Valley Software Educational Center
2743 East Shaw Avenue, Suite 101 Fresno, California 93710
(559)294-1380, (559)294-1386

School Performance Fact Sheet

2014 Calendar Years

Administrative Assistant (19 Weeks)

On Time Completion Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	Graduates[3]	Completion Rate[4]
2014	1	1	1	100

Students Completing After Published Program Length (101-150% Completion Rate)

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	150% Graduates[5]	150% Completion Rate[6]
2014	0	0	0	0

[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 reporting calendar 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.

Student's Initials: _____ Date: _____

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School Performance Fact Sheet

2014 Calendar Years

Administrative Assistant (19 Weeks)

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

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
2014	1	1	1	1	100%	1	0

[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 are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.
[5]"Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

**Pursuant to CEC 94910(f)(2) the fact sheet must include a statement informing the reader where he or she may obtain from the institution a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates. The document should be a list of the actual positions obtained by graduates that were used to calculate the placement rate.*

Student's Initials: _____ Date: _____

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School Performance Fact Sheet

2014 Calendar Years

Administrative Assistant (19 Weeks)

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

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in Field[2]	Annual Salary and Wages Reported 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	Students not Reporting Salary
2014	1	1	1				

[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.

[3]Salary is as reported by the student. Not all graduates reported salary.

**Pursuant to CEC 94910(f)(3) the fact sheet must include a statement informing the reader where he or she may obtain from the institution a list of the objective sources of information used to substantiate the salary disclosure.*

Student's Initials: _____ Date: _____

Student Loan Information

The Cohort Defaut Rate (CDR) represents the percentage of this institution's students that failed to make required payments on their federal loans within three years of when they were required to begin repayment of that loan. The most recent three-year cohort default rate reported by the U.S. Department of Education for this institution is XX.XX%.

The percentage of the students who attended this institution in 20XX who received federal student loans to help pay their cost of education at the school was approximately XX.XX% .

**Only institutions that participate in federal financial aid programs are required to report loan information.*

Student's Initials: _____ Date: _____

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School Performance Fact Sheet

2014 Calendar Years

Administrative Assistant (19 Weeks)

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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

Note, pursuant to CEC 94910(e) if any program is new to provide data for any of the categories listed, the institution shall state on its fact sheet: "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."

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School Performance Fact Sheet

2014 Calendar Years

Computerized Accounting Clerk (19 Weeks)

On Time Completion Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	Graduates[3]	Completion Rate[4]
2014	0	0	0	0

Students Completing After Published Program Length (101-150% Completion Rate)

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	150% Graduates[5]	150% Completion Rate[6]
2014	0	0	0	0

[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 reporting calendar 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.

Student's Initials: _____ Date: _____

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School Performance Fact Sheet

2014 Calendar Years

Computerized Accounting Clerk (19 Weeks)

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

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
2014	0	0	0	0	0	0	0

[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 are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.
[5]"Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

**Pursuant to CEC 94910(f)(2) the fact sheet must include a statement informing the reader where he or she may obtain from the institution a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates. The document should be a list of the actual positions obtained by graduates that were used to calculate the placement rate.*

Student's Initials: _____ Date: _____

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School Performance Fact Sheet

2014 Calendar Years

Computerized Accounting Clerk (19 Weeks)

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

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in Field[2]	Annual Salary and Wages Reported 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	Students not Reporting Salary
2014	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.

[3]Salary is as reported by the student. Not all graduates reported salary.

**Pursuant to CEC 94910(f)(3) the fact sheet must include a statement informing the reader where he or she may obtain from the institution a list of the objective sources of information used to substantiate the salary disclosure.*

Student's Initials: _____ Date: _____

Student Loan Information

The Cohort Defaut Rate (CDR) represents the percentage of this institution's students that failed to make required payments on their federal loans within three years of when they were required to begin repayment of that loan. The most recent three-year cohort default rate reported by the U.S. Department of Education for this institution is XX.XX%.

The percentage of the students who attended this institution in 20XX who received federal student loans to help pay their cost of education at the school was approximately XX.XX% .

**Only institutions that participate in federal financial aid programs are required to report loan information.*

Student's Initials: _____ Date: _____

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School Performance Fact Sheet

2014 Calendar Years

Computerized Accounting Clerk (19 Weeks)

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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

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School Official Date

Note, pursuant to CEC 94910(e) if any program is new to provide data for any of the categories listed, the institution shall state on its fact sheet: "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."

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School Performance Fact Sheet

2014 Calendar Years

Medical Administrative Assistant (19 Weeks)

On Time Completion Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	Graduates[3]	Completion Rate[4]
2014	0	0	0	0

Students Completing After Published Program Length (101-150% Completion Rate)

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	150% Graduates[5]	150% Completion Rate[6]
2014	0	0	0	0

[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 reporting calendar 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.

Student's Initials: _____ Date: _____

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School Performance Fact Sheet

2014 Calendar Years

Medical Administrative Assistant (19 Weeks)

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

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
2014	0	0	0	0	0	0	0

[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 are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.
[5]"Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

**Pursuant to CEC 94910(f)(2) the fact sheet must include a statement informing the reader where he or she may obtain from the institution a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates. The document should be a list of the actual positions obtained by graduates that were used to calculate the placement rate.*

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School Performance Fact Sheet

2014 Calendar Years

Medical Administrative Assistant (19 Weeks)

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

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in Field[2]	Annual Salary and Wages Reported 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	Students not Reporting Salary
2014	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.

