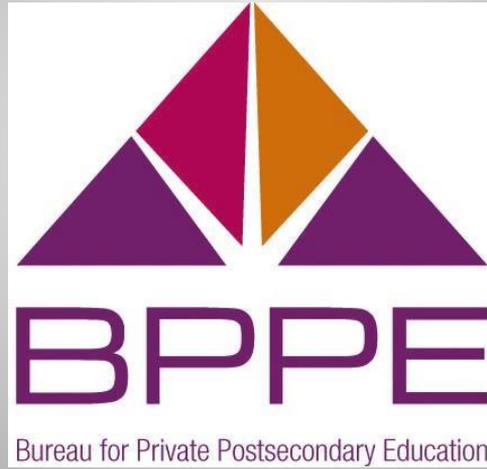
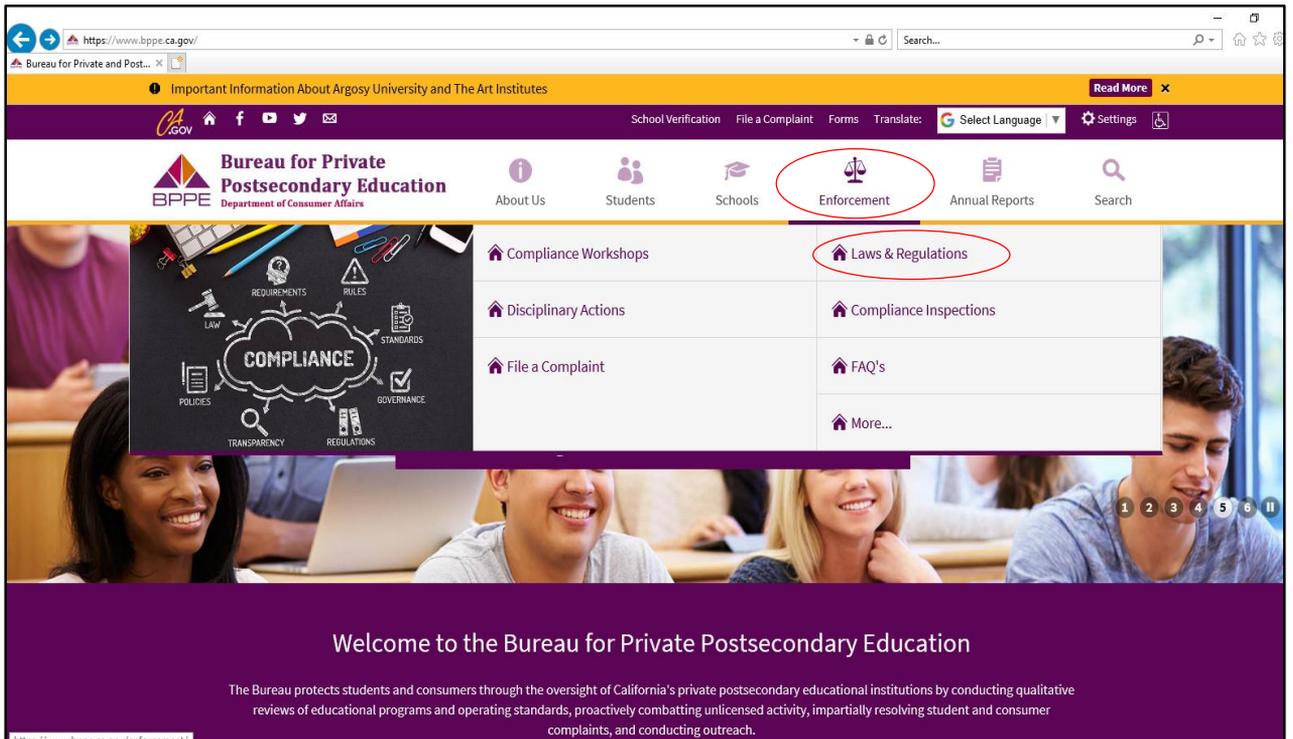
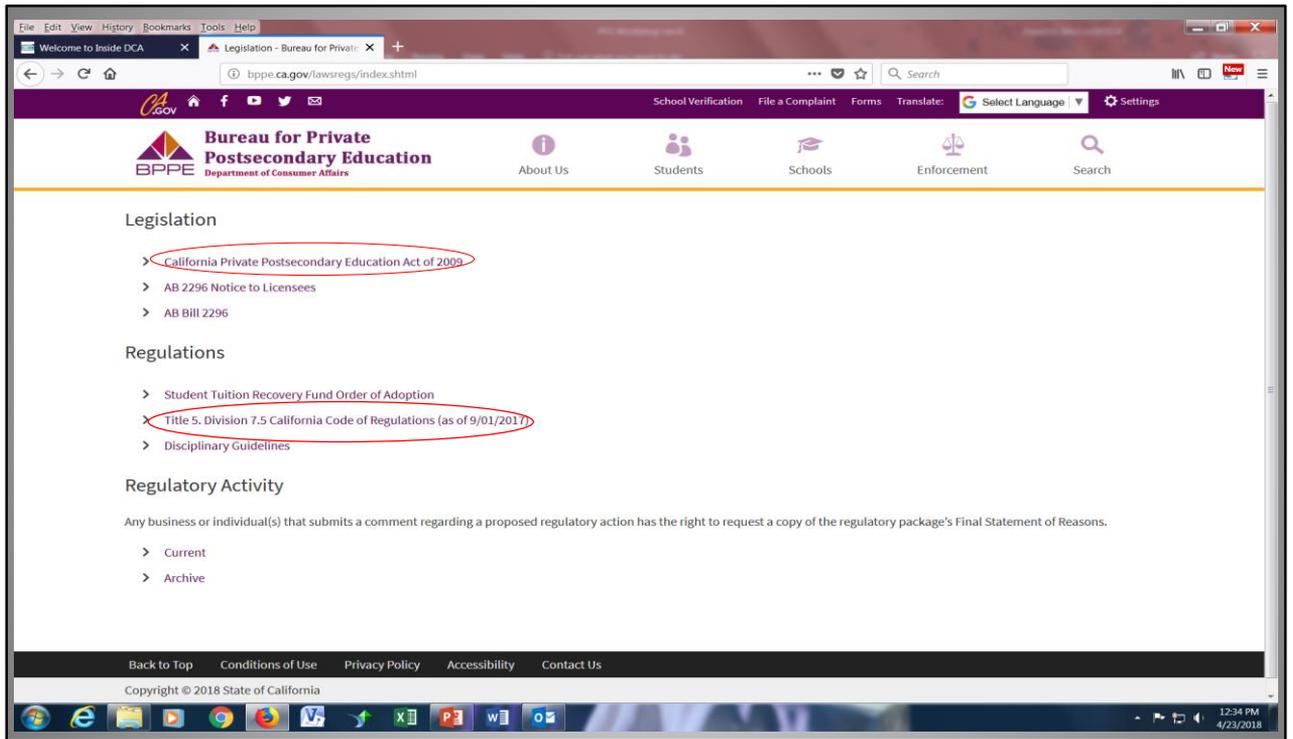


# School Performance Fact Sheet Workshop





On our home page, at [www.bppe.ca.gov](https://www.bppe.ca.gov), under the “Enforcement” header, you find the Bureau’s laws and regulations that govern private postsecondary institutions in California.



The laws that govern private postsecondary institutions are found in the California Private Postsecondary Education Act of 2009 , which is located in the California Education Code (herein "CEC"). The Bureau's rule are also located in Title 5 Division 7.5 of the California Code of Regulations (herein "CCR"). These 2 sources contain all of the information for SPFS and Annual Reports.

# Objectives

- Identify required disclosures.
  - Identify format requirements.
- Identify required definitions.
  - Identify required back up documentation.

Review the following:

- Reporting requirements
  - What needs to be reported and for who
- Required definitions
  - Describes the information that is being disclosed
- Required disclosures
  - Specific statements to be included
  - Situational statements to be included
- Required formatting requirements
  - How the SPFS shall look and read
  - What may or may not be included
- Required substantiating documentation
  - Required documentation to collect
  - Recommended information to collect
  - Availability of information collected

# School Performance Fact Sheet (SPFS)

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What is it?

Purpose?

When is it required?

Who Completes it?

What does it include?

