

2010 Annual Report

Bureau for Private Postsecondary Education

California Education Code (CEC) section 94934 requires institutions to submit an annual report to the Bureau that includes the following:

- The total number of students enrolled by level of degree or for a diploma;
- The number of degrees, by level, and diplomas awarded;
- The degree levels and diplomas offered;
- The Performance Fact Sheet (as required by CEC section 94910);
- The school catalog (as required by CEC section 94909);
- The total charges for each educational program
- A statement indicating whether the institution is, or is not, current in remitting Student Tuition Recovery Fund assessments;
- A statement indicating whether an accrediting agency has taken any final disciplinary action against the institution, if applicable;
- Additional information deemed by the bureau to be reasonably required to ascertain compliance with this chapter.

CEC section 94929 requires each institution to report as part of the annual report, and to publish in the Performance Fact Sheet, the completion rate for each program. In lieu of calculating graduation data per CEC section 94929(a), an institution may report completion data reported to and calculated by the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education.

CEC section 94929.5 requires each institution to report to the bureau, as part of the annual report, and publish in its Performance Fact Sheet the following:

- Job placement rate
- License exam passage rate (for the preceding two years)
- Salary and wage information of graduates employed in the field stated in increments of five thousand dollars (\$5,000.00)

California Code of Regulations (C.C.R.), Title 5,¹ section 74110(b) requires, in addition to the information required by CEC section 94934, institutions shall submit a hard copy (paper copy) of the institution's financial statements for the prior fiscal year. (Financial Statement requirements may be found at CCR section 74115 or online at <http://www.bppe.ca.gov/lawsregs/regs.shtml#74115>)

C.C.R. section 74110(d) requires the annual report be filed electronically by providing the information required and attaching electronically the Performance Fact Sheet and the institutional catalog.

THE FOLLOWING PAGES PROVIDE INSTRUCTION ON HOW TO COMPLETE, AND SUBMIT ELECTRONICALLY, THE ANNUAL REPORT. IF THE INSTITUTION DOES NOT HAVE THE CAPABILITY TO SUBMIT THE INFORMATION ELECTRONICALLY PLEASE INFORM THE BUREAU BY NOVEMBER 15, 2011 AND YOU WILL BE PROVIDED INSTRUCTION ON HOW TO SUBMIT THE ANNUAL REPORT.

¹ All regulatory (C.C.R.) sections refer to Title 5.

Instructions for Completing the 2010 Annual Report

Gather the information outlined on the first page of this document for the institution's main location and all branch locations, if any. Annual report data is institutional data, that is, aggregate for the main and all branch locations.

Access the annual report input page by going to the Bureau's website www.bppe.ca.gov and click on the "annual report" button located on the Bureau's home page.

Please note: You may exit the annual report and return only after a full page of the report has been completed and the "submit to database" button has been selected. If you attempt to enter less than a full page or exit prior to submitting the full page, the data will be lost and the data will have to resubmitted. The Bureau recommends printing each page prior to selecting the "submit to database" button. If you exit the report and return you do not need to re-enter previous data, you may begin at the programs page or branch as is necessary.

Section #1 – "Annual Report Institutions"

1. **"Report for Year"** Select the year "2010"
2. **"Institution Name"** Type in the name of the institution (submit one report per institution which includes the main, and branches and/or satellites, if applicable)
3. **"Institution Code"** Type in the Institution Code (If an institution has branch locations the institution code is the school code for the main location)
4. **"Street Address"** Type in the street address of the main location.
5. **"City"** Type in the city associated with the street address.
6. **"State"** Type in the state associated with the street address.
7. **"Zip Code"** Type in the zip code associated with the street address.
8. **"Number of Branch Locations"** Select the number of branch locations associated with the main location. If none, select zero "0"
9. **"Number of Satellite Locations"** Select the number of satellite locations associated with the main location or any of the branch locations. If none, select zero "0"
10. **"Is this institution current with all assessments to the Student Tuition Recovery Fund?"**
Click the button "yes" if the institution has completed and submitted all quarterly assessment forms required, along with the appropriate assessment, for the Student Tuition Recovery Fund. Click the button "no" if the institution has not completed and submitted, along with the appropriate assessments, all quarterly assessment forms required for the Student Tuition Recovery Fund.
11. **"Has any accreditation agency taken any final disciplinary action against this institution?"** Click the button "yes" if the institution has had final disciplinary action taken against it by an accreditation agency; Click the "no" button if no final action has been taken against the institution by an accreditation agency. =

12. “Number of Doctorate Degrees Offered” Select the number of Doctorate degrees the institution offered for the reporting year.

