Section #2 – *Information for Each Educational Program Offered at the Institution*

This section is to be filled out for each educational program offered at the institution. Complete one of these sections for <u>each</u> educational program offered at the institution (make copies as necessary.) If an institution offers the same program at the main location and a branch location, add the data together and submit one number for the program being reported.

1. Report for Year 2013

2. Institution Code? (Indicate the Institution Code (If an institution has branch locations the institution code is the school code for the main location.) _____

3. Degree/Program Level? (Indicate the level of degree for the program you are entering, (e.g., Doctorate, Masters, Bachelor, Associate, diploma) if the program is not a degree Indicate "diploma".) _____

4. Degree/Program Title? (Indicate the title of the degree for the program you are entering e.g., Ph.D., Master of Science, Bachelor of Arts, Occupational Associate. If the program is not a degree, indicate the name of the certificate/diploma program.)

_____

5. Name of Program? (Indicate the name of the program e.g., Business Administration, Cosmetology, Medical Assisting.)

_____

6. Number of Degrees or Diplomas Awarded? (Indicate the number of students receiving a degree or diploma for this program during the reporting year.) _____

7. Total Charges for this program? (Indicate the total charges for a student to complete the program within 100% of the program length. If the total charges fluctuated during the reporting year, indicate the highest amount charged for this program during the reporting year. Total charges include all amounts paid for the program. It includes books, uniforms or other charges if those charges are for costs that are required for participation in the educational program.)
$_____

8. Number of Students Who Began the Program? (Indicate the number of students who began the program who are scheduled to complete the program in the year being reported, 5 CCR §74112(b)(1). If the institution has a main campus with branches and/or satellites, add the number of students who began the program who are scheduled to complete the program in the year being reported for all locations offering this particular program and report the combined number.) _____

9. Students Available for Graduation? (Indicate the number of students available for graduation for the program being reported. This number should be the number of students who began the program (#8 above) minus the number of students who have died, been incarcerated or been called to active military duty (CEC §94928(f) & (g).) _____

10. Graduates? (Of the students available for graduation (#9 above), indicate the number of students who completed the program within 100% of the published program period within the calendar year being reported (5 CCR §74112(b)(2).) _____

11. Completion Rate? (Indicate the number of graduates (from #10 above) divided by the number of students available for graduation (#9 above). **A "rate" is a percentage and should**

never be more than 100% (CEC §94929(a), 94928(f) & (g), and 5 CCR §74112(d).)
_____

12. 150% Completion Rate? (If the institution tracks 150% completion, indicate the number of students who completed the program after 100% of the published program length, but less than 151% of the published program length, divided by the number of students available for graduation (#9 above) **A "rate" is a mathematical calculation and should never be more than 100** (5 CCR §74112(d).) _____

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

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

14. Graduates Available for Employment? (Indicate the number that is the remainder of the number of graduates (#10 above) minus the number of graduates that either died, became incarcerated, were called in to active military duty, were international students that left the United States or did not have a visa allowing employment in the United States or, are continuing their education in an accredited or bureau-approved postsecondary institution (CEC §94928(d) & (f), and 5 CCR §74112(b)(2).) _____

15. Graduates Employed in the Field? (Number of graduates, (#14 above) who are gainfully employed in a single position for which the institution represents the program prepares its graduates 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 (CEC §94928(e), 5 CCR §74112(b)(3).) _____

16. Placement Rate? (Indicate the number of graduates employed in the field (#15 above) divided by the number of graduates available for employment (#14 above.) **A "rate" is a mathematical calculation and should never be more than 100** (5 CCR §74112(e)(3).)
_____

17. Graduates employed in the field of an average of less than 32 hours per week? (Indicate the number graduates employed an average of less than 32 hours per week.)
_____

18. Graduates employed in the field an average of 32 or more hours per week? (Indicate the number of graduates employed an average of 32 or more hours per week.)
_____

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

Exam Passage Rate

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

5 CCR §74112(f) requires the institution to collect the exam passage data directly from its graduates if the exam passage data is not available from the licensing agency.