5 CCR 74112(a), (e)

- What is it?
  - Disclosure document that assists prospective students in making an informed decision in selecting an educational program at a private postsecondary institution.
- Purpose?
  - To provide prospective students with a reasonable perspective on the performance of the institution in: graduating students, providing an education that leads to licensure and/or employment, and providing potential salary information
  - To provide prospective students with disclosures relative to the validity of the document
- Who completes it?
  - All private postsecondary educational institutions that received an approval to operate by the Bureau are required to complete an SPFS annually. The institution is required to complete an SPFS for each approved educational program and for each main and branch.
  - The institution completes the SPFS. The SPFS is

- completed based on specific minimum standards and definitions required by the Act and Regulations.
- The institution collects and maintains data to substantiate their information reported on the SPFS.
  - When is it required?
    - Annually. Must be made available to prospective students and posted on the institution's website (if applicable) no later than December 1. Must be made available to the Bureau with the Annual Report no later than December 1<sup>st</sup>

#### 5 CCR 74112(a), (e)

(a) Format. The format for the Performance Fact Sheet shall be in at least 12 pt. type, in an easily readable font, with 1.15 line spacing and all titles and column headings shall be in bold 14 pt. type, which shall also identify the program for which the Performance Fact Sheet pertains. The Performance Fact Sheet shall contain all and only the information required or specifically permitted by sections 94910 and 94929.5 of the Code or this chapter. A separate Performance Fact Sheet shall be prepared for each program.

#### (e) Reporting periods:

(1) An Annual Report shall include data for all educational programs as defined in section 94837 of the Code for the previous one calendar year.

(2) A Performance Fact Sheet shall be current and available not later than December 1st, and shall report data for the previous two calendar years based upon the "number of students who began the program," as defined in subdivision (d)(1) of this section and were scheduled to graduate in the reported year(s).

#### § 74110.

(c) An institution shall file its annual report by December 1st. The Bureau may extend the period for filing if the institution demonstrates evidence of substantial need but in no case longer than 60 days. The institution shall not change the date of its filing its annual report because of a change in the fiscal year without the Bureau's approval.

(d) The annual report shall be electronically filed by submitting the information required by section 94934 of the Code and this section via the online form provided on the Bureau's website, electronically attaching, as directed, the School Performance Fact Sheet, the enrollment agreement, and the school catalog.

**Required For All SPFS**



## Format & Reporting Period

- Each SPFS shall be in at least 12 point font with 1.15 line spacing; ***column headings and titles shall be in bold 14 point font***
- ***Separate SPFS prepared for each educational program at each main and branch locations (includes satellites)***
- Includes only information specifically required or permitted by the Act or Regulations
- SPFS reports previous two calendar years, and is due on ***December 1*** each year with the Annual Report

5 CCR 74112(a)

Things to highlight—

- 12 point font with 1.15 spacing
- Headings and titles are bold and 14 point font
- Due date is DECEMBER 1<sup>st</sup>

### § 74112.

(a) Format. The format for the Performance Fact Sheet shall be in at least 12 pt. type, in an easily readable font, with 1.15 line spacing and all titles and column headings shall be in bold 14 pt. type, which shall also identify the program for which the Performance Fact Sheet pertains. The Performance Fact Sheet shall contain all and only the information required or specifically permitted by sections 94910 and 94929.5 of the Code or this chapter. A separate Performance Fact Sheet shall be prepared for each program.

(e) Reporting periods:

(1) An Annual Report shall include data for all educational programs as defined in section 94837 of the Code for the previous one calendar year.

(2) A Performance Fact Sheet shall be current and available not later than December 1st, and shall report data for the previous two

calendar years based upon the “number of students who began the program,” as defined in subdivision (d)(1) of this section and were scheduled to graduate in the reported year(s).

# New Programs

- “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.”
- **The date the program began**
- **The estimated date of availability for two full years of data**

CEC 94910(e), 5 CCR 74112(b)

First 2 bullets are new

94910. Minimum Requirements for School Performance Fact Sheet  
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: ...

(e) If a program is too new to provide data for any of the categories listed in this subdivision, 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.”

## **§ 74112.**

(b) An institution offering educational programs that are too new to provide the required two years of data shall include the date the program began as well as the statement required by section 94910(e)

of the Code. The Performance Fact Sheet shall also disclose the estimated date of availability for two full years of data for those programs.

## Some Items Require Verbatim Disclosures

- “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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll Free (888) 370-7589, Fax (916) 263-1897.”

CEC 94910(g)

Anytime you see quotes (“”), that means VERBATIM on the PFS

FOR EXAMPLE: See, California Education Code section 94910 for overview of minimum requirements, and note that subdivision (g) has verbatim statements:

94910. Minimum Requirements for School Performance Fact Sheet

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:

- (a) Completion rates, as calculated pursuant to Article 16 (commencing with Section 94928).
- (b) Placement rates for each educational program, as calculated pursuant to Article 16 (commencing with Section 94928), if the educational program is designed to lead to, or the institution makes any express or implied claim related to preparing students for, a recognized career, occupation, vocation, job, or job title.

(c) License examination passage rates for programs leading to employment for which passage of a state licensing examination is required, as calculated pursuant to Article 16 (commencing with Section 94928).

(d) Salary or wage information, as calculated pursuant to Article 16 (commencing with Section 94928).

(e) If a program is too new to provide data for any of the categories listed in this subdivision, 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."

(f) All of the following:

(1) A description of the manner in which the figures described in subdivisions (a) to (d), inclusive, are calculated or a statement informing the reader of where he or she may obtain a description of the manner in which the figures described in subdivisions (a) to (d), inclusive, are calculated.

(2) A statement informing the reader of 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 as required by subdivision (b).

(3) A statement informing the reader of where he or she may obtain from the institution a list of the objective sources of information used to substantiate the salary disclosure as required by subdivision (d).

(g) The following statements:

(1) "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."

(2) "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)."

(h) If the institution participates in federal financial aid programs, the most recent three-year cohort default rate reported by the United States Department of Education for the institution and the percentage

of enrolled students receiving federal student loans.

(i) Data and information disclosed pursuant to subdivisions (a) to (d), inclusive, is not required to include students who satisfy the qualifications specified in subdivision (d) of Section 94909, but an institution shall disclose whether the data, information, or both provided in its fact sheet excludes students pursuant to this subdivision. An institution shall not actively use data specific to the fact sheet in its recruitment materials or other recruitment efforts of students who are not California residents and do not reside in California at the time of their enrollment.

# Required Student Acknowledgement

Data required to be reported in the SPFS shall include a line for the student to initial and date.

| Calendar Year | Number of Students Who Began Program | Students Available for Graduation | Number of On-time Graduates | On-time Completion Rate |
|---------------|--------------------------------------|-----------------------------------|-----------------------------|-------------------------|
| 20XX          | 100                                  | 100                               | 25                          | 25%                     |
| 20XY          | 105                                  | 103                               | 32                          | 31%                     |

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
*Initial only after you have had sufficient time to read and understand the information.*

CEC 94902(b)(3), 94912, 5 CCR  
74112

“Initial only after you have had sufficient time to read and understand the information” under student’s initials, is a new addition.

BOTH student and institution must sign

CEC 94902. General Enrollment Requirements

(b) An enrollment agreement is not enforceable unless all of the following requirements are met:

(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these

items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.

#### 94912. Signature, Initials Required

Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student.

5 CCR 74112 (See format examples throughout section)

# Cost of Educational Program

- ***SPFS shall include the total charges for a student to complete the program within 100% of the program length***
- ***SPFS must disclose that there may be additional charges if the program is not completed on time.***

## **Cost of Educational Program:**

Total Charges for the program for students completing on-time in 20XX: \$50,000.  
Total Charges may be higher for students that do not complete on-time.

Total Charges for the program for students completing on-time in 20XY: \$50,000.  
Total Charges may be higher for students that do not complete on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
**Initial only after you have had sufficient time  
to read and understand the information**

5 CCR 74112(f)

The cost of the educational program is reflective of the cost of the program at the time the Annual Report is submitted. "Total charges" means the sum of institutional (tuition) and noninstitutional (textbooks) charges.

(f) Total Charges. The institution's Annual Report and Performance Fact Sheet shall include the total charges for a student to complete the program within 100% of the program length. The institution must include the disclosure that there may be additional charges if the program is not completed on-time.

Total charges shall be disclosed in the Performance Fact Sheet in a format substantially similar to the format listed below (dates and numbers are for example only):

## **Cost of Educational Program:**

Total Charges for the program for students completing on-time in 20XX: \$50,000.

Total Charges may be higher for students that do not complete on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time  
to read and understand the information

## Required- Situational Information

*The SPFS shall include the following IF the institution participates in federal financial aid programs:*

- *The most recent three-year cohort default rate reported by the United States Department of Education.*
- *Percentage of enrolled students receiving federal student loans.*
- *The average amount of federal student loan debt of graduates in that reporting year*
- *The percentage of graduates with federal student loans, as calculated by the institution*

CEC 94910(h), 94929.5(a)(4), 5 CCR 74112 (g)(1)

### **94910. Minimum Requirements for School Performance Fact Sheet**

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: ...

(h) If the institution participates in federal financial aid programs, the most recent three-year cohort default rate reported by the United States Department of Education for the institution and the percentage of enrolled students receiving federal student loans.

