



State and Consumer Services Agency – Governor Edmund G. Brown Jr.

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FAQ on Laws and Regulations pertaining to the Performance Fact Sheet (PFS) (in plain English)

WHEN DOES THE PFS NEED TO BE COMPLETED?

The PFS must be completed by August 1st (every year) for the data from the prior year (or two years where applicable.)

WHAT DO WE DO WITH THE PFS?

Every student must receive the PFS prior to signing an enrollment agreement with the institution.

The PFS must be submitted to the Bureau, along with the Annual Report, By September 1st every year.

The PFS must be maintained on the institution's website.

WHAT NEEDS TO BE INCLUDED IN THE PERFORMANCE FACT SHEET? (All Institutions)

Completion rate - for each program (All main and branch locations must report separately)

Placement rate - for each program if the program is designed to, or is advertised to, prepare students for a career, occupation, vocation, job or job title. The institution must also provide students a list of the employment positions used for this calculation.

Information on where the reader may obtain, from the institution, a list of the employment positions determined to be within the field for a particular education program

License examination passage rates for the last two years – for programs leading to employment that require passage of a licensure exam.

Salary or wage information in \$5,000.00 increments for graduates employed in the field

Information on where the reader may obtain, from the institution, a list of the objective sources of information used to substantiate the salary disclosure.

A description of how all of the numbers in the PFS were calculated or how the reader may get that information from the school.

Please Note: If you follow the format in the example presented, the footnotes provide an explanation on how the numbers are calculated and this section would be satisfied.

THE FOLLOWING STATEMENTS WORD FOR WORD (All Institutions)

"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."

And

"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 (address), Sacramento, CA (ZIP Code), (Internet Web site address), (telephone and fax numbers)."

A place for the student to sign and date the PFS.

SOME SPECIAL SITUATIONS

IF THE INSTITUTION HAS NEW PROGRAMS – THAT IS, PROGRAMS THAT HAVE NOT BEEN OFFERED FOR TWO YEARS INCLUDE THE FOLLOWING LANGUAGE WORD FOR WORD ON THE PFS.

"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."

Please Note: If the institution is offering a new degree program it may be longer than two years before there is data to report for the program.

However, the institution should not wait for two graduating classes to report data. Institutions should report data as soon as it is available.

IF THE INSTITUTION PARTICIPATES IN FEDERAL FINANCIAL AID PROGRAMS

The PFS shall include the following two items in addition to everything else: The most recent three year cohort default rate (as reported by the United States Department of Education) and the percentage of enrolled students that are receiving federal student loans.

IF AN INSTITUTION IS EXEMPT UNDER CEC SECTION 94874(i) or (j) and OPTS TO BECOME APPROVED, THE FOLLOWING APPLIES

Institutions that are approved under CEC section 94874.8 must provide the PFS to prospective students and post it on the institutional website no later than the first August 1st after the institution is approved to operate (and every August 1st after that.) These institutions are not required to report on its first PFS any placement and salary or wage data from the period prior to the date that the institution was approved to operate if the institution was not required to collect the data, and does not have the data available to report. The institution must report the data that is available, regardless of why it was originally collected. For any information that is not available, the institution must disclose that the information is not available. The institution must begin collecting the data as soon as they are approved to operate. If the institution does not have two years of data available to report on the PFS they must report what they do have available and are not required to report data from before the date of their approval to operate if it was not already available.

DOCUMENTATION – THIS IS REALLY IMPORTANT!

Documentation supporting all of the data reported on the PFS must be maintained by the institution for at least five years. The documentation must include (at a minimum) the student name(s), address, telephone number, email address, the program that they took, the start date of their program, the end (completion or withdrawal) date of their program, their place of employment, their position at their place of employment (job title), their salary, the number of hours they work, and a description of all attempts to contact each student. The documentation shall also include the name, email address, telephone number and employment position or title of the person from the institution who is primarily responsible for obtaining the students' completion, placement, licensing and salary and wage data, the date that the information was gathered, and copies of

the notes, letters or emails through which the information was requested and gathered.

The institution must provide a list of employment positions used to determine the number of graduates employed in the field for purposes of calculating the placement rates.