



Small Business Accounting and Bookkeeping Training Program

2013 and 2014 School Performance Fact Sheet As of August 31, 2015



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ACCOUNTING ACADEMY
School Performance Fact Sheet

2013 and 2014 Calendar years:
Small Business Accounting & Bookkeeping Training Program (Six Months)

Table of Contents

	Page:
Number and percentage of students who completed the program.....	1:
Number and percentage of graduates who completed the program and: available for employment and who obtained employment.....	1:
Licensing examination passage rates for which passage of a state: licensing exam is required.....	2:
Salary and wage information for graduates available for employment: and who were employed in the field.....	2:
Description of how the school's student completion and placement: rates and salary/wage information were calculated.....	3:
Employment positions determined to be within the field for which students receive education and training for the calculation of: job completion and placement rates and salary and wages.....	3:
How prospective students may obtain a list of objective sources of objective sources of information used to substantiate salary and wage information.....	3:
Other important school disclosure information.....	4:
Review and discussion of School Performance Fact Sheet with School: Director.....	4:
Student and School Director Signature page.....	4:
Definitions.....	5:

ACCOUNTING ACADEMY
School Performance Fact Sheet

2013:and:2014:Calendar:years:
 Small:Business:Accounting:&:Bookkeeping:Training:Program:(Six:Months)

1. ON-TIME COMPLETION RATES

The:number:and:percentages of:students who:began:the:Accounting:Academy training:program:and:successfully:completed:the:entire:program:for:the:two most:recently:completed:calendar:years was as follows:

Calendar:Year:	Number:of: Students:Who: Began: Program:(1):	Students: Available:for: Graduation: (2):	Graduates:(3):	Completion: Rate:(4):
2013:	39:	39:	30:	76.9%:
2014:	34:	34:	25:	73.5%:

Student's Initials: _____

Date: _____

Calendar:Year:	Number:of: Students:Who: Began: Program:(1):	Students: Available:for: Graduation: (2):	150%: Graduates:(5):	150%: Completion: Rate:(6):
2013:	39:	39:	0:	0.0%:
2014:	34:	34:	0:	0.0%:

Student's Initials: _____

Date: _____

2. PLACEMENT RATES

Calendar: Year:	Number:of: Students Who:Began: Program:(1):	Number:of: Graduates (3):	Graduates Available:for: Employment: (7):	Graduates Employed:in: the:Field:(8):	Placement: Rate:%: Employed:in: the:Field:(9):	Graduates Employed:in: the:Field:an: Average:of: Less than:32: Hrs per:Week:	Graduates Employed:in: the:Field:at: Least:32:Hrs per:Week:
2013:	39:	30:	24:	18:	75.0%:	3:	15:
2014:	34:	25:	21:	15:	71.4%:	9:	6:

Students are:entitled:to:a:list:of:the:job:classifications considered:to:be:in:the field:of:this education:program.:To:obtain:this list,:please:ask:an:institutional representative,:or:you:can:review:the:list:of:the:institution's website:at: theaccountingacademy.com/jobclassifications.

Student's Initials: _____

Date: _____

ACCOUNTING ACADEMY
School Performance Fact Sheet

2013 and 2014 Calendar years:
 Small Business Accounting & Bookkeeping Training Program (Six Months)

3. LICENSING EXAM PASS RATE

The Accounting Academy's Small Business Accounting and Bookkeeping Training Program will not lead to employment for which passage of a state licensing is required.

Examination Passage Rate (for licensing examinations not continuously administered).

Number of Students' Taking Exam (10)	Exam Date (11)	Number Who Passed the Exam	Number Who Failed the Exam	Passage Rate (12)
2013:	N/A:	N/A:	N/A:	N/A:
2014:	N/A:	N/A:	N/A:	N/A:

Examination Passage Rate (continuously administered examinations).

Calendar Year	Number of Students Taking Exam (10)	Number Who Passed First Exam Taken (13)	Number Who Failed First Exam Taken	Passage Rate (12)
2013:	N/A:	N/A:	N/A:	N/A:
2014:	N/A:	N/A:	N/A:	N/A:

Student's Initials: _____ Date: _____

4. SALARY AND WAGE INFORMATION

The salary and wage information for Graduates Available for Employment, Graduates Employed in the Field, and Annual Salary and Wages Reported by Graduates Employed in the Field for the two most recently completed calendar years was as follows:

Calendar Year	Graduates Available for Employment (1):	Graduates Employed in the Field (2):	Annual Salary and Wages Reported by Graduates Employed in the Field (3):				Students Not Reporting Salary:
			\$15,000.00 - \$20,000.00	\$20,001.00 - \$25,000.00	\$25,001.00 - \$30,000.00	\$30,001.00 - \$35,000 & Above:	
2013:	24:	18:	0:	0:	2:	9:	7:
2014:	21:	15:	0:	0:	2:	9:	4:

Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: _____ Date: _____

ACCOUNTING ACADEMY
School Performance Fact Sheet

2013 and 2014 Calendar years:
Small Business Accounting & Bookkeeping Training Program (Six Months)

5. DESCRIPTION OF HOW THE SCHOOL'S COMPLETION AND PLACEMENT RATES AND SALARY AND WAGE INFORMATION WERE CALCULATED

The school's completion and placement rates and salary and wage information were calculated based on continuous follow up directly with each individual graduate who was available for employment using various methods: regular mail, email, telephone calls, faxes and electronic surveys. Students are informed during their orientation that the school would be contacting them on a continuous basis subsequent to their graduation using the above methods in order to document their success in obtaining employment in the field.