13. “Number of Students enrolled in Doctorate level programs at this institution?” Please select the number of students enrolled in all Doctorate programs at your institution (Number of students at the beginning of the year (enrolled/active students as of January 1) plus the number of students enrolling during the year (through December 31) minus the number of students who cancelled during the cancellation period.)

14. “Number of Master Degrees Offered” Select the number of Master degrees the institution offered for the reporting year.

15. “Number of Students enrolled in Master level programs at this institution.” Please select the number of students enrolled in all Masters programs at your institution (Number of students at the beginning of the year (enrolled/active students as of January 1) plus the number of students enrolling during the year (through December 31) minus the number of students who cancelled during the cancellation period.)

16. “Number of Bachelor Degrees Offered” Select the number of Bachelor degrees the institution offered for the reporting year.

17. “Number of Students enrolled in Bachelor programs at this institution.” Please select the number of students enrolled in all Bachelor level programs at your institution (Number of students at the beginning of the year (enrolled/active students as of January 1) plus the number of students enrolling during the year (through December 31) minus the number of students who cancelled during the cancellation period.)

18. “Number of Associate Degrees Offered” Select the number of associate degrees offered for the reporting year.

19. “Number of Students enrolled in associate programs at this institution?” Please select the number of students enrolled in all associate programs at your institution (Number of students at the beginning of the year (enrolled/active students as of January 1) plus the number of students enrolling during the year (through December 31) minus the number of students who cancelled during the cancellation period.)

20. “Number of Diploma or Certificate Programs Offered” Select the number of diploma or certificate programs offered during the reporting year.

21. “Number of Students enrolled in diploma or certificate programs at this institution?” Please select the number of students enrolled in all diploma or certificate programs at your institution. (Number of students at the beginning of the year (enrolled/active students as of January 1) plus the number of students enrolling during the year (through December 31) minus the number of students who cancelled during the cancellation period.)

22. “Please provide a link to your institutional catalog if it appears on your website. If it does not appear on your website, please provide a copy of your catalog on a flash drive or CD in pdf format”. Type in the link to the institutional catalog if the institution maintains a catalog on the internet. If the institution does not maintain a catalog on the internet, leave this blank and mail a flash drive or CD containing a copy of the catalog to the Bureau at P.O. Box

980818, West Sacramento, CA 95798-0801 before January 1, 2012. Click on the box to indicate how the institution is submitting the institutional catalog.

When mailing the CD or flash drive to the Bureau ensure the CD or flash drive is clearly labeled with the name of the institution and the institution code. The Bureau may be receiving hundreds of CDs and flash drives; if the institution's identification information is not clearly visible, the information may not be properly identified and the institution risks being out of compliance with the submission of the annual report.

"CAPTCHA" enter the text found in the box

"Submit to Database" When the information is complete and verified (you may want to print a copy for your records) click the "submit to Database" button and your first page is complete. Please Note! **By clicking the "Submit to Database" button the preparer of the annual report is declaring under penalty of perjury that the information provided in, or attached to, the annual report is true and correct.**

At this point, if necessary the institution may leave the Annual Report site and return at a later time (but before December 31, 2011) to submit the remainder of the required data.

Section #2 – Annual Report Programs

Information for each Educational Program Offered at the Institution – This section is to be filled out for each educational program offered at the institution. Complete one of these sections for each educational program offered at the institution. If an institution offers the same program at the main location and a branch location, add the data together and submit one number for the program being reported.

1. **“Report for Year”** Select the Year 2010
2. **“Institution Code”** Type in the Institution Code (If an institution has branch locations the institution code is the school code for the main location)
3. **“Degree Level ”** Select the level of degree for the program you are entering, (e.g., Doctorate, Masters, Bachelor, Associate, diploma) if the program is not a degree select “diploma”. If the degree level is not an option, select “other” and type in the degree level.
4. **“Degree Title”** Select the title of the degree for the program you are entering (e.g., Ph.D, Master of Science, Bachelor of Arts, Occupational Associate). If the degree title is not an option, select “other” and type in the degree title. If the program is not a degree type in the name of the certificate/diploma program.
5. **“Name of Program”** Type in the name of the program (e.g., Business administration, cosmetology, medical assisting).
6. **“Number of Degrees or Diplomas Awarded”** Type in the number of students receiving a degree or diploma/ for this program during the reporting year.
7. **“Total Charges for this program”** Type in the total charges for the program for the reporting year. If the total charges fluctuated during the reporting year, type in the highest amount charged for this program during the reporting year. (Total charges include all amounts paid to the institution for the program. It may include books, uniforms or other charges)

