and institution code.

How many users can create an account in the Annual Report Portal?

- An institution can create multiple accounts. However, we recommend one person submit the report using one account for each reporting year because the workflows created are user specific.

Why can't I see the workflows that my colleague created?

- A user may not see all the workflows for an institution if they did not create the workflow. A user can only see what they have created/submitted.

## **ANNUAL REPORT SUBMISSION**

When is the Annual Report due?

- Pursuant to 5 CCR § 74110(e): "An institution shall file its annual report by December 1<sup>st</sup> of each year."

Who needs to submit an Annual Report?

- California Education Code § 94934 requires the submission of an Annual Report by all Bureau-approved institutions.

Can multiple users submit an Annual Report?

- Only one user should submit the entire report. If the original user that submitted the report leaves the institution, workflows can be reassigned if they require corrections. However, please note all notifications and finalized documents will be sent to the original user's email address.

How do I navigate the submission of my Annual Report?

- Your Annual Report will be entered in sections called "workflows" in the Annual Report Portal. Your submission should consist of the following:
  - Institution Workflow: Complete one institution workflow per institution/reporting year.
  - Program Workflow: Complete a program workflow per program offered by the institution in the reporting year.
  - Branch Workflow: If applicable, complete one branch workflow per branch location.
  - Satellite Workflow: If applicable, complete one satellite

- workflow per satellite location.
- Submit to BPPE Workflow: Once all necessary workflows are completed, complete one "Submit to BPPE" Workflow.

## **SCHOOL PERFORMANCE FACT SHEETS**

How many School Performance Fact Sheets do I submit?

- Complete one School Performance Fact Sheet per program offered for each year you are reporting.

Our institution offers one program that is offered at our main, branch, and satellite location. How many School Performance Fact Sheets do we need to create?

- You will create a total of two School Performance Fact Sheets for this program. The data for the satellite location will be included on the School Performance Fact Sheet for the location it is connected to.

Where do I submit my School Performance Fact Sheets?

- Upload your School Performance Fact Sheets under Question #38 of the Institution Data Workflow.

How do I submit my School Performance Fact Sheets?

- Upload your School Performance Fact Sheets as a PDF file. If you have completed School Performance Fact Sheets for more than one program, combine them into one PDF file and upload as one file.

**Note:** The Bureau hosts several online and interactive workshops. For an upcoming workshops on School Performance Fact Sheet, please go to the following link:

[School Performance Fact Sheet \(SPFS\) Workshops - Bureau for Private Postsecondary Education](#)

## **GRADUATE IDENTIFICATION DATA**

How do we report this new requirement?

- The secure portal includes an easy-to-use template which includes fields for all required data. The template is also available on the Bureau's website: [AR LaborMarketData 2022.xlsx](#). After adding the required information to the template, specifically to the "Data" tab, press "Upload" to attach the report to the institution's Annual Report submission. Uploaded files must be in Excel or CSV format.

What if our institution does not have a student's social security number (SSN) or

individual taxpayer identification number (ITIN)?

- CEC § 94982.6 (a)(1)(A)(i) requires institutions approved to operate by the Bureau to collect and retain individual identifying information for each graduate, beginning January 1, 2020, for the Bureau to match with wage data from the Employment Development Department. If an individual graduate does not have an SSN or ITIN, pursuant to 5 CCR § 74110 (c)(1), the institution should report that an SSN or ITIN is “not available.”

For online schools, do we report Graduate Identification Data for all graduates or for California graduates only?

- Report Graduate Identification Data for California residents and graduates who were enrolled in a California residency program.

How do we report Graduate Identification Data for a student who graduated from the multiple programs during the reporting time period?

- Report Graduate Identification Data for each program completion. If a student completed two programs in the same calendar year, they would be listed twice.

Do we submit Graduate Identification Data by location (branch) or at the institution level?

- Submit all data at the institution level.

How does the Bureau ensure sensitive student data is secure?

- The Department of Consumer Affairs (DCA), which provides IT services to the Bureau, takes several measures to protect personal identifying information stored on its networks. Graduate Identification Data will be collected in an online format inside the portal and submitted data will only be viewable by the individual who submitted the data and Bureau employees who are accessing the submitted data. Institutions' responses will be aggregated and consolidated on DCA's secure network. Transfer of data to and from EDD will follow industry standard security methods that ensure only the employees of EDD and the Bureau or DCA have access to the data transferred or received.

If you require additional assistance after reading through this notice, please email the Bureau at [bppe.annualreport@dca.ca.gov](mailto:bppe.annualreport@dca.ca.gov) or call (888) 370-7589, press 7 when prompted.