### **94929.5. Reporting of Student Performance Data**

(a) An institution shall annually report to the bureau, as part of the annual report, and shall publish in its School Performance Fact Sheet, all of the following: ...

(4) If applicable, the most recent official three-year cohort default rate reported by the United States Department of Education for the institution and the percentage of enrolled students receiving federal student loans.

5 CCR 74112 (g)(1):

(g) Student Loan/Debt Information.

(1) If the institution participates in federal financial aid programs, the institution shall include loan information in the institution's Annual Report and on the Performance Fact Sheet. The loan information shall include:

(A) The most recent three year cohort default rate, as reported by the United States Department of Education;

(B) The percentage of enrolled students receiving federal student loans;

(C) The average amount of federal student loan debt of those graduates who have federal student loan debt in the reporting year; and

(D) The percentage of graduates with federal student loans, as calculated by the institution.

...

## Example – Cohort Default Rate & Federal Loans

| Calendar Year(s) | Most recent three year cohort default rate, as reported by the United States Department of Education. <sup>1</sup> | The percentage of enrolled students in 20XX/XY receiving federal student loans to pay for this program. | The percentage of graduates in 20XX/XY who took out federal student loans to pay for this program. | The average amount of federal student loan debt of 20XX/XY graduates who took out federal student loans at this institution. |
|------------------|--|---|--|--|
| <b>20XX</b>      |  |   |  |  |
| <b>20XY</b>      |  |   |  |  |

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

5 CCR 74112 (g)(1)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
**Initial only after you have had sufficient time to read and understand the information**

5 CCR 74112 (g)(1):

(g) Student Loan/Debt Information.

(1) If the institution participates in federal financial aid programs, the institution shall include loan information in the institution's Annual Report and on the Performance Fact Sheet. The loan information shall include:

- (A) The most recent three year cohort default rate, as reported by the United States Department of Education;
- (B) The percentage of enrolled students receiving federal student loans;
- (C) The average amount of federal student loan debt of those graduates who have federal student loan debt in the reporting year; and
- (D) The percentage of graduates with federal student loans, as calculated by the institution.

Loan information shall be included in the Performance Fact Sheet in a format substantially similar to the format listed below (dates and numbers are for example only):

**Federal Student Loan Debt at (Name of Institution)**

Percentage of students who defaulted on their federal student loans at this school: 28%<sup>1</sup>

Percentage of students enrolled in 20XX  
who took out federal student loans  
to pay for this program: 43%

Percentage of graduates in 20XX  
who took out federal student loans  
to pay for this program: 65%

Average federal student loan debt of 20XX graduates who took out  
federal student loans at this institution: \$26,000

1The percentage of students who defaulted on their federal student  
loans is called the Cohort Default Rate (CDR). It shows the percentage  
of this school's students who were more than 270 days (about 9  
months) behind on their federal student loans within three years of  
when the first payment was due. This is the most recent CDR reported  
by the U.S. Department of Education.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Initial only after you have had sufficient time  
to read and understand the information.**

## Required- Situational Information

The SPFS shall include one of the following statements **IF** the institution does **NOT** participate in federal financial aid programs:

Students at (name of institution) are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**OR**

(Name of Institution) is eligible, but chooses not to participate in federal student aid programs. So students here do not have federal student loans.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

5 CCR 74112 (g)(2)

5 CCR 74112 (g)(2):

(2) Institutions that do not participate in federal financial aid programs shall include one of two statements in the Performance Fact Sheet in a format substantially similar to the following:

Students at (name of institution) are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

or

(Name of Institution) is eligible, but chooses not to participate in federal student aid programs. So students here do not have federal student loans.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

# Completion Rates



CEC 94910(a), 94929, 5 CCR 74112(h)

94910. Minimum Requirements for School Performance Fact Sheet 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:

- (a) Completion rates, as calculated pursuant to Article 16 (commencing with Section 94928).

94929. Reporting of Completion Rate

(a) An institution shall annually report to the bureau, as part of the annual report, and publish in its School Performance Fact Sheet, the completion rate for each program. Except as provided in subdivision (b), the completion rate shall be calculated by dividing the number of on-time graduates by the number of students available for graduation.

(b) In lieu of calculating graduation data pursuant to subdivision (a), an institution may report graduation data reported to, and calculated by, the Integrated Postsecondary Education Data System of the United States Department of Education.

## 5 CCR 74112(h)

(h) Completion Rates. Reporting of completion rates for an institution's Annual Report and Performance Fact Sheet shall include, for each educational program, the number of students who began the program as defined in subdivision (d)(1) of this section, the number of students available for graduation, number of on-time graduates, and completion rate(s). An **optional** table may be added to include completion rate data for students completing within 150% of the published program length. For an institution reporting completion data pursuant to section 94929(b) of the Code, completion data shall be separately reported for each program and the Performance Fact Sheet shall disclose, if true, that the completion data is being reported for students completing within 150% of the published program length, and that data is not being separately reported for students completing the program within 100% of the published program length. Programs that are more than one year in length which are reporting 150% Completion Rate will provide four calendar years of data.

Completion rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below (dates, numbers, and other data shown are for example only):

...

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

**Name of Educational Program** (Program Length)

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | Number of On-Time Graduates | On-time Completion Rate |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 20XX          |  |                                   |                             |                         |
| 20XY          |  |                                   |                             |                         |

5 CCR 74112(h)

(h) Completion Rates. Reporting of completion rates for an institution's Annual Report and Performance Fact Sheet shall include, for each educational program, the number of students who began the program as defined in subdivision (d)(1) of this section, the number of students available for graduation, number of on-time graduates, and completion rate(s). An optional table may be added to include completion rate data for students completing within 150% of the published program length. For an institution reporting completion data pursuant to section 94929(b) of the Code, completion data shall be separately reported for each program and the Performance Fact Sheet shall disclose, if true, that the completion data is being reported for students completing within 150% of the published program length, and that data is not being separately reported for students completing the program within 100% of the published program length. Programs that are more than one year in length which are reporting 150% Completion Rate will provide four calendar years of data.

Completion rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below:

## On-Time Completion Rates

| Calendar Year |
|---------------|
| 20XX          |
| 20XY          |

A Performance Fact Sheet shall be current and report data for the previous two calendar years.

5 CCR 74112(e)(2)

# On-Time Completion Rates

|   |
|---|
| <b>Number of Students<br/>Who Began the Program</b> |
|   |
|   |

“**Number of Students Who Began Program**” means the number of students who began the program who were **scheduled** to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

5 CCR 74112(d)(1), 5 CCR 74112(l)

74112(d)(1): (d) In addition to the definitions contained in section 94928 of the Code:

(1) “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year, and excludes all students who cancelled during the cancellation period.

74112(l)

(l) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a).

The following are the definitions for the Performance Fact Sheet:

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

## On-Time Completion Rates

| Students Available for Graduation |
|-----------------------------------|
|                                   |
|                                   |

“**Students Available for Graduation**” is the number of students who began the program minus the number of students who have died, been incarcerated, or called to active military duty.

5 CCR 74112(l), 94928(g)(h)

74112(l) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a). The following are the definitions for the Performance Fact Sheet:

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

# On-Time Completion Rates

| Number of On-time Graduates |
|-----------------------------|
|                             |
|                             |

“**Number of On-time Graduates**” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

5 CCR 74112(d)(2), 5CCR 74112(l), 94928(c)

Students who complete the program earlier than their expected completion date are reported in the year in which they were scheduled to complete.

- For example, a student scheduled to complete in January 2016 completed early in December 2015. That student is reported with 2016 data.

74112(d)(2):

....

(2) “Number of On-time Graduates” means the number of students who completed the program within 100% of the published program length within the reporting calendar year.

74112(l) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a). The following are the definitions for the Performance Fact Sheet: “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

94928(c):

(c) "On-time graduates" means the number of students who complete a program within 100 percent of the published program length. An institution may separately state completion information for students completing the program within 150 percent of the original contracted time, but that information may not replace completion information for students completing within the original scheduled time. Completion information shall be separately stated for each campus or branch of the institution.

# On-Time Completion Rates

|                                    |
|------------------------------------|
| <b>On-time Completion<br/>Rate</b> |
|                                    |
|                                    |

“**On-time Completion Rate**” is the number of on-time graduates divided by the number of students available for graduation.

- On-time Completion Rate is reported as a percentage (%)

5 CCR 74112(l), 94929(a)

“On-time” completion rate is a new term  
Was known as “completion rate”

## **94929. Reporting of Completion Rate**

(a) An institution shall annually report to the bureau, as part of the annual report, and publish in its School Performance Fact Sheet, the completion rate for each program. Except as provided in subdivision (b), the completion rate shall be calculated by dividing the number of on-time graduates by the number of students available for graduation.

