

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

Complete this section for EACH educational program offered at the institution. If an institution offers the same program at the main location, satellite location and a branch location, add the data together and submit one number for the program being reported.

Report for Year 2016

1. **Institution Name?** \_\_\_\_\_
2. **Institution Code?** \_\_\_\_\_ Enter institutional code (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. **The percentage of enrolled students in 2016 receiving federal student loans to pay for this program.**  
\_\_\_\_\_ Indicate the percentage of students enrolled in this program who received federal student loans to pay for this program. Divide the total number of students enrolled in this program, who received federal student loans to pay for this program, by the total number of students enrolled in this program.
9. **The percentage of graduates in 2016 who took out federal student loans to pay for this program.**  
\_\_\_\_\_ Indicate the percentage of graduates from this program, who received federal student loans to pay for this program. Divide the total number of 2016 graduates from this program, who took out federal student loans to pay for this program, by the total number of 2016 graduates from this program.
10. **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, excludes all students who cancelled during the cancellation period, 5 CCR §74112(d)(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.
11. **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 (#10 above) minus the number of students who have died, been incarcerated or been called to active military duty (CEC §94928(f) & (g)).

**12. On-time Graduates?** \_\_\_\_\_ Of the students available for graduation (#11 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(d)(2)).

**13. Completion Rate?** \_\_\_\_\_ Indicate the number of graduates (from #12 above) divided by the number of students available for graduation (#11 above). **A “rate” is a percentage and should never be more than 100%** (CEC §94929(a), 94928(f) & (g), and 5 CCR §74112(h)).

**14. 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 (#11 above) **A “rate” is a mathematical calculation and should never be more than 100%** (5 CCR §74112(h)(l)).

**15. Is the above data taken from the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education? Yes** \_\_\_\_\_ **No** \_\_\_\_\_ 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.

**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.**

**16. Graduates Available for Employment?** \_\_\_\_\_ Indicate the number of individuals awarded a degree, diploma or certificate in the 2016 reporting year minus the number of graduates that either died, became incarcerated, were called 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)).

**17. Graduates Employed in the Field?** \_\_\_\_\_ Number of graduates, (#16 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)).

**18. Placement Rate?** \_\_\_\_\_ Indicate the number of graduates employed in the field (#17 above) divided by the number of graduates available for employment (#16 above.) **A “rate” is a mathematical calculation and should never be more than 100%** (5 CCR §74112(i)(4)).

**19. Graduates employed in the field 20 to 29 hours per week?** \_\_\_\_\_ Indicate the number of graduates employed 20 to 29 hours per week.

**20. Graduates employed in the field at least 30 hours per week?** \_\_\_\_\_  
Indicate the number of graduates employed at least 30 or more hours per week.

**21. Indicate the number of graduates employed :**

- a. Single position in field \_\_\_\_\_
- b. Concurrent aggregated positions in field \_\_\_\_\_  
(2 or more positions at the same time)
- c. Freelance/ self-employed \_\_\_\_\_
- d. By the Institution or an employer owned by the institution, or  
an employer who shares ownership with the institution \_\_\_\_\_

## Exam Passage Rate

CEC §94929.5(a)(2) 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(j) 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.

**22. Does this educational program lead to an occupation that requires State licensing?**

Yes \_\_\_\_ No \_\_\_\_

If "yes" please list the name of the State licensing entity that licenses this field. \_\_\_\_\_

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

**First Data Year 2016** Two years data is required.

**23. Name of the State licensing entity that licenses the field.** \_\_\_\_\_ Enter the name of the State licensing entity.

**24. Name of Exam?** \_\_\_\_\_ Provide the name of the State exam being reported.

**25. Number of Graduates Taking State Exam?** \_\_\_\_\_ Enter the number of graduates who took the State exam in the reported year (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

**26. Number Who Passed the State Exam?** \_\_\_\_\_ Enter the number of graduates who took the State exam and passed it on the first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

**27. Number Who Failed the State Exam?** \_\_\_\_\_ Enter the number of graduates who took the State exam and failed it on the first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

**28. Passage Rate?** \_\_\_\_\_ Enter the passage rate for graduates who took the State exam and passed it on the first attempt.

**29. Is This Data from the State Licensing Agency that Administered the Exam? Yes \_\_\_\_ No \_\_\_\_**  
(5 CCR § 74112(j)). If yes, list the name of the Agency \_\_\_\_\_

**30. If the response to #29 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(j)). If more space is needed please attach an explanation and clearly mark it "Process for attempting to contact students."

**31. Do graduates have the option or requirement for more than one type of State licensing exam?**

Yes \_\_\_\_ No \_\_\_\_

If "Yes" provide the name(s) of other State licensing exam options or requirements:

\_\_\_\_\_

**Second Data Year 2015**

- 32. Name of the State licensing entity that licenses the field.** \_\_\_\_\_  
Enter the name of the State licensing entity.
- 33. Name of State Exam?** \_\_\_\_\_  
Provide the name of the State exam being reported.
- 34. Number of Graduates Taking State Exam?** \_\_\_\_\_ Enter the number of graduates who took the State exam in the reported year (CEC §94929.5(a)(2) and 5 CCR §74112(j)).
- 35. Number Who Passed the State Exam?** \_\_\_\_\_ Enter the number of graduates who took the State exam and passed it on the first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).
- 36. Number Who Failed the State Exam?** \_\_\_\_\_ Enter the number of graduates who took the State exam for the first time and failed it (CEC §94929.5(a)(2) and 5 CCR §74112(j)).
- 37. Passage Rate?** \_\_\_\_\_ Enter the passage rate for graduates who took the State exam and passed it on the first attempt.
- 38. Is This Data from the Licensing Agency that Administered the State Exam? Yes \_\_\_\_ No \_\_\_\_**  
(5 CCR §74112(j)) If yes, enter the name of the agency.
- 39. If the response to #38 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(j)). If more space is needed please attach an explanation and clearly mark it “Process for attempting to contact students.”
- 40. Do graduates have the option or requirement for more than one type of State licensing exam? Yes \_\_\_\_ No \_\_\_\_** If “Yes” provide the names of other State licensing exam options or requirements:  
\_\_\_\_\_

**Salary Data - CEC §94910(d) and 94929.5(a)(3) require the reporting of salary and wage information in increments of \$5,000.00 for graduates employed in the field of study.**

- 41. Graduates Available for Employment?** \_\_\_\_\_ Indicate the number that is the remainder of the number of graduates (#16 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(l)).
- 42. Graduates Employed in the Field?** \_\_\_\_\_ Indicate the number of graduates who are gainfully employed (#17 above) 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(l)).
- 43. 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 a year and a second student reports they are receiving \$2,999 a year, enter the number "2" in the space next to \$0 - \$5,000, 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 - \$5,000	_____	\$5001 - \$10,000	_____
\$10,001 - \$15,000	_____	\$15,001 - \$20,000	_____
\$20,001 - \$25,000	_____	\$25,001 - \$30,000	_____
\$30,001 - \$35,000	_____	\$35,001 - \$40,000	_____
\$40,001 - \$45,000	_____	\$45,001 - \$50,000	_____
\$50,001 - \$55,000	_____	\$55,001 - \$60,000	_____
\$60,001 - \$65,000	_____	\$65,001 - \$70,000	_____
\$70,001 - \$75,000	_____	\$75,001 - \$80,000	_____
\$80,001 - \$85,000	_____	\$85,001 - \$90,000	_____
\$90,001 - \$95,000	_____	\$95,001 - \$100,000	_____
Over \$100,000	_____		