



# INSTRUCTIONS

## Annual Completion, Placement, and Licensure Form For POSTSECONDARY Programs

### -- Public, Non-Public, and Registered Apprenticeship Institutions --

At the top of the form, list the reporting year (end date - month & year) for which you are providing information. The reporting year listed must cover 12 months. Institutions may choose the most recent 12-month period that provides accurate and complete data for all of the rows on this form. The reporting period selected can be any consecutive 12-month period starting no earlier than **April 1, 2017** and ending no later than **June 30, 2019**. Data must be reported for all programs shown on the latest COE Approved Programs List.

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| <p><b>Row 5</b></p>  | <p><b>Beginning Enrollment:</b> the total number of students enrolled in the program on the <b>first day</b> of the reporting period (12 consecutive months).</p> <p><b>Students continuing enrollment in their programs from the prior Annual Report reporting period. (The starting number in this row should be the same number from the prior reporting period shown in Row 8 – Students Still Enrolled. Allowable subtractions detailed below may be made from this number but must be detailed on the Record of Allowable Subtractions form.)</b></p> <p><i>(The number of students enrolled in a program on the first day of the reporting period means the number of students enrolled in each program on the last day of the previous reporting year AND who remained in school on the first day of the current reporting year.)</i></p>  |
| <p><b>Row 6</b></p>  | <p><b>New Enrollees:</b> The number of new, unduplicated enrollments for the program <u>during</u> the reporting period, minus allowable subtractions.</p>   |
| <p><b>Allowable Subtractions</b></p> <p><i>(This information must be recorded on the form: Record of Allowable Subtractions and kept on file.)</i></p> | <p><b>Subtract students from Row 5 (Beginning) or Row 6 (New) Enrollees who belong in any of the following categories (from the Record for Allowable Subtractions form):</b></p> <ul style="list-style-type: none"> <li>A. Students who transferred to another program <b>within</b> the institution;</li> <li>B. Students who received a 100% refund of tuition after withdrawal from the program or those who stopped attending class after the first day;</li> <li>C. Students documented to be unavailable to earn a credential in their programs due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, etc.;</li> <li>D. Students who left their program of study before completion to serve with a foreign aid service of the Federal government, such as the Peace Corps; to serve on an official church mission; or, due to military duty activation or relocation (for those students who are active national guard or military – or spouses of those enlisted - before and during program enrollment); and,</li> <li>E. Secondary students (Some institutions may be required to report completion rate data for secondary students on a separate form.)</li> </ul> <p><b>Total the number of enrollees in categories A through E above as reported on the Record of Allowable Subtractions form. Subtract this total from Rows 5 or 6. (Keep this information on file with the final annual report and document each subtraction in individual student files.) These subtractions are made before entering the final result in Rows 5 or 6 of the annual report software.</b></p> |
| <p><b>Row 7</b></p>  | <p><b>Cumulative Enrollment:</b> The sum of rows 5 and 6.</p>  |
| <p><b>Row 8</b></p>  | <p><b>Students Still Enrolled:</b> The number of students enrolled in each program on the <b>last day</b> of this reporting period, and continuing in their program in the following reporting period.</p> <p><b>TIP: This will be the number for 'Beginning Enrollment' for the next Annual Report reporting period.</b></p>  |