74112(l) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a). ...

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

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

## Vocational Nursing (1628 Hours)

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | Number of On-Time Graduates | On-time Completion Rate |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2018          | 11                                       | 11                                | 6                           | 55%                     |
| 2019          | 13                                       | 13                                | 8                           | 62%                     |

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

74112(a) Format. The format for the Performance Fact Sheet shall be in at least 12 pt. type, in an easily readable font, with 1.15 line spacing and all titles and column headings shall be in bold 14 pt. type, which shall also identify the program for which the Performance Fact Sheet pertains. The Performance Fact Sheet shall contain all and only the information required or specifically permitted by sections 94910 and 94929.5 of the Code or this chapter. A separate Performance Fact Sheet shall be prepared for each program. ...

(l) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a).

## Students Completing Within 150% of the Published Program Length

- Reporting 150% Completion Data **optional**
- Programs that are more than one year in length, reporting 150% Completion Rate, shall provide four calendar years of data
- Program length x 1.5 = 150%

**Name of Educational Program (Program Length)**

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | 150% Graduates | 150% Completion Rate |
|---------------|--|-----------------------------------|----------------|----------------------|
| 20XW          |  |                                   |                |                      |
| 20XX          |  |                                   |                |                      |
| 20XY          |  |                                   |                |                      |
| 20XZ          |  |                                   |                |                      |

CEC 94928(c), 5 CCR 74112(h)

### CEC 94928. Definitions

As used in this article, the following terms have the following meanings:

(c) "On-time graduates" means the number of students who complete a program within 100 percent of the published program length. An institution may separately state completion information for students completing the program within 150 percent of the original contracted time, but that information may not replace completion information for students completing within the original scheduled time. Completion information shall be separately stated for each campus or branch of the institution.

### 5 CCR 74112(h)

(h) Completion Rates. Reporting of completion rates for an institution's Annual Report and Performance Fact Sheet shall include, for each educational program, the number of students who began the program as defined in subdivision (d)(1) of this section, the number of students available for graduation, number of on-time graduates, and completion rate(s). An optional table may be added to include

completion rate data for students completing within 150% of the published program length. For an institution reporting completion data pursuant to section 94929(b) of the Code, completion data shall be separately reported for each program and the Performance Fact Sheet shall disclose, if true, that the completion data is being reported for students completing within 150% of the published program length, and that data is not being separately reported for students completing the program within 100% of the published program length. Programs that are more than one year in length which are reporting 150% Completion Rate will provide four calendar years of data.

## Students Completing Within 150% of the Published Program Length

| 150% Graduates |
|----------------|
|                |
|                |
|                |
|                |

“**150% Graduates**” is the number of students who completed the program within 150% of the published program length (includes on-time graduates).

5 CCR 74112(l)

NEW – 150% graduates INCLUDES the 100% on-time graduates [THE SCHOOL MUST ALWAYS DO THE ON-TIME COMPLETION RATE AND MAY OPTIONALLY AND SEPARATELY DO THE 150% ] 94928(c): “An institution may separately state completion information for students completing the program within 150 percent of the original contracted time, but that information may not replace completion information for students completing within the original scheduled time.”)

74112(l):

(l) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a).

The following are the definitions for the Performance Fact Sheet:...

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

## Students Completing Within 150% of the Published Program Length

| 150% Completion Rate |
|----------------------|
|                      |
|                      |
|                      |
|                      |

“**150% Completion Rate**” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the Number of Students Available for Graduation.

5 CCR 74112(l)

## Students Completing Within 150% of the Published Program Length

### Vocational Nursing (1628 Hours)

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | 150% Graduates | 150% Completion Rate |
|---------------|--|-----------------------------------|----------------|----------------------|
| 2016          |  |                                   |                |                      |
| 2017          |  |                                   |                |                      |
| 2018          | 11                                       | 11                                | 10             | 91%                  |
| 2019          | 13                                       | 13                                | 11             | 85%                  |

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time  
to read and understand the information.

# Job Placement



-With the new regulations for job placement and salary/wage data, the Bureau will expect the school's reporting for December 1, 2019 to comply fully for its 2018 and 2017 reporting years.

## Gainfully Employed

- The graduate is employed:
  - In a job classification under the US Department of Labor’s SOC; **AND**
  - In a single position or concurrent aggregated positions
    - Totaling at least 30 hours per week for 5 weeks (35 calendar days); OR
    - Totaling at least 20 hours per week for 5 weeks (35 calendar days) if certain conditions are met.
- **OR**
- By the same employer that employed the graduate before enrollment and certain conditions are met;
- **OR**
- The graduate is self-employed or working freelance with reasonable evidence

5 CCR 74112 (d)(3)(A)(i)(ii)(B)(i)(ii)(iii)(C)

74112(d)

(3) “Gainfully Employed” means:

(A)(i) The graduate is employed in a job classification under the United States Department of Labor’s Standard Occupational Classification codes, using the Detailed Occupation (six-digit) level, for which the institution has identified in its catalog and in its employment positions list required by section 94910(f)(2) of the Code that the program prepares its graduates; **and**

(ii) The graduate is employed in a single position or concurrent aggregated positions totaling at least 30 hours per week for 5 weeks (35 calendar days), or totaling at least 20 hours per week for 5 weeks (35 calendar days) with a statement signed by the graduate stating that he or she chose to seek part-time employment rather than fulltime employment after graduation;

**or**

(B) The graduate is employed by the same employer that employed the graduate before enrollment, and any of the following conditions are met:

(i) the graduate is employed in an occupation with a different Detailed Occupation (six-digit) level Standard Occupational Classification code

than applies to the position in which the graduate was employed before enrollment; **or**

(ii) the employer or the graduate provides a statement to the effect that the employment after graduation was the result of a promotion with increased pay, due at least in part to graduation from the program; **or**

(iii) the employer or the graduate provides a statement to the effect that the degree or the completed program was required as a condition of continued employment;

**or**

(C) The graduate is self-employed or working freelance as reasonably evidenced by, but not limited to, a business license, fictitious business name statement, advertising (other than business cards), website, or business receipts or other evidence of income from business; or an attestation signed by the graduate of self-employment or freelance work and dated after graduation.

## Required Information

The SPFS shall 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
  - The list shall identify employment positions using the Detailed Occupation or six-digit level of the Standard Occupational Classification codes

CEC 94910(f)(2), 5 CCR 74112(i)(3)

New for 2015----- Standard Occupational Classification Codes  
(referred to as SOC codes)

94910. Minimum Requirements for School Performance Fact Sheet  
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:

(f) All of the following:

...

(2) A statement informing the reader of 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 as required by subdivision (b).

74112 (i)(3)

(i) Job Placement Rates.

...

(3) If the institution makes any claim related to preparing students

for a job or regarding job placement, the list required by section 94910(f)(2) of the Code shall identify the employment positions by using the Detailed Occupation or six-digit level of the Standard Occupational Classification codes.

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

Name of Educational Program (Program Length)

| Calendar Year | Number of Students Who Began the Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--|---------------------|------------------------------------|---------------------------------|--|
| 20XX          |  |                     |                                    |                                 |  |
| 20XY          |  |                     |                                    |                                 |  |

- Measured beginning within six months from graduation, **OR**
- Within six months after the results announcement for the first examination available after graduation

CEC 94910(b), 94928(e)(1), 94929.5(a)(1), 5 CCR 74112 (i)

### 94910. Minimum Requirements for School Performance Fact Sheet

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:

(b) Placement rates for each educational program, as calculated pursuant to Article 16 (commencing with Section 94928), if the educational program is designed to lead to, or the institution makes any express or implied claim related to preparing students for, a recognized career, occupation, vocation, job, or job title.

**94928(e) (1)** "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, **beginning 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.**

**94929.5(a)(1)** the job placement rate, calculated by dividing the number of graduates employed in the field by the number of graduates available for employment for each program that is either (1) designed, or advertised, to lead to a particular career, or (2) advertised or promoted with any claim regarding job placement.

**5 CCR 74112 (i)**

(i) Job Placement Rates.

(1) Any placement data required by sections 94910(b) and 94929.5(a) of the Code shall be reported for the number of students who began the program as defined in subdivision (d)(1) of this section for each reported calendar year.

# Job Placement Rates

|                            |
|----------------------------|
| <b>Number of Graduates</b> |
|                            |
|                            |

“**Number of Graduates**” is the number of students who began the program and have been awarded a degree, (certificate,) or diploma.

CEC 94842

## **94842. Graduate**

“Graduate” means an individual who has been awarded a degree or diploma.

# Job Placement Rates

|                                       |
|---------------------------------------|
| Graduates Available<br>for Employment |
|                                       |
|                                       |

“**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.