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Student's Initials: _____ Date: _____

Student Loan Information

The Cohort Defaut Rate (CDR) represents the percentage of this institution's students that failed to make required payments on their federal loans within three years of when they were required to begin repayment of that loan. The most recent three-year cohort default rate reported by the U.S. Department of Education for this institution is XX.XX%.

The percentage of the students who attended this institution in 20XX who received federal student loans to help pay their cost of education at the school was approximately XX.XX% .

**Only institutions that participate in federal financial aid programs are required to report loan information.*

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2014 Calendar Years

Medical Administrative Assistant (19 Weeks)

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Student Name - Print

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Student Signature Date

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School Official Date

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School Performance Fact Sheet

2014 Calendar Years

Medical Keyboarding, Typing, and Transcribing (28 Weeks)

On Time Completion Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	Graduates[3]	Completion Rate[4]
2014	0	0	0	0

Students Completing After Published Program Length (101-150% Completion Rate)

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	150% Graduates[5]	150% Completion Rate[6]
2014	0	0	0	0

[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 reporting calendar 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.

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[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.

Student's Initials: _____ Date: _____

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School Performance Fact Sheet

2014 Calendar Years

Medical Keyboarding, Typing, and Transcribing (28 Weeks)

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

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
2014	0	0	0	0	0	0	0

[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.
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School Performance Fact Sheet

2014 Calendar Years

Medical Keyboarding, Typing, and Transcribing (28 Weeks)

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

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in Field[2]	Annual Salary and Wages Reported 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	Students not Reporting Salary
2014	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.

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[3]Salary is as reported by the student. Not all graduates reported salary.

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Student's Initials: _____ Date: _____

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The percentage of the students who attended this institution in 20XX who received federal student loans to help pay their cost of education at the school was approximately XX.XX% .

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2014 Calendar Years

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Student Name - Print

_____ _____
Student Signature Date

_____ _____
School Official Date

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School Performance Fact Sheet

2014 Calendar Years

Microcomputer Bookkeeper (11 Weeks)

On Time Completion Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	Graduates[3]	Completion Rate[4]
2014	0	0	0	0

Students Completing After Published Program Length (101-150% Completion Rate)

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	150% Graduates[5]	150% Completion Rate[6]
2014	0	0	0	0

[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 reporting calendar 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.

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Student's Initials: _____ Date: _____

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School Performance Fact Sheet

2014 Calendar Years

Microcomputer Bookkeeper (11 Weeks)

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

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
2014	0	0	0	0	0	0	0

[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 are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.
[5]"Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

**Pursuant to CEC 94910(f)(2) the fact sheet must include a statement informing the reader where he or she may obtain from the institution a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates. The document should be a list of the actual positions obtained by graduates that were used to calculate the placement rate.*

Student's Initials: _____ Date: _____

Valley Software Educational Center
2743 East Shaw Avenue, Suite 101 Fresno, California 93710
(559)294-1380, (559)294-1386

School Performance Fact Sheet

2014 Calendar Years

Microcomputer Bookkeeper (11 Weeks)

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

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in Field[2]	Annual Salary and Wages Reported 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	Students not Reporting Salary
2014	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.

[3]Salary is as reported by the student. Not all graduates reported salary.

**Pursuant to CEC 94910(f)(3) the fact sheet must include a statement informing the reader where he or she may obtain from the institution a list of the objective sources of information used to substantiate the salary disclosure.*

Student's Initials: _____ Date: _____

Student Loan Information

The Cohort Defaut Rate (CDR) represents the percentage of this institution's students that failed to make required payments on their federal loans within three years of when they were required to begin repayment of that loan. The most recent three-year cohort default rate reported by the U.S. Department of Education for this institution is XX.XX%.

The percentage of the students who attended this institution in 20XX who received federal student loans to help pay their cost of education at the school was approximately XX.XX% .

**Only institutions that participate in federal financial aid programs are required to report loan information.*

Student's Initials: _____ Date: _____

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School Performance Fact Sheet

2014 Calendar Years

Microcomputer Bookkeeper (11 Weeks)

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

Note, pursuant to CEC 94910(e) if any program is new to provide data for any of the categories listed, the institution shall state on its fact sheet: "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."

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School Performance Fact Sheet

2014 Calendar Years

Office Automation Technician (11 Weeks)

On Time Completion Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	Graduates[3]	Completion Rate[4]
2014	1	1	1	100

Students Completing After Published Program Length (101-150% Completion Rate)

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	150% Graduates[5]	150% Completion Rate[6]
2014	0	0	0	0

[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 reporting calendar 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.

Student's Initials: _____ Date: _____

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School Performance Fact Sheet

2014 Calendar Years

Office Automation Technician (11 Weeks)

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

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
2014	1	1	1	1	100%	0	1

[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.
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[5]"Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

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School Performance Fact Sheet

2014 Calendar Years

Office Automation Technician (11 Weeks)

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

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in Field[2]	Annual Salary and Wages Reported 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	Students not Reporting Salary
2014	1	1		1			

[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.

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[3]Salary is as reported by the student. Not all graduates reported salary.

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Student's Initials: _____ Date: _____

Student Loan Information

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The percentage of the students who attended this institution in 20XX who received federal student loans to help pay their cost of education at the school was approximately XX.XX% .

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Office Automation Technician (11 Weeks)

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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.

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Student Name - Print

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Student Signature Date

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School Official Date

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