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| Row 9  | <p><b>Non-Graduate Completers:</b> The total number of students who left a program before graduation but have acquired sufficient competencies for employment in the field of instruction or related field <b>as evidenced by such employment</b>. (Do not include non-graduate completers placed in field from a period other than the reporting period.)</p>  |
| Row 10 | <p><b>Graduate Completers:</b> The number of students who have demonstrated the competencies required for a program and have been awarded the appropriate certificates, diplomas, and/or degrees upon completion.</p> <p><i>TIP: The sum of rows 13, 15, 16, 19, 20, and 21 must equal the number in this row.</i></p>  |
| Row 11 | <p><b>Total Completers:</b> Total of rows 9 and 10.</p> <p><i>TIP: The sum of rows 14, 15, 16, 19, 20, and 21 must equal the number in this row.</i></p>  |
| Row 12 | <p><b>Non-Graduate Completers Employed in Positions Related to Field of Instruction:</b> As defined, a non-graduate completer <b>must</b> be employed in the field of instruction; therefore, the number in this row <b>must be the same as the number reported in row 9</b>. (Do not include non-graduate completers placed in field from a period other than the reporting period.)</p>   |
| Row 13 | <p><b>Graduate Completers Employed in Positions Related to Field of Instruction:</b> Graduates who (1) are employed in the field of instruction pursued, (2) have entered the military, or (3) are continuing their education.</p>  |
| Row 14 | <p><b>Total Completers Employed in Positions Related to Field of Instruction:</b> Total of rows 12 and 13.</p>  |
| Row 15 | <p><b>Graduate Completers Employed in Positions Unrelated to Field of Instruction:</b> Graduates who are now employed in fields unrelated to the field of instruction for which they enrolled.</p>  |
| Row 16 | <p><b>Graduate Completers Waiting To Take Licensure Exam PLUS Graduate Completers who are Awaiting Results:</b> The number of graduates who have completed their programs of instruction and are waiting to take a state- or federally-administered licensure exam PLUS those graduates who took an exam and are still waiting for pass/fail results at the end of reporting period*.</p> <p><i>(A licensure examination program is a program of instruction where the graduate <b>must</b> pass a licensure examination in order to become employed in the field of instruction pursued. The term 'certification' is used by the Council to describe an optional credential a student may obtain to demonstrate competency in a specialized field of work.)</i></p> <p><i>TIP: *If any completer waiting to take a licensure exam or awaiting results is already employed in a position related to the field of instruction, <u>DO NOT</u> include them in this row.</i></p> |
| Row 17 | <p><b>Graduate Completers Who Took Licensure Exam:</b> Those graduates who have completed taking state- or federally-required licensure exams and have received pass/fail results.</p>  |
| Row 18 | <p><b>Graduate Completers Who Passed Licensure Exam</b> (self explanatory)</p> <p><i>TIP: The number reported in this row cannot exceed the number in row 17. Do not report data from graduates of prior reporting periods.</i></p>   |

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| Row 19   | <b>Graduate Completers Unavailable for Employment:</b> The number of graduate completers documented to be unavailable for employment because of situations such as: pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, etc. ALSO, graduate completers who, instead of securing traditional employment, are volunteering with a foreign aid service of the Federal government, such as the Peace Corps, or who are participating on an official church mission AND spouses of enlisted military or national guard personnel who are relocating because of duty activation or other federal relocation orders. |
| Row 20   | <b>Graduate Completers Who Refused Employment:</b> The number of graduate completers for whom the institution has documented evidence that the completers failed to keep interview appointments, enrolled in the program of instruction strictly for personal use, or simply refused an employment offer in the field of instruction.   |
| Row 21   | <b>Graduate Completers Seeking Employment/Status Unknown:</b> The number of graduate completers who are currently seeking employment in the field for which they were instructed, <b>AND</b> those graduate completers who cannot be traced for follow-up purposes.   |
| Row 22   | <b>Withdrawals:</b> The number of students who withdrew from their respective programs of instruction <b>without</b> earning a credential or securing employment in their field of training.<br><br><i>TIP: These are students who cannot be subtracted from Row 6 (see Allowable Subtractions).</i>  |
| Row 23   | <b>Sum of Rows 16, 19, and 20:</b> Total the numbers in rows 16, 19, and 20 and enter here.<br><br><i>TIP: The number reported in this row cannot exceed the number reported in row 10.</i>   |
| Row 24   | <b>Difference - Row 10 minus Row 23:</b> Subtract the number in row 23 from the number in row 10 and enter the result here.   |
| Row 25   | <b>Difference - Row 11 minus Row 23:</b> Subtract the number in row 23 from the number in row 11 and enter the result in this row.  |
| Row 26   | <b>Graduation Rate:</b><br>A. For each program, take the cumulative enrollment number listed in row 7, subtract the number of students still enrolled listed in row 8.<br>B. Divide the number of graduate completers listed in row 10 by the total obtained in 'A' above and multiply by 100. This is the graduate completion rate for the program.  |
| Row 27   | <b>Total Completion Rate:</b><br>A. For each program, take the cumulative enrollment number listed in row 7, subtract the number of students still enrolled listed in row 8.<br>B. Divide the number of completers listed in row 11 by the total obtained in 'A' above and multiply by 100. This is the overall completion rate for the program.  |
| Row 28   | <b>Graduate Placement Rate:</b> Divide the number in row 13 by the number in row 24 for each program and multiply by 100.   |
| Row 29   | <b>Total Placement Rate:</b> Divide the number in row 14 by the number in row 25 for each program and multiply by 100.  |
| Row 30   | <b>Licensure Exam Pass Rate:</b> Divide the number who passed licensure exams (row 18) by the number who took the exams (row 17) and multiply by 100.   |
| <b>TIP (Finishing the Form):</b> To balance the figures on the form, add the figures in rows 8, 11, and 22. The result should equal the number in row 7. |   |