CEC 94928(d) and (f), 5 CCR 74112(I)

## **CEC 94928(d)(f),**

### **94928. Definitions**

As used in this article, the following terms have the following meanings:

(d) “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment.

(f) “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 at an accredited or bureau-approved postsecondary institution.

### **5 CCR 74112(I)**

(I) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a).

The following are the definitions for the Performance Fact Sheet:

...

“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.

# Job Placement Rates

|                                    |
|------------------------------------|
| Graduates Employed<br>in the Field |
|                                    |
|                                    |

“**Graduates Employed in the Field**” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six month period begins after the announcement of the examination results for the first examination available after a student completes the applicable educational program.

CEC 94928(e)(1), 5CCR 74112(I)

All graduates in the calendar year

**CEC 94928(e) (1)** “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, **beginning 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.**

## **5CCR 74112(I)**

(I) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a).

The following are the definitions for the Performance Fact Sheet:

...

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has

been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

# Job Placement Rates

|   |
|---|
| <b>Placement Rate %<br/>Employed in the Field</b> |
|   |
|   |

“**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.

5 CCR 74112(i)(4)

## 5 CCR 74112(i)(4)

(i) Job Placement Rates.

(4) Placement rate shall be calculated as follows: the number of graduates employed in the field as defined in section 94928(e)(1) of the Code in conjunction with section 74112(d)(3) [REQUIREMENTS FOR GAINFUL EMPLOYMENT] divided by the number of graduates available for employment as defined in section 94928(d) of the Code.

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

## Vocational Nursing (1628 Hours)

| Calendar Year | Number of Students Who Began the Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--|---------------------|------------------------------------|---------------------------------|--|
| 2018          | 11                                       | 10                  | 10                                 | 4                               | 40%                                    |
| 2019          | 13                                       | 11                  | 11                                 | 6                               | 55%                                    |

“**Number of Graduates**” is the number of students who have been awarded a degree or diploma.

“**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.

“**Graduates Employed in the Field**” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six month period begins after the announcement of the examination results for the first examination available after a student completes the applicable educational program.

“**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.

**Students are entitled to a list of the job classifications considered in the field of this educational program. To obtain this list, please ask an institution representative.**

## Example – Gainfully Employed Categories

### Part Time vs. Full Time Employment

|      | Graduates Employed in the field 20 to 29 hours per week | Graduates Employed in the field at least 30 hours per week | Total Graduates Employed in the Field |
|------|---|--|---------------------------------------|
| 2018 | 0   | 4  | 4                                     |
| 2019 | 1   | 5  | 6                                     |

5 CCR 74112 (i)

74112(d)(3)(A)(ii)

(3) "Gainfully Employed" means:

(A)(i) The graduate is employed in a job classification under the United States Department of Labor's Standard Occupational Classification codes, using the Detailed Occupation (six-digit) level, for which the institution has identified in its catalog and in its employment positions list required by section 94910(f)(2) of the Code that the program prepares its graduates; **and**

(ii) The graduate is employed in a single position or concurrent aggregated positions:

[FULL TIME] totaling at least 30 hours per week for 5 weeks (35 calendar days), or

[PART TIME} totaling at least 20 hours per week for 5 weeks (35 calendar days) with a statement signed by the graduate stating that he or she chose to seek part-time employment rather than fulltime employment after graduation;

74112(i) Job Placement Rates.

(1) Any placement data required by sections 94910(b) and

94929.5(a) of the Code shall be reported for the number of students who began the program as defined in subdivision (d)(1) of this section for each reported calendar year.

(2) Placement is measured six months from the graduation date of each student. For programs that require passage of a licensing examination, placement shall be measured six months after the announcement of the examination results for the first examination available after a student completes an applicable educational program. Reporting of placement rates shall include for each educational program: the number of students who began the program, the number of graduates as defined in subdivision (b) section 94842 of the Code, the graduates available for employment, graduates employed in the field and job placement rate(s).

(3) If the institution makes any claim related to preparing students for a job or regarding job placement, the list required by section 94910(f)(2) of the Code shall identify the employment positions by using the Detailed Occupation or six-digit level of the Standard Occupational Classification codes.

(4) Placement rate shall be calculated as follows: the number of graduates employed in the field as defined in section 94928(e)(1) of the Code in conjunction with section 74112(d)(3) divided by the number of graduates available for employment as defined in section 94928(d) of the Code.

Job Placement rates and related disclosures shall be included in the Performance Fact Sheet in a format substantially similar to the charts below, (dates, numbers, and other data shown are for example only):

...

## Example – Gainfully Employed Categories

### Single Position vs. Concurrent Aggregated Positions

| Calendar Year | Graduates Employed in the Field in a Single Position | Graduates Employed in the Field in Concurrent Aggregated Positions | Total Graduates Employed in the Field |
|---------------|--|--|---------------------------------------|
| 2018          | 4  | 0  | 4                                     |
| 2019          | 5  | 1  | 6                                     |

5 CCR 74112 (i)

74112(d)

(3) "Gainfully Employed" means:

(A)(i) The graduate is employed in a job classification under the United States Department of Labor's Standard Occupational Classification codes, using the Detailed Occupation (six-digit) level, for which the institution has identified in its catalog and in its employment positions list required by section 94910(f)(2) of the Code that the program prepares its graduates; **and**

(ii) The graduate is employed in a **single position or concurrent aggregated positions** totaling at least 30 hours per week for 5 weeks (35 calendar days), or totaling at least 20 hours per week for 5 weeks (35 calendar days) with a statement signed by the graduate stating that he or she chose to seek part-time employment rather than fulltime employment after graduation;

74112(i) Job Placement Rates.

- (1) Any placement data required by sections 94910(b) and 94929.5(a) of the Code shall be reported for the number of students who began the program as defined in subdivision (d)(1) of this section for each reported calendar year.
- (2) Placement is measured six months from the graduation date of

each student. For programs that require passage of a licensing examination, placement shall be measured six months after the announcement of the examination results for the first examination available after a student completes an applicable educational program. Reporting of placement rates shall include for each educational program: the number of students who began the program, the number of graduates as defined in subdivision (b) section 94842 of the Code, the graduates available for employment, graduates employed in the field and job placement rate(s).

(3) If the institution makes any claim related to preparing students for a job or regarding job placement, the list required by section 94910(f)(2) of the Code shall identify the employment positions by using the Detailed Occupation or six-digit level of the Standard Occupational Classification codes.

(4) Placement rate shall be calculated as follows: the number of graduates employed in the field as defined in section 94928(e)(1) of the Code in conjunction with section 74112(d)(3) divided by the number of graduates available for employment as defined in section 94928(d) of the Code.

Job Placement rates and related disclosures shall be included in the Performance Fact Sheet in a format substantially similar to the charts below, (dates, numbers, and other data shown are for example only):

...

## Example – Gainfully Employed Categories

### Self-Employed/Freelance Positions

| Calendar Year | Graduates Employed who are Self-Employed or Working Freelance | Total Graduates Employed in the Field |
|---------------|---|---------------------------------------|
| 2018          | 0   | 4                                     |
| 2019          | 0   | 6                                     |

5 CCR 74112(d)(3)(C)

74112(d)

(3) "Gainfully Employed" means:

(C) The graduate is self-employed or working freelance as reasonably evidenced by, but not limited to, a business license, fictitious business name statement, advertising (other than business cards), website, or business receipts or other evidence of income from business; **or**

an attestation signed by the graduate of self-employment or freelance work and dated after graduation.

## Example – Gainfully Employed Categories

### Institutional Employment

| Calendar Year | Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution | Total Graduates Employed in the Field |
|---------------|---|---------------------------------------|
| 2018          | 0   | 4                                     |
| 2019          | 0   | 6                                     |

5 CCR 74112 (i)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

### 74112(i) Job Placement Rates.

- (1) Any placement data required by sections 94910(b) and 94929.5(a) of the Code shall be reported for the number of students who began the program as defined in subdivision (d)(1) of this section for each reported calendar year.
- (2) Placement is measured six months from the graduation date of each student. For programs that require passage of a licensing examination, placement shall be measured six months after the announcement of the examination results for the first examination available after a student completes an applicable educational program. Reporting of placement rates shall include for each educational program: the number of students who began the program, the number of graduates as defined in subdivision (b) section 94842 of the Code, the graduates available for employment, graduates employed in the field and job placement rate(s).
- (3) If the institution makes any claim related to preparing students for a job or regarding job placement, the list required by section 94910(f)(2) of the Code shall identify the employment positions by using the Detailed Occupation or six-digit level of the Standard Occupational Classification codes.
- (4) Placement rate shall be calculated as follows: the number of graduates employed in the field as defined in section 94928(e)(1) of

the Code in conjunction with section 74112(d)(3) divided by the number of graduates available for employment as defined in section 94928(d) of the Code.