Completion

8. **“Number of Students Who Began the Program”** Type in the number of students who began the program who are scheduled to complete the program in the year being reported. (C.C.R. 74112(b)(1)) If the institution has a main campus with branches and/or satellites, add the number of students who began the program who are scheduled to complete the program in the year being reported for all locations offering this particular program and report the combined number.
9. **“Students Available for Graduation”** Type in the number of students available for graduation for the program being reported. This number should be the number of students who began the program (#8 above) minus the number of students who have died, been incarcerated or been called to active military duty. (CEC sections 94928(f), (g))
10. **“Graduates”** Of the students available for graduation (#9 above), type in the number of students who completed the program within 100% of the published program period within the calendar year being reported. (C.C.R. 74112(b)(2))

11. “Completion Rate” Type in the number of graduates (from #10 above) divided by the number of students available for graduation (#9 above.) **A “rate” is a mathematical calculation and should never be more than 100.** (CEC sections 94929(a), 94928(f), (g), and CCR 74112(d))

12. “150% Completion Rate” If the institution tracks 150% completion, type in the number of students who completed the program after 100% of the published program length, but less than 151% of the published program length, divided by the number of students available for graduation (#9 above) **A “rate” is a mathematical calculation and should never be more than 100.** (CCR 74112(d))

13. “Is the above data taken from the data that was reported to and calculated by the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education?” Select “yes” if the information was taken from the data that was reported to IPEDS; select “no” if it was not. If this institution does not participate in Title IV financial aid programs it most likely does not report to IPEDS.

Placement

CEC section 94929.5 requires institution report placement data for every program that is designed or advertised to lead to a particular career, or advertised or promoted with any claim regarding job placement.

14. “Graduates Available for Employment” Type in the number that is the remainder of the number of graduates (#10 above) minus the number of graduates that either died, became incarcerated, were called in to active military duty, were international students that left the United States or did not have a visa allowing employment in the United States or, are continuing their education in an accredited or bureau-approved postsecondary institution. (CEC sections 94928(d), (f), and C.C.R. 74112(b)(2))

15. “Graduates Employed in the Field” Of the number of graduates available for employment (#14 above), type in the number of 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 who have reported their employment to the institution. (CEC section 94928(e), C.C.R. section 74112(b)(3))

16. “Placement Rate” Type in the number of graduates employed in the field (#15 above) divided by the number of graduates available for employment (#14 above.) **A “rate” is a mathematical calculation and should never be more than 100.** (CCR section 74112(e)(3))

17. “Graduates employed in the field of an average of less than 32 hours per week” Type in the number graduates employed an average of less than 32 hours per week. For the 2010 reporting year this information may be unknown. If unknown, check the box marked “unknown”

18. “Graduates employed in the field an average of 32 or more hours per week” Type in the number of graduates employed an average of 32 or more hours per week. For the 2010 reporting year this information may be unknown. If unknown, check the box marked “unknown”

The total of #17 and #18 should not equal more than the answer for #15.

Exam Passage Rate

CEC section 94929.5(b) requires the institution to report two years of exam passage data for graduates taking the exam for the first time that the examination is available after completion of the educational program. The exam passage data should be as reported by the appropriate state agency.

C.C.R. section 74112(f) requires the institution to collect the exam passage data directly from its graduates if the exam passage data is not available from the licensing agency.

19. **“Does this educational program lead to an occupation that requires licensing?”** Click the “yes” circle if the program leads to an occupation that requires licensing; click the “no” circle if the program does not lead to an occupation that requires licensing.

If you clicked “no” you may skip to “Salary Data” below

20. **“Select the Year”** Select the year for which you are reporting exam passage data.

21. **“Name of Exam”** Provide the name of the exam being reported.

22. **“Number of Students Taking Exam”** Enter the number of students completing the program within 150% of the program period who took the exam. (CEC section 94929.5(b) and C.C.R. section 74112(f))

23. **“Number Who Passed the Exam”** Enter the number of students who took the exam and passed it on the first attempt. (CEC section 94929.5(b) and C.C.R. section 74112(f).)

