

**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2010 AND 2011**

Completion Rate (includes data for the two calendar years prior to reporting)

Business Office Administration (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	11	11	11	100.0%
2011	72	72	38	52.8%

Students Completing After Published Program Length – 150% Completion

Business Office Administration (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2010	11	11	0	0.0%
2011	72	72	21	29.2%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the calendar reporting year.

²“Students Available for Graduation” is the number of students who began program minus the number of “Students Unavailable for Graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³“Graduates” is the number of students who completed the program within 100% of the published program length.

⁴“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

⁵“150% Graduates” is the number of students who completed the program within 101-150% of the published program length.

⁶“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: _____ Date: _____ I have read and understand the above completion rates.

Placement Rates (includes data for the two calendar years prior to reporting)

Business Office Administration (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an Average of Less Than 32 Hours per Week	Graduates Employed in the Field at Least 32 Hours per Week
2010	11	11	11	9	81.8%	2	7
2011	72	38	38	30	78.9%	0	30

¹“Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²“Number of Graduates” is the number of students who have completed the program within 100% of the published program length.

³“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates Unavailable for Employment” means the 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.

⁴“Graduates Employed in the Field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵“Placement Rate” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _____ Date: _____ I have read and understand the above placement rates.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Business Office Administration (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in Field ²	Annual Salary and Wages Reported by Graduates Employed in the Field ³					
			\$10,000 to \$15,000	\$15,001 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000
2010	11	9	0	2	1	2	1	3
2011	59	38	0	0	17	3	4	6

¹“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.

²“Graduates Employed in the Field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³Salary is as reported by the student.

EDD Salary and Wage Information

The following wage and salary data pertaining to selected occupations for which the Business Office Administration program prepares students, was obtained from the Employment Development Department’s Occupational Employment Statistics (www.labormarketinfo.edd.ca.gov)

Potential Job Title as listed by the Employment Development Department	County of Orange As of First Quarter 2012					
	Hourly			Salary		
	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)
Office Clerks, General	\$11.21	\$14.95	\$18.42	\$23,317	\$31,096	\$38,314
Receptionists and Information Clerks	\$11.05	\$13.53	\$16.30	\$22,984	\$28,142	\$33,904
Secretaries except Legal, Medical, and Executive	\$14.45	\$18.25	\$22.68	\$30,056	\$37,960	\$47,174

Initials: _____ Date: _____ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative. 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 P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: (888) 370-7589 or (916) 431-6959, F: (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name - Print

Student Signature

School Official

Date

Date

**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2010 AND 2011**

Completion Rate (includes data for the two calendar years prior to reporting)

Collections Representative (5 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	n/a	n/a	n/a	n/a
2011	6	6	6	100%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the calendar reporting year.

²“Students Available for Graduation” is the number of students who began program minus the number of “Students Unavailable for Graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³“Graduates” is the number of students who completed the program within 100% of the published program length.

⁴“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

Initials: _____ Date: _____ I have read and understand the above completion rates.

Placement Rates (includes data for the two calendar years prior to reporting)

Collections Representative (5 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an Average of Less Than 32 Hours per Week	Graduates Employed in the Field at Least 32 Hours per Week
2010	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2011	6	6	6	2	33.3%	0	2

¹“Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²“Number of Graduates” is the number of students who have completed the program within 100% of the published program length.

³“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates Unavailable for Employment” means the 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.

⁴“Graduates Employed in the Field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵“Placement Rate” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _____ Date: _____ I have read and understand the above placement rates.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Collections Representative (5 Weeks)

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in Field ²	Annual Salary and Wages Reported by Graduates Employed in the Field ³				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000
2010	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2011	6	2	0	2	0	0	0

¹“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.

²“Graduates Employed in the Field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³Salary is as reported by the student.

EDD Salary and Wage Information

The following wage and salary data pertaining to selected occupations for which the Medical Assistant program prepares students, was obtained from the Employment Development Department’s Occupational Employment Statistics (www.labormarketinfo.edd.ca.gov)

Potential Job Title as listed by the Employment Development Department	County of Orange As of First Quarter 2012					
	Hourly			Salary		
	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)
Bill and Account Collectors	\$15.37	\$18.25	\$22.29	\$31,970	\$37,960	\$46,363

Initials: _____ Date: _____ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative. 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 P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: (888) 370-7589 or (916) 431-6959, F: (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name - Print

Student Signature

School Official

Date

Date

**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2010 AND 2011**

Completion Rate (includes data for the two calendar years prior to reporting)

Medical Assistant (Day 32 Weeks, Evening 47 Weeks, Weekend 47 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	n/a	n/a	n/a	n/a
2011	n/a	n/a	n/a	n/a

Students Completing After Published Program Length – 150% Completion

Medical Assistant (Day 32 Weeks, Evening 47 Weeks, Weekend 47 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2010	n/a	n/a	n/a	n/a
2011	n/a	n/a	n/a	n/a

* 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.