Job Placement rates and related disclosures shall be included in the Performance Fact Sheet in a format substantially similar to the charts below, (dates, numbers, and other data shown are for example only):

...

## Example - Placement Rates (Situational)

SPFS shall include the following statements IF the majority of graduates obtain jobs in self-employment or freelance work:

“This program may result in freelance or self-employment.

- The work available to graduates is usually freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hours work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school’s graduates are employed in this manner and understand what comprises this work style.”

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

5 CCR 74112 (i)(5)

New requirement and needs to be included in SPFSs  
May be a separate document

5 CCR 74112 (i)(5)

(5) The following self-employment/freelance worker disclosure shall be initialed by students entering any programs in which the majority of graduates who obtain jobs obtain in this type of work:

This program may result in freelance or self-employment.

The work available to graduates of this program is usually for freelance or self-employment.

This type of work may not be consistent.

The period of employment can range from one day to weeks to several months.

Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.

You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.

Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.

Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information.**

# License Examination Passage Rates



CEC 94910(c), 94929.5(a)(2), 5 CCR 74112 (j)

Only required if this applies to any of your programs

## **CEC 94910(c), 94910. Minimum Requirements for School Performance Fact Sheet**

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:

(c) License examination passage rates for programs leading to employment for which passage of a state licensing examination is required, as calculated pursuant to Article 16 (commencing with Section 94928).

## **94929.5(a)(2), 94929.5. Reporting of Student Performance Data**

(a) An institution shall annually report to the bureau, as part of the annual report, and shall publish in its School Performance Fact Sheet, all of the following:

(2) The license examination passage rates for the immediately

preceding two years for programs leading to employment for which passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program. The institution shall use state agency licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the bureau.

### **5 CCR 74112 (j)**

(j) License Examination Passage Rates. If license examination passage rates are not available from the appropriate state agency, an institution shall collect the information directly from its graduates. If an institution demonstrates that, after reasonable efforts, it is unable to obtain the examination passage information from its graduates, the institution shall report the number of students it could not contact and note in a font the same size as the majority of the data on the Performance Fact Sheet, "License examination passage data is not available from the state agency administering the examination. We were unable to collect data from [enter the number] graduates."

Reporting of license examination passage rates for the Annual Report and the Performance Fact Sheet shall include, for each educational program:

- the number of graduates in the reported year,
- the number of documented graduates who passed the first available examination,
- number of documented graduates who failed the first available examination,
- the number of graduates for whom data is not available.

An optional column may be added to separately report licensing examination data for graduates who take and pass the exam after failing initially. The Annual Report shall also include a description of the processes for attempting to contact those students.

For licensing examinations that are not continuously administered, license examination passage rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart

below, (dates, numbers, and other data shown are for example only):

...

For licensing examinations that are continuously administered, license examination passage rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below (dates, numbers, and other data shown are for example only): ...

# License Examination Passage Rates (Continuously Administered)

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

## Vocational Nursing (1680 Hours)

| Calendar Year | Number of Graduates in Calendar Year | Number of Graduates Taking the Exam | Number Who Passed First Available Exam | Number Who Failed First Available Exam | Passage Rate |
|---------------|--------------------------------------|-------------------------------------|--|--|--------------|
| 20XX          |                                      |                                     |  |  |              |
| 20XY          |                                      |                                     |  |  |              |

CEC 94929.5(a)(2)

### **CEC 94929.5(a)(2)**

#### **94929.5. Reporting of Student Performance Data**

(a) An institution shall annually report to the bureau, as part of the annual report, and shall publish in its School Performance Fact Sheet, all of the following:

(2) The license examination passage rates for the immediately preceding two years for programs leading to employment for which passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program. The institution shall use state agency licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the bureau.

## License Examination Passage Rates (Continuously Administered)

| Number of Graduates in Calendar Year | Number of Graduates Taking Exam |
|--------------------------------------|---------------------------------|
|                                      |                                 |
|                                      |                                 |

“**Number of Graduates in Calendar Year**” is the number of students who began the program and were awarded a diploma or degree in that reported calendar year.

“**Number of Graduates Taking Exam**” is the number of graduates who took the first available exam in the reported calendar year.

5 CCR 74112(I)

### 5 CCR 74112(I)

(I) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a).

The following are the definitions for the Performance Fact Sheet:

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

## License Examination Passage Rates (Continuously Administered)

| Number Who Passed First Available Exam | Number Who Failed Exam |
|--|------------------------|
|  |                        |
|  |                        |

“**Number Who Passed First Available Exam**” is the number of graduates who took and passed the first available licensing exam after completing the program.

“**Number Who Failed Exam**” is the number of graduates who took and failed the first available licensing exam after completing the program

5 CCR 74112(I)

### 5 CCR 74112(I),

(I) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a).

The following are the definitions for the Performance Fact Sheet:

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

# License Examination Passage Rates (Continuously Administered)

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

## Vocational Nursing (1680 Hours)

| Calendar Year | Number of Graduates in Calendar Year | Number of Graduates Taking the Exam | Number Who Passed First Available Exam | Number Who Failed First Available Exam | Passage Rate |
|---------------|--------------------------------------|-------------------------------------|--|--|--------------|
| 2018          | 10                                   | 10                                  | 4                                      | 6                                      | 40%          |
| 2019          | 11                                   | 11                                  | 8                                      | 3                                      | 73%          |

*"License examination passage data is not available from the state agency administering the examination. We were unable to collect data from (XX) graduates."*

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

Include the verbatim statement at the bottom of the SPFS

# License Examination Passage Rates (Not Continuously Administered)

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

**Name of Educational Program (Program Length)**

| First Available Exam Date | Date Exam Results Announced | Number of Graduates in Calendar Year | Number of Graduates Taking the Exam | Number Who Passed Exam | Number Who Failed Exam | Passage Rate |
|---------------------------|-----------------------------|--------------------------------------|-------------------------------------|------------------------|------------------------|--------------|
| MM/DD/20XX                | MM/DD/20XX                  |                                      |                                     |                        |                        |              |
| MM/DD/20XX                | MM/DD/20XX                  |                                      |                                     |                        |                        |              |
| MM/DD/20XY                | MM/DD/20XY                  |                                      |                                     |                        |                        |              |
| MM/DD/20XY                | MM/DD/20XY                  |                                      |                                     |                        |                        |              |

## License Examination Passage Rates (Not Continuously Administered)

| First Available Exam Date | Date Exam Results Announced |
|---------------------------|-----------------------------|
| MM/DD/20XX                | MM/DD/20XX                  |
| MM/DD/20XY                | MM/DD/20XY                  |

“**First Available Exam Date**” is date of the first examination available after a student completed an applicable educational program.

“**Date Exam Results Announced**” is the announcement of the examination results for the first examination available after a student completed an applicable educational program.

5 CCR 74112(I)

New columns

### 5 CCR 74112(I)

(I) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a).

The following are the definitions for the Performance Fact Sheet:

“First Available Exam Date” is the date for the first available exam after a student completed a program.

## License Examination Passage Rates (Not Continuously Administered)

| Number Who Passed Exam | Number Who Failed the Exam | Passage Rate |
|------------------------|----------------------------|--------------|
|                        |                            |              |
|                        |                            |              |

“**Number Who Passed Exam**” is the number of graduates who passed the first exam available after graduation on their first attempt.

“**Number Who Failed Exam**” is the number of graduates who failed the first exam available after graduation on their first attempt.

“**Passage Rate**” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

**5 CCR 74112(I), CEC 94929.5(a)(2)**

### **5 CCR 74112(I),**

(I) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a).

The following are the definitions for the Performance Fact Sheet:

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

### **CEC 94929.5(a)(2)**

#### **94929.5. Reporting of Student Performance Data**

(a) An institution shall annually report to the bureau, as part of the annual report, and shall publish in its School Performance Fact Sheet, all of the following:

(2) The license examination passage rates for the immediately preceding two years for programs leading to employment for which

passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program. The institution shall use state agency licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the bureau.