Student's Initials: _____ Date: _____

6. EMPLOYMENT POSITIONS DETERMINED TO BE WITHIN THE FIELD FOR WHICH STUDENTS RECEIVE EDUCATION AND TRAINING FOR THE CALCULATION OF JOB PLACEMENT RATES

The following is a list of employment positions determined to be within the field for which students receive education and training for the calculation of job placement rates:

- Accounting Clerk:
- Accounting Technician:
- Accountant-Junior:
- Accountant-Staff:
- Accounting Assistant:
- Accounts Receivable Clerk:
- Accounts Payable Clerk:
- Administrative Assistant:
- Administrative Coordinator:
- Auditing Clerk:
- Auditor-Junior:
- Bookkeeper Assistant:
- Bookkeeper - Full Charge:
- Bookkeeper - Self Employed:
- Billing Clerk/Assistant:
- Credit Clerk/Assistant:
- Customer Service Clerk:
- Data Entry-Clerk:
- Data Entry-Analyst:
- Fixed Asset Clerk:
- Inventory Clerk:
- General Office Clerk:
- Human Resource Clerk:
- Loan/Mortgage Assistant:
- Office Assistant:
- Office Manager:
- Payroll Clerk:
- Purchasing Clerk:
- Private Accountant:
- Real Estate Clerk:
- Receptionist:
- Records/Media Clerk:
- Revenue Clerk:
- Staff Assistant:
- Support Assistant:
- Tax Auditor-Junior:

Student's Initials: _____ Date: _____

7. HOW PROSPECTIVE STUDENTS MAY OBTAIN FROM THE SCHOOL A LIST OF OBJECTIVE SOURCES OF INFORMATION USED TO SUBSTANTIATE SALARY & WAGE INFORMATION

Prospective students may obtain from the school a list of objective sources of information used to substantiate salary and wage information by submitting a written request to the School Director. Sources of information include school logs of student responses to school surveys, facebook and linkedin data, as well as salary and wage information published by federal and state agencies.

Student's Initials: _____ Date: _____

ACCOUNTING ACADEMY
School Performance Fact Sheet

2013 and 2014 Calendar years:

Small Business Accounting & Bookkeeping Training Program (Six Months):

8. OTHER IMPORTANT DISCLOSURE INFORMATION

This School Performance 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 licensed exam passage rates, this School Performance Fact Sheet contains the information as calculated pursuant to state law.:

Any questions a student may have regarding this School Performance Fact Sheet that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education: 2535 Capitol Oaks Drive, Suite 400: Sacramento, CA 95833 Tel: 916-4316959 Fax: 916-263-1897.:

The school does not participate in any federal financial aid programs, and as a result, information with respect to the three-year cohort default rate required to be reported to the U.S. Department of Education, and the percentage of enrolled students receiving federal student loans is not applicable.:

Student's Initials: _____ Date: _____

9. REVIEW AND DISCUSSION OF SCHOOL PERFORMANCE FACT SHEET WITH SCHOOL DIRECTOR

This School Performance Fact Sheet was reviewed and discussed with the School Education Director.:

My signature below certifies that I have read and understood the information included in the School Performance Fact Sheet and that I have received a copy of this School Performance Fact Sheet along with school's current catalog.

STUDENT NAME (PRINTED):

DATE:

STUDENT SIGNATURE:

DATE:

SCHOOL OFFICIAL SIGNATURE:

TITLE:

DATE:

ACCOUNTING ACADEMY
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2013 and 2014 Calendar years:

Small Business Accounting & Bookkeeping Training Program (Six Months)

Definitions

- (1) "Number of Students Who Began Program" means the number of students who began the program and who are scheduled to complete the program within the reporting calendar year.
- (2) "Students Available for Graduation" means the number of students who began the program minus the number of "Students Unavailable for Graduation," which means those students who have died, have been incarcerated, or were called to active military duty.
- (3) "Graduates" are 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% Completion Rate" is the number of students who completed within 101-150% of the 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 Student Available for Graduation in the published program length period.
- (7) "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.
- (8) "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 six months after a student completes the applicable education program. For occupations for which the state requires passing an examination, the period of employment must begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable education program.
- (9) "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- (10) "Number of Students Taking Exam" is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.
- (11) "Exam Date" is the date for the first available exam after the students complete the program.
- (12) "Passage Rate" is calculated by dividing the number of students who passed the exam by the number of graduates who took the reported licensing exam.
- (13) "Number Who Passed First Exam Taken" is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.
- (14) "Salary" is as reported by the student. Not all graduates report salary. A list of the employers of the Graduates Employed in the Field can be found with the Education Director.