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the calendar reporting year.

²“Students Available for Graduation” is the number of students who began program minus the number of “Students Unavailable for Graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³“Graduates” is the number of students who completed the program within 100% of the published program length.

⁴“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

⁵“150% Graduates” is the number of students who completed the program within 101-150% of the published program length.

⁶“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: _____ Date: _____ I have read and understand the above completion rates.

Placement Rates (includes data for the two calendar years prior to reporting)

Medical Assistant (Day 32 Weeks, Evening 47 Weeks, Weekend 47 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an Average of Less Than 32 Hours per Week	Graduates Employed in the Field at Least 32 Hours per Week
2010	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2011	n/a	n/a	n/a	n/a	n/a	n/a	n/a

* 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.

¹“Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²“Number of Graduates” is the number of students who have completed the program within 100% of the published program length.

³“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates Unavailable for Employment” means the 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.

⁴“Graduates Employed in the Field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵“Placement Rate” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _____ Date: _____ I have read and understand the above placement rates.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Medical Assistant (Day 32 Weeks, Evening 47 Weeks, Weekend 47 Weeks)

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in Field ²	Annual Salary and Wages Reported by Graduates Employed in the Field ³				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000
2010	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2011	n/a	n/a	n/a	n/a	n/a	n/a	n/a

* 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.

¹“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.

²“Graduates Employed in the Field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³Salary is as reported by the student.

EDD Salary and Wage Information

The following wage and salary data pertaining to selected occupations for which the Medical Assistant program prepares students, was obtained from the Employment Development Department’s Occupational Employment Statistics (www.labormarketinfo.edd.ca.gov)

Potential Job Title as listed by the Employment Development Department	County of Orange As of First Quarter 2012					
	Hourly			Salary		
	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)
Medical Assistants	\$12.00	\$15.71	\$18.39	\$24,960	\$32,627	\$38,251
Medical Secretaries	\$12.75	\$16.57	\$22.73	\$26,520	\$34,466	\$47,278

Initials: _____ Date: _____ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative. 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 P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: (888) 370-7589 or (916) 431-6959, F: (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name - Print

Student Signature

School Official

Date

Date

**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2010 AND 2011**

Completion Rate (includes data for the two calendar years prior to reporting)

Medical Front Office with Billing and Coding (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	12	12	10	83.3%
2011	74	74	43	58.1%

Students Completing After Published Program Length – 150% Completion

Medical Front Office with Billing and Coding (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2010	12	12	1	8.3%
2011	74	74	21	28.4%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the calendar reporting year.

²“Students Available for Graduation” is the number of students who began program minus the number of “Students Unavailable for Graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³“Graduates” is the number of students who completed the program within 100% of the published program length.

⁴“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

⁵“150% Graduates” is the number of students who completed the program within 101-150% of the published program length.

⁶“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: _____ Date: _____ I have read and understand the above completion rates.

Placement Rates (includes data for the two calendar years prior to reporting)

Medical Front Office with Billing and Coding (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an Average of Less Than 32 Hours per Week	Graduates Employed in the Field at Least 32 Hours per Week
2010	12	11	11	10	90.9%	1	9
2011	74	43	43	36	83.7%	0	36

¹“Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²“Number of Graduates” is the number of students who have completed the program within 100% of the published program length.

³“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates Unavailable for Employment” means the 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.

⁴“Graduates Employed in the Field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵“Placement Rate” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _____ Date: _____ I have read and understand the above placement rates.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Medical Front Office with Billing and Coding (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in Field ²	Annual Salary and Wages Reported by Graduates Employed in the Field ³				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000
2010	11	10	0	4	2	3	1
2011	43	36	4	20	10	2	0

¹“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.

²“Graduates Employed in the Field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³Salary is as reported by the student.

