



ANNUAL REPORT/SCHOOL PERFORMANCE FACT SHEET MINIMUM REQUIREMENTS

Name of Institution:			
Street Address:			
City:	Zip:	Institution Code:	School Code:

The California Private Postsecondary Education Act of 2009 (CEC) section 94934 requires all approved institutions to submit an Annual Report to the Bureau for Private Postsecondary Education (Bureau). Pursuant to Title 5, California Code of Regulations (5, CCR) section 74110(c), the Annual Report is due by December 1 of each year.

If the institution has NOT submitted all required documentation for the most recent Annual Report, please submit the report(s) in entirety immediately. Failure to submit an Annual Report and required supporting documentation may lead to disciplinary action.

If you have any questions regarding the Annual Report, please contact the Annual Report Unit at (916) 431-6959.

Instructions: For each numbered item listed below:

1. Please review the Annual Report and School Performance Fact Sheet Minimum Requirements Attachment;
2. Submit the requested documentation/information, unless you have submitted the three (3) items listed below within the last 90 days to the Annual Report Unit (please see page 2);
3. Complete and sign the declaration at the end of this document.

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1. Please submit in an organized electronic format, on a flash drive or CD, the data **bolded and underlined** below, that is required to be maintained pursuant to 5, CCR §74112(m). The remaining data required to be maintained pursuant to 5, CCR §74112(m) that is not bolded and underlined below may be verified during the onsite compliance inspection. **For the purpose of the compliance inspection you are only required to provide data to support the past two years Annual Report/School Performance Fact Sheet.**

5, CCR §74112(m) requires documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a School Performance Fact Sheet, and shall include at a minimum: **(1) the list of job classifications determined to be considered gainful employment for the educational program; (2) student name(s), address, phone number, email address, program completed, program start date, scheduled completion date, and actual completion dates; (3) graduate’s place of employment and position, date employment began, date employment ended, if applicable, actual salary, hours per week, and the date employment was verified; (4) for each employer from which employment or salary information was obtained, the employer name(s) address and general phone number, the contact person at the employer and the contact’s phone number and email address, and all written communication with employer verifying student’s employment or salary; (5) for students who become self-employed, all documentation necessary to demonstrate self-employment; (6) a description of all attempts to contact each student, or employer; (7) any and all documentation used to provide data regarding license examinations and examination results; (8) for each**

student determined to be unavailable for graduation or unavailable for employment, the identity of the student, the type of unavailability, the dates of unavailability, and the documentation of the unavailability; and

(9) the name, email address, phone number, and position or title of the institution's representative who was primarily responsible for obtaining the students' completion, placement, licensing, and 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.

- 2. Please submit the institution's current School Performance Fact Sheet for each educational program. See the Annual Report and School Performance Fact Sheet Minimum Requirements Attachment for more information.**

CEC §94910 Except as provided in subdivision (d) of Section 94909 and Section 94910.5, prior to enrollment, an institution shall provide a prospective student with a School Performance Fact Sheet containing, at a minimum, the following information, as it relates to the educational program.

CEC §94928(c) requires completion data to be separately stated for each campus or branch of the institution.

CEC §94934(a)(4) and 5, CCR §74110(d) require the institution to submit a School Performance Fact Sheet as part of their Annual Report as required by CEC §94910.

- 3. Please submit the institution's financial statement prepared for the prior fiscal year. See the Annual Report and School Performance Fact Sheet Minimum Requirements Attachment for more information.**

5, CCR §74110(b) requires that in addition to the information required by section 94934 and this section provided under penalty of perjury, the institution shall have annual financial statements prepared for the institution's prior fiscal year and signed under penalty of perjury, and shall submit a hard copy under separate cover of such statements in conjunction with its annual report.

5, CCR §74115(b) requires a set of financial statements to include, at a minimum, a balance sheet, an income statement, and a cash flow statement.

5, CCR §74115(b)(2) requires the preparation of financial statements on an annual basis as required by 5, CCR §74110(b) to be prepared in accordance with accounting principles established by the American Institute of Certified Public Accountants.

Please check the documentation/information below that has been submitted to the Annual Report Unit within the past 90 days.

- Supporting data in an electronic format to support the past two years School Performance Fact Sheet.
- School Performance Fact Sheet for each educational program.
- Institution's financial statement prepared for the prior fiscal year.

To the best of my knowledge, I declare that the information submitted is true and correct.

Signature

Date

Printed Name and Title