# License Examination Passage Rates (Not Continuously Administered)

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

**Name of Educational Program (Program Length)**

| First Available Exam Date | Date Exam Results Announced | Number of Graduates in Calendar Year | Number of Graduates Taking the Exam | Number Who Passed Exam | Number Who Failed Exam | Passage Rate |
|---------------------------|-----------------------------|--------------------------------------|-------------------------------------|------------------------|------------------------|--------------|
| 02/24/2018                | 03/26/2018                  | 48                                   | 30                                  | 23                     | 7                      | 77%          |
| 08/16/2018                | 09/18/2018                  |                                      |                                     |                        |                        |              |
| 02/21/2019                | 03/23/2019                  | 40                                   | 38                                  | 33                     | 5                      | 87%          |
| 08/16/2019                | 09/18/2019                  |                                      |                                     |                        |                        |              |

*"License examination passage data is not available from the state agency administering the examination. We were unable to collect data from (XX) graduates."*

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

The last 4 columns are the most critical  
Include the verbatim statement at the bottom of the SPFS

# Salary/Wage Disclosures



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

**Vocational Nursing (1680 Hours)**

*Annual Salary and Wages reported for Graduates Employed in the field*

| Calendar Year | Graduates Available for Employment | Graduates Employed in the Field | \$0-\$5,000 | \$15,001-\$20,000 | \$20,001-\$25,000 | *Add additional columns necessary to properly reflect salary/wage data.* | No Salary Information Reported |
|---------------|------------------------------------|---------------------------------|-------------|-------------------|-------------------|--|--------------------------------|
| 20XX          |                                    |                                 |             |                   |                   |  |                                |
| 20XY          |                                    |                                 |             |                   |                   |  |                                |

Salary/Wage information must reflect accurately the salary/wage reported by graduate or graduate's employer.

Salary shall be reported in \$5,000 increments

"No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

CEC 94910(d), 94928(d),(e)(1),(f), 94929.5(a)(3), 5 CCR 74112 (k), (l)

If there are no salaries that fall within a \$5K increment, skip that increment

For concurrent aggregated positions, add all of the salaries together and input 1 (one) figure

### **CEC 94910(d), 94910. Minimum Requirements for School Performance Fact Sheet**

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:

(d) Salary or wage information, as calculated pursuant to Article 16 (commencing with Section 94928).

### **94928(d),(e)(1),(f), 94928. Definitions**

As used in this article, the following terms have the following meanings:

(d) "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment.

(e) (1) "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, beginning 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.

(f) "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 at an accredited or bureau-approved postsecondary institution.

**94929.5(a)(3),**

**94929.5. Reporting of Student Performance Data**

(a) An institution shall annually report to the bureau, as part of the annual report, and shall publish in its School Performance Fact Sheet, all of the following:

(3) Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000).

**5 CCR 74112 (k),**

(k) Salary and Wage Information. All Salary and Wage Information shall be reported to the Bureau pursuant to sections 94910(d) and 94929.5(a)(3) of the Code and shall be included in the Performance Fact Sheet, for each educational program, in a format substantially similar to the chart below (dates, numbers, salaries, and other data shown are for example only). ...

**5 CCR 74112 (l)**

"Salary" is as reported by graduate or graduate's employer.

"No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information

## Required Information

The SPFS shall 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 as required by subdivision (d).

CEC 94910(f)(3)

94910(f)(3)

### **94910. Minimum Requirements for School Performance Fact Sheet**

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:

(f) All of the following:

(3) A statement informing the reader of where he or she may obtain from the institution a list of the objective sources of information used to substantiate the salary disclosure as required by subdivision (d).

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

### Vocational Nursing (1680 Hours)

*Annual Salary and Wages reported for Graduates Employed in the field*

| Calendar Year | Graduates Available for Employment | Graduates Employed in Field | \$10,001-\$15,000 | \$30,001-\$35,000 | \$45,001-\$50,000 | \$50,001-\$55,000 | No Salary Information Reported |
|---------------|------------------------------------|-----------------------------|-------------------|-------------------|-------------------|-------------------|--------------------------------|
| 2018          | 10                                 | 4                           | 0                 | 0                 | 0                 | 4                 | 0                              |
| 2019          | 11                                 | 6                           | 0                 | 2                 | 1                 | 3                 | 0                              |

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. (or insert how to obtain this information)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

NEW: A list of sources used to substantiate salary disclosures is available from the school. Please ask an institutional representative....(or insert how to obtain this information)

# Situational Disclosures & Information



## Situational Information

An accredited institution is **not** required to provide a SPFS to a prospective student who:

- Is not a California resident, not residing in California at the time of enrollment

**AND** the program is:

- Accredited
- Degree program
- Offered as distance learning

**AND** complies with:

- All federal laws
- Applicable laws of the state where the student is located
- Other appropriate laws including but not limited to:
  - Consumer protection
  - Student disclosure requirements

CEC 94909(d)

CEC 94909(d)

(d) An accredited institution is not required to provide a School Performance Fact Sheet to a prospective student who is not a California resident, not residing in California at the time of his or her enrollment, and enrolling in an accredited distance learning degree program offered by the institution, if the institution complies with all federal laws, the applicable laws of the state where the student is located, and other appropriate laws, including, but not limited to, consumer protection and student disclosure requirements.

## Situational Information

- SPFS not required to include students under CEC 94909(d)
- If the SPFS does not include these students, the institution shall:
  - Disclose whether the data, information, or both excludes these students
  - Not actively use data specific to the SPFS in its recruitment materials or other recruitment efforts of students who are not CA residents and do not reside in CA at the time of their enrollment

CEC 94910(i)

### **CEC 94910(i)**

(i) Data and information disclosed pursuant to subdivisions (a) to (d), inclusive, is not required to include students who satisfy the qualifications specified in subdivision (d) of Section 94909, but an institution shall

disclose whether the data, information, or both provided in its fact sheet excludes students pursuant to this subdivision.

An institution shall not actively use data specific to the fact sheet in its recruitment materials or other recruitment efforts of students who are not California residents and do not reside in California at the time of their enrollment.

### CEC 94909(d)

(d) An accredited institution is not required to provide a School Performance Fact Sheet to a prospective student who is not a California resident, not residing in California at the time of his or her enrollment, and enrolling in an accredited distance learning degree program offered by the institution, if the institution complies with all federal laws, the applicable laws of the state where the student is located, and other appropriate laws, including, but not limited to, consumer protection and student disclosure requirements.

## Cancellation Disclosure

- Cancellation disclosure from Enrollment Agreement shall be provided on a separate document in 12 point type
  - Caption shall state “STUDENT’S RIGHT TO CANCEL” in bolded 14 point type

5 CCR 74112 (n)

New:

74112(n) The institution shall provide on a separate document along with the Performance Fact Sheet the same cancellation disclosure as that which is required to be included with the enrollment agreement by Section 94911(e)(1) of the Code. The separate document shall be substantially the same size as the Performance Fact Sheet and shall be captioned “STUDENT’S RIGHT TO CANCEL” using bold 14 pt. type.

### **94911. Minimum Requirements for Enrollment Agreements**

An enrollment agreement shall include, at a minimum, all of the following:

(e) (1) A disclosure with a clear and conspicuous caption, “STUDENT’S RIGHT TO CANCEL,” under which it is explained that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

## Maintaining Documentation

- Documentation shall be maintained electronically for at least five years from the last time the data was included in the SPFS or Annual Report
- Maintained documentation shall be provided to the Bureau upon request

CEC 94929.7(a)(1)(2), 5 CCR 74112 (m)

### **94929.7. Documentation of Performance Data**

(a) The information used to substantiate the rates and information calculated pursuant to Sections 94929 and 94929.5 shall do both of the following:

- (1) Be documented and maintained by the institution for five years from the date of the publication of the rates and information.
- (2) Be retained in an electronic format and made available to the bureau upon request.

(b) An institution shall provide a list of employment positions used to determine the number of graduates employed in the field for purposes of calculating job placement rates pursuant to this article.

(c) The bureau shall identify the specific information that an institution is required to document and maintain to substantiate rates and information pursuant to this section.

74112(m)

(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; and the data for each program 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.

## Required Documentation

- Student information shall include:
  - Name(s)
  - Address
  - Phone number
  - Email address
  - Program completed
  - Program start date
  - Scheduled completion date
  - Actual completion date

5 CCR 74112 (m)(2)

5 CCR 74112 (m)(2)

(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; and the data for each program shall include at a minimum:

(2) student name(s), address, phone number, email address, program completed, program start date, scheduled completion date, and actual completion dates

## Required Documentation

- List of job classifications for gainful employment
- Graduate's employment information shall include:
  - Place of employment & position
  - Date employment began
  - Date employment ended, if applicable
  - Actual salary
  - Hours per week
  - Date employment verified

CEC 94929.7(c), 5 CCR 74112 (m)(1) and (3)

5 CCR 74112 (m)(1 and 3)

(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; and the data for each program shall include at a minimum:

(1) the list of job classifications determined to be considered gainful employment for the educational program;

(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;

## Required Documentation

- Employer verification information shall include:
  - Employer name(s)
  - Employer address
  - Employer general phone number
  - Employer contact person
  - Contact person phone number & email
  - All written communication with employer

5 CCR 74112 (m)(4)

### **5 CCR 74112 (m)(4)**

(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; and the data for each program shall include at a minimum:

(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;

## Required Documentation

- Any and all documents demonstrating self-employment
- Description of all attempts to contact each student or employer
- Documentation used to support license examination data
- Students unavailable for graduation or employment:
  - Identity of the student
  - Dates of unavailability
  - Type of unavailability
  - Documentation of the unavailability

5 CCR 74112 (m)(5)(6)(7)(8)

### **5 CCR 74112 (m)(5-8)**

(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; and the data for each program shall include at a minimum:

(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

## Required Documentation

- Institutional representative information shall include:
  - Name
  - Position or title
  - Email address
  - Phone number
  - Date information gathered
  - Copies of notes, letters, or emails

5 CCR 74112 (m)(9)

### **5 CCR 74112 (m)(9)**

(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; and the data for each program shall include at a minimum:

...

