

School Performance Fact Sheet

Creative Career Options

Program: Microsoft Word

Completion Rates (Table 1)

Calendar Year	# of Student Who Began Program	Students Available for Graduation	Graduates	Completion Rate	150% Completion Rate
2011	12	12	12	100%	
2012	14	14	14	100%	

Initial Table 1 _____

Placement Rates (Table 2)

Calendar Year	# of Student Who Began Program	# of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate of an Average of less than 32 hours per week	Placement Rate of an Average of at or over 32 hours per week	150% Placement Rate
2011	12	12	12	N/A	N/A	N/A	N/A
2012	14	14	14	N/A	N/A	N/A	N/A

Initial Table 2 _____

Exam Passage Rates (exams not continuously administered) (Table 3)

Number of Graduates	Exam Date	# Who Passed Exam	# Who Failed Exam	# Not Included	Passage Rate	150% Passage Rate
N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Initial Table 3 _____

Exam Passage Rates (exams that are continuously administered) (Table 4)

Calendar Year	# of Graduates	# Who Passed First Exam Taken	# Who Failed First Exam Taken	# Not Included	Passage Rate	150% Passage Rate
2011	N/A	N/A	N/A	N/A	N/A	N/A
2012	N/A	N/A	N/A	N/A	N/A	N/A

Initial Table 4 _____

Salary and Wage Information (Table 5)

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	Annual Salary and Wages and # of Graduates Reported To be Receiving This Salary and Wage.				
			\$15,000 \$20,000	\$20,001 \$25,000	\$25,001 \$30,000	\$30,001 \$35,000	\$35,001 \$40,000
2011	12	N/A	N/A	N/A	N/A	N/A	N/A
2012	14	N/A	N/A	N/A	N/A	N/A	N/A

Initial Table 5 _____

"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."

I understand that I may obtain, from the school administrative office, a list of employment positions determined to be within the field of study for which I received education and training for the purpose of calculating job placement rates. I also understand that I may obtain, from the school administrative office, a list of objective sources of information used to substantiate any salary disclosures made by this school

I have received a copy of this document. Signature: _____ Date: _____

"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 2535 Capital Oaks Drive Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, (916) 431-6959 fax (916) 263-1897."

School Performance Fact Sheet Instructions

TABLE 1

“Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within 100% of the published program length within the reporting calendar years, and includes all the students who remained enrolled after their cancellation period.

“Students available for graduation” equals the number of students who began the program minus the number of “Students unavailable for graduation,” which means students who have died, been incarcerated, or 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 bureau-approved postsecondary institution.

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

“Completion Rate” is calculated by dividing the Number of Graduates by the Number of Students Available for Graduation.

TABLE 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.

“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 and who have reported their employment to the institution.

“Placement Rates” are calculated by dividing the number of graduates employed in the field by the number of graduates available for employment for a program that is: designed, or advertised, to lead to a particular career; or advertised or promoted with any claim regarding job placement.

To calculate job placement rates, you may obtain a list of the employment positions determined to be within the field of study to which your educational service pertains by contacting the school director or the admissions coordinator.

TABLE 3

“Number of Graduates” means the number of students who completed the program in the reported calendar year and were eligible to take the licensing exam the first time that the exam was available after completion of the program.

“Exam Date” means the date for the first available exam after the graduates completed the program.

“Passage Rate” is calculated by dividing the number of graduates who pass the exam by the number of graduates who take the licensing exam the first time that the exam is available after completion of the program.

TABLE 4

“Number of Graduates” means the number of students who completed the program in the reported calendar year and were eligible to take the licensing exam.

“Number Who Passed First Exam Taken” means the number of graduates who took and passed the licensing exam on the first attempt.

“Passage Rate” is calculated by dividing the number of graduates who pass the exam the first time that they take it by the number of graduates who took the licensing exam for the first time after completion of the program.

TABLE 5

“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.

“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. Salary is as reported by the student. Not all graduates reported salary.