EDD Salary and Wage Information

The following wage and salary data pertaining to selected occupations for which the Medical Front Office with Billing and Coding program prepares students, was obtained from the Employment Development Department’s Occupational Employment Statistics (www.labormarketinfo.edd.ca.gov)

Potential Job Title as listed by the Employment Development Department	County of Orange As of First Quarter 2012					
	Hourly			Salary		
	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)
Office Clerks, General	\$11.21	\$14.95	\$18.42	\$23,317	\$31,096	\$38,314
Medical Secretaries	\$12.75	\$16.57	\$22.73	\$26,520	\$34,466	\$47,278
Medical Records and Health Information Technicians	\$15.67	\$20.23	\$25.32	\$32,594	\$42,078	\$52,666

Initials: _____ Date: _____ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative. 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 P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: (888) 370-7589 or (916) 431-6959, F: (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name - Print

Student Signature

School Official

Date

Date

**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2010 AND 2011**

Completion Rate (includes data for the two calendar years prior to reporting)

Paralegal (Day 33 Weeks, Evening 36 Weeks)¹

Calendar Year	Number of Students Who Began Program ²	Students Available for Graduation ³	Graduates ⁴	Completion Rate ⁵
2010	2	2	2	100.0%
2011	12	12	7	58.3%

Students Completing After Published Program Length – 150% Completion

Paralegal (Day 33 Weeks, Evening 36 Weeks)¹

Calendar Year	Number of Students Who Began Program ²	Students Available for Graduation ³	150% Graduates ⁶	150% Completion Rate ⁷
2010	2	2	0	0.0%
2011	12	12	1	8.3%

¹The Paralegal program was offered as the Legal Administrative Assistant program during calendar years 2010 and 2011.

²“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the calendar reporting year.

³“Students Available for Graduation” is the number of students who began program minus the number of “Students Unavailable for Graduation,” which means those students who have died, been incarcerated, or called to active military duty.

⁴“Graduates” is the number of students who completed the program within 100% of the published program length.

⁵“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

⁶“150% Graduates” is the number of students who completed the program within 101-150% of the published program length.

⁷“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: _____ Date: _____ I have read and understand the above completion rates.

Placement Rates (includes data for the two calendar years prior to reporting)

Paralegal (Day 33 Weeks, Evening 36 Weeks)¹

Calendar Year	Number of Students Who Began Program ²	Number of Graduates ³	Graduates Available for Employment ⁴	Graduates Employed in the Field ⁵	Placement Rate Employed in the Field ⁶	Graduates Employed in the Field an Average of Less Than 32 Hours per Week	Graduates Employed in the Field at Least 32 Hours per Week
2010	2	2	2	2	100.0%	0	2
2011	12	7	7	6	85.7%	0	6

¹The Paralegal program was offered as the Legal Administrative Assistant during calendar years 2010 and 2011.

²“Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

³“Number of Graduates” is the number of students who have completed the program within 100% of the published program length.

⁴“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates Unavailable for Employment” means the 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.

⁵“Graduates Employed in the Field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁶“Placement Rate” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _____ Date: _____ I have read and understand the above placement rates.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Paralegal (Day 33 Weeks, Evening 36 Weeks)¹

Calendar Year	Graduates Available for Employment ²	Graduates Employed in Field ³	Annual Salary and Wages Reported by Graduates Employed in the Field ⁴				Students not Reporting Salary
			\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000	
2010	2	2	0	0	2	0	0
2011	7	6	1	1	1	3	0

¹The Paralegal program was offered as the Legal Administrative Assistant program during calendar years 2010 and 2011.

²“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.

³“Graduates Employed in the Field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁴Salary is as reported by the student.

EDD Salary and Wage Information

The following wage and salary data pertaining to selected occupations for which the Paralegal program prepares students, was obtained from the Employment Development Department’s Occupational Employment Statistics (www.labormarketinfo.edd.ca.gov)

Potential Job Title as listed by the Employment Development Department	County of Orange As of First Quarter 2012					
	Hourly			Salary		
	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)
Legal Secretaries	\$14.41	\$22.17	\$30.40	\$29,973	\$46,114	\$63,232
Legal Support Workers, All Other	\$18.81	\$23.30	\$29.39	\$39,125	\$48,464	\$61,131
Paralegals and Legal Assistants	\$17.80	\$24.03	\$32.78	\$37,024	\$49,982	\$68,182

Initials: _____ Date: _____ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative. 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 P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: (888) 370-7589 or (916) 431-6959, F: (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name - Print

Student Signature

Date

School Official

Date