(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.

## Websites Requirements

- In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code:
  - (1) The school catalog.
  - (2) A School Performance Fact Sheet for each educational program offered by the institution.
  - (3) Student brochures offered by the institution.
  - (4) A link to the bureau's Internet Web site.
  - (5) The institution's most recent annual report submitted to the bureau.

5 CCR 74117

### **94913. Institutional Web Site Requirements**

(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:

- (1) The school catalog.
- (2) A School Performance Fact Sheet for each educational program offered by the institution.
- (3) Student brochures offered by the institution.
- (4) A link to the bureau's Internet Web site.
- (5) The institution's most recent annual report submitted to the bureau.

(b) An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau.

### **5 CCR 74117**

#### **§74117. Websites Requirements.**

In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.

# Q & A



BPPE – ANNUAL REPORT UNIT – E-mail: [bppe.annualreport@dca.ca.gov](mailto:bppe.annualreport@dca.ca.gov)

Telephone: (916) 574-8900, press 6 when prompted or Toll Free: (888) 370-7589

# Annual Report Portal

Clipboard Font Paragraph Styles

School Verification File a Complaint Forms Translate Select Language Settings

Bureau for Private Postsecondary Education  
OSAR  
OFFICE OF STUDENT ASSISTANCE & RELIEF

About Us Students Schools Enforcement Annual Reports Search

Education  
Student Resources  
School Resources  
Announcement Archive

**Annual Reports**  
An Annual Report must be filed with the Bureau for Private Postsecondary Education (Bureau) by each approved institution pursuant to California Education Code (CEC) section 94934. The institution reports the required aggregate information for all locations (main and all branches)  
[Submit Annual Report](#)

**School Performance Fact Sheet**  
A separate School Performance Fact Sheet (SPFS) shall be prepared for each approved educational program, for each main and each branch location. SPFS must include data for the two previous calendar years. SPFS are electronically submitted as a link with your Annual Report, due by December 1st.  
[School Performance Fact Sheet Templates](#)

Calendar of Events Social Media

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# Annual Report Portal

The screenshot shows the website for the Bureau for Private Postsecondary Education (BPPE), Department of Consumer Affairs. The page title is "Annual Reports". Below the title, a paragraph explains that private postsecondary educational institutions are required by law to submit an Annual Report to the Bureau, which includes information on program costs, graduation rates, and post-graduation job placement rates. A yellow arrow points to a box on the right side of the page titled "Annual Report Submission Portal" with the text "CLICK HERE TO LOGIN". To the left of this box is a list of "Popular Annual Reports Resources" including links to submission instructions, fact sheet templates, workbooks, workshop information, email alerts, and regulations. An image of a person writing on a notepad is also visible.

**Bureau for Private Postsecondary Education**  
Department of Consumer Affairs

**Annual Reports**

Private postsecondary educational institutions are required by law to submit an Annual Report to the Bureau. The report must include specific information related to the educational programs offered by the institution, including program costs, graduation rates, and post-graduation job placement rates. The Bureau makes this information available to consumers so they may make an informed decision when selecting a private postsecondary education institution.

**Popular Annual Reports Resources**

- > Annual Report Submission Instructions
- > School Performance Fact Sheet Template
- > School Performance Fact Sheet Workbook
- > BPPE Workshop Information
- > Subscribe for Email Alerts
- > Statutes and Regulations

**Annual Report Submission Portal**  
CLICK HERE TO LOGIN

# Annual Report Portal

The image displays two side-by-side screenshots of the BPPE Annual Report Portal. Both screenshots feature the BPPE logo at the top, which consists of a stylized triangle with purple, yellow, and red segments, followed by the text 'BPPE Bureau for Private Postsecondary Education'.

The left screenshot is titled 'Sign in'. It contains a white form with the following elements:

- A 'Username' input field.
- A 'Password' input field.
- A link for 'Forgot your password?' on the left and a 'Register' link on the right.
- A blue 'Login' button at the bottom.

A yellow arrow points to the 'Register' link. Below the form, the text 'Version 1.3.1.66' is visible.

The right screenshot is titled 'New user registration'. It contains a white form with the following elements:

- A horizontal line at the top.
- An 'Email' input field.
- A 'First Name' input field.
- A 'Last Name' input field.
- A blue 'Sign Up' button at the bottom.

Below the form, the text 'Version 1.3.1.66' is visible.

# Annual Report Portal

Bureau for Private Postsecondary Education

Workflow Dashboard

2017 Annual Report Workflow

Annual Report data is institutional data that is combined for the main location, satellite and all branch locations.

Enter one Institution workflow per Main location.

Enter one Program workflow per Program offered at the institution.

If applicable, enter one Branch workflow per Branch location within in the institution.

If applicable, enter one Satellite workflow per Satellite location within the institution.

Submit Annual Report package to BPPE when all required workflows are in 'Ready to Send' status.

Search by Inst Code

| Actions | Assigned   | Workflow Description  | Institution Code | Institution Name | Status             | Program Name | Degree     |
|---------|------------|-----------------------|------------------|------------------|--------------------|--------------|------------|
| ***     | [Redacted] | 3 - 2017 Program Data | [Redacted]       | [Redacted]       | Pending Submission | [Redacted]   | [Redacted] |
| ***     | [Redacted] | 3 - 2017 Program Data | [Redacted]       | [Redacted]       | Pending Submission | [Redacted]   | [Redacted] |
| ***     | [Redacted] | 3 - 2017 Program Data | [Redacted]       | [Redacted]       | Pending Submission | [Redacted]   | [Redacted] |

# Annual Report Portal

Bureau for Private Postsecondary Education

## Workflow Dashboard

### 2017 Annual Report Workflow

Annual Report data is institutional data that is combined for the main location, satellite and all branch locations.

**Enter Institution Data**  
Enter one Institution workflow per Main location.

**Enter Program Data**  
Enter one Program workflow per Program offered at the institution.

**Enter Branch Data**  
If applicable, enter one Branch workflow per Branch location within in the institution.

**Enter Satellite Data**  
If applicable, enter one Satellite workflow per Satellite location within the institution.

**Submit to BPPE**  
Submit Annual Report package to BPPE when all required workflows are in "Ready to Send" status.

Search by Inst Code

| Actions | Assigned   | Workflow Description  | Institution Code | Institution Name | Status             | Program Name | Degree     |
|---------|------------|-----------------------|------------------|------------------|--------------------|--------------|------------|
| ***     | [REDACTED] | 3 - 2017 Program Data | [REDACTED]       | [REDACTED]       | Pending Submission | [REDACTED]   | [REDACTED] |
| ***     | [REDACTED] | 3 - 2017 Program Data | [REDACTED]       | [REDACTED]       | Pending Submission | [REDACTED]   | [REDACTED] |
| ***     | [REDACTED] | 3 - 2017 Program Data | [REDACTED]       | [REDACTED]       | Pending Submission | [REDACTED]   | [REDACTED] |

# Annual Report Portal

per Main location. per Program offered at the institution. Branch workflow per Branch location within in the Institution. Satellite workflow per Satellite location within the Institution. required workflows are in 'Ready to Send' status.

Search by Inst Code

| Actions        | Assigned          | Workflow Description      | Institution Code | Institution Name | Status             | Program Name | Degree     |
|----------------|-------------------|---------------------------|------------------|------------------|--------------------|--------------|------------|
| ***            | Unassigned Status | 2 - 2017 Institution Data | [REDACTED]       | [REDACTED]       | Ready To Send      |              |            |
| ***            | [REDACTED]        | 2 - 2017 Institution Data | [REDACTED]       | [REDACTED]       | Pending Submission |              |            |
| Actions        |                   | 1 - 2017 Submit To BPPE   | [REDACTED]       | [REDACTED]       | Analyst Review     |              |            |
| Documents      |                   | 2 - 2017 Institution Data | [REDACTED]       | [REDACTED]       | Analyst Review     |              |            |
| ✓ Edit Request |                   | 3 - 2017 Program Data     | [REDACTED]       | [REDACTED]       | Analyst Review     | [REDACTED]   | [REDACTED] |
| Reassign       |                   |                           |                  |                  |                    |              |            |
| View History   |                   |                           |                  |                  |                    |              |            |