19. Does this educational program lead to an occupation that requires licensing?
Yes _____ No _____

If "yes' please enter the name of the licensing entity that licenses this field.
_____

If "no" you may skip to "Salary Data" below

First Data Year

20. Year? (Indicate the year for which you are reporting exam passage data. Two years data is required.) _____

21. Name of Exam? (Provide the name of the exam being reported.)
_____

22. Number of Students Taking Exam? (Enter the number of students completing the program within 150% of the program period who took the exam (CEC §94929.5(b) and 5 CCR §74112(f).) _____

23. Number Who Passed the Exam? (Enter the number of students who took the exam and passed it on the first attempt (CEC §94929.5(b) and 5 CCR §74112(f).)_____

24. Number Who Failed the Exam? (Enter the number of students who took the exam and failed it on the first attempt (CEC §94929.5(b) and 5 CCR §74112(f).)
_____

25. Passage Rate? (Enter the passage rate for students who took the exam and passed it on the first attempt.) _____

26. Is This Data from the Licensing Agency that Administered the Exam? (5 CCR § 74112(f)) Yes _____ No _____ Name of Agency _____

27. If the response to #26 was "no" provide a description of the process used for Attempting to Contact Students. (If the information for the exam passage data was collected directly from the students by the institution provide a description of the process used for attempting to contact students (5 CCR §74112(f). If more space is needed please attach an explanation and clearly mark it "Process for attempting to contact students.")
_____
_____

_____
_____

Second Data Year

28. Year? (Indicate the year for which you are reporting exam passage data. Two years data is required.) _____

29. Name of Exam? (Provide the name of the exam being reported.)
_____

30. Number of Students Taking Exam? (Enter the number of students completing the program within 150% of the program period who took the exam (CEC §94929.5(b) and 5 CCR. §74112(f).) _____

31. Number Who Passed the Exam? (Enter the number of students who took the exam and passed it on the first attempt (CEC §94929.5(b) and 5 CCR §74112(f).)
_____

32. Number Who Failed the Exam? (Enter the number of students who took the exam for the first time and failed it (CEC §94929.5(b) and 5 CCR §74112(f).)
_____

33. Passage Rate? (Enter the passage rate for students who took the exam and passed it on the first attempt.) _____

34. Is This Data from the Licensing Agency that Administered the Exam? (5 CCR §74112(f)) Yes _____ No __ _ Name of Agency _____

35. If the response to #26 was "no" provide a description of the process used for Attempting to Contact Students: (If the information for the exam passage data was collected directly from the students by the institution provide a description of the process used for attempting to contact students (5 CCR §74112(f). If more space is needed please attach an explanation and clearly mark it "Process for attempting to contact students.")

_____
_____
_____
_____

36. Do graduates have the option or requirement for more than one type of licensing exam? Yes _____ No _____ If "Yes" provide the names of other licensing exam options or requirements:

_____
_____
_____
_____

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

37. Graduates Available for Employment? (Indicate the number that is the remainder of the number of graduates (#10 above) minus the number of graduates that either died, became incarcerated, were called in to active military duty, were international students that left the United States or did not have a visa allowing employment in the United States or, are continuing their education in an accredited or bureau-approved postsecondary institution (CEC §94928(d), (f), and 5 CCR §74112(b)(2).) _____

38. Graduates Employed in the Field? (Indicate the number of graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position (CEC §94928(e), and 5 CCR §74112(b)(3).) _____

39. Graduates Employed in the Field Reported receiving the following Salary or Wage: (Enter the number of graduates employed in the field reporting to receive the annual salary between the lowest number indicated and the highest number indicated. Example: If a student reports that they are receiving $4,010.00 a year and a second student reports they are receiving $2,999.00 a year, enter the number "2" in the space next to $0 - $5,000.00, because there are 2 students who are receiving between $0-$5,000 a year.)

A number must be entered in all spaces. If the institution has zero students reporting a certain wage enter the number "0".

Graduates Employed in the Field reported to be receiving the following Salary or Wage:

$0.00 -$5,000.00	_____	$5001.00 – $10,000.00	_____
$10,001.00 - $15,000.00	_____	$15,001.00 - $20,000.00	_____
$20,001.00 - $25,000.00	_____	$25,001.00 - $30,000.00	_____
$30,001.00 - $35,000.00	_____	$35,001.00 - $40,000.00	_____
$40,001.00 - $45,000.00	_____	$45,001.00 - $50,000.00	_____
$50,001.00 - $55,000.00	_____	$55,001.00 - $60,000.00	_____
$60,001.00 - $65,000.00	_____	$65,001.00 - $70,000.00	_____
$70,001.00 - $75,000.00	_____	$75,001.00 - $80,000.00	_____
$80,001.00 - $85,000.00	_____	$85,001.00 – $90,000.00	_____
$90,001.00 - $95,000.00	_____	$95,001.00 - $100,000.00	_____
Over $100,000.00	_____		