24. **“Number Who Failed the Exam”** Enter the number of students who took the exam and failed it on the first attempt. (CEC section 94929.5(b) and C.C.R. section 74112(f).)

25. **“Passage Rate”** Enter the number of students taking the exam that passed it on the first attempt.

26. **“Is This Data from the Licensing Agency that Administered the Exam?”** Click the “yes” button if the data was data reported by the licensing agency; click “no” if the information was not reported by the state licensing agency and was gathered by the institution. (C.C.R. section 74112(f))

27. **“If the response to #26 was “no” provide a description of the process used for Attempting to Contact Students”** If the information for the exam passage data was collected directly from the students by the institution provide a description of the process used for attempting to contact students.(C.C.R. section 74112(f).)

28 – 35 Repeat steps 20 – 27 for the second year being reported.

36. If graduates have the option or requirement for more than one type of licensing exam click this box and provide the names of other licensing exam options or requirements.

Salary Data

CEC section 94929.5(c) requires the reporting of salary and wage information for graduates employed in the field in increments of \$5,000.00.

37. “Graduates Available for Employment” Type in the number that is the remainder of the number of graduates (#10 above) minus the number of graduates that either died, became incarcerated, were called in to active military duty, were international students that left the United States or did not have a visa allowing employment in the United States or, are continuing their education in an accredited or bureau-approved postsecondary institution. (CEC sections 94928(d), (f), and C.C.R. 74112(b)(2))

38. “Graduates Employed in the Field” Type in the number of 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. (CEC section 94928(e), C.C.R. section 74112(b)(3))

39. “Students Employed in the Field Reported to be Receiving the following Salary or Wage” Enter the number of graduates employed in the field reporting to receive the annual salary between the lowest number indicated and the highest number indicated. Example: If a student reports that they are receiving \$4,010.00 a year and a second student reports they are receiving \$2,999.00 a year, enter the number “2” in the space next to \$0 - \$5,000.00, because there are 2 students who are receiving between \$0-\$5,000 a year. **A number must be entered in all spaces. If the institution has zero students reporting a certain wage enter the number “0”.**

“Captcha” Enter the text found in the box

“Submit to Database” or “Go to Branches” When the information is complete and verified (you may want to print a copy for your records)

Click **“Submit to Database”** if you have additional programs to enter (you will see Section #2 again so you can submit the next program.)

If you have submitted all programs for the institution, Click **“Go to Branches Page”**

At this point, if necessary the institution may leave the Annual Report site and return at a later time (but before December 31, 2011) to submit the remainder of the required data.

Page #3 - Annual Report Branch Locations

If the Institution has no branch locations skip to “CAPTCHA”

1. **“Report for Year”** Select the Year 2010
2. **“Institution Code”** Type in the Institution Code

Branch Location

3. **“Street Address”** enter the street address of the branch location being reporting.
4. **“City”** Enter the city of the branch location being reported.
5. **“State”** Enter the state of the branch location being reported.
6. **“Zip Code”** Enter the zip code of the branch location being reported.

“CAPTCHA” enter the text found in the box

“Submit to Database” or “Finished” Click **“Submit to Database”** if you have more branch locations to enter into the annual report or Click **“Finished”** if you have completed entering the data for all branch locations.

Annual Report Completion Check Sheet

Print a copy of the Check Sheet and complete the form. Make a copy for your files and include a copy with the package being mailed to the Bureau that includes the financial statements,

For your convenience, a copy of the Check Sheet is included with these instructions.

ANNUAL REPORT COMPLETION CHECK SHEET

Include a copy of this check sheet with the:

- Paper copy of Financial Statements as required by C.C.R. section 74110(b)
- Flash Drive or CD containing the Performance Fact Sheet – This must be copied onto a CD or flash drive.
- Flash Drive or CD containing the institutional catalog if a link was not provided on Page #1 of the report.

Name of Institution _____

Institution Code _____

Address of Institution _____

City/State/Zip Code _____

Name of Person Completing the Annual Report and Contact Telephone Number (please print or type)

Date Documents Submitted to the Bureau for Private Postsecondary Education _____

The institution submits the annual report, including all financial statements and documents submitted on flash drive or CD under penalty of perjury.

Mail the required Documents, CD and/or flash drive along with this sheet to:

The Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0810

Or

2535 Capitol Oaks Dr., Suite 400
Sacramento, CA 95833

Please Keep a Copy for Your Records