



**INSTRUCTIONS FOR COMPLETING  
2015 Annual Report  
Completion, Placement, Licensure  
Data Reporting Form**

Follow the instructions below for collecting data and calculating percentages in the Excel worksheet for the CPL (completion, placement, licensure) section of the Annual Report software.

Use a reporting period immediately following the 12-month period used in the last annual report filed by the institution.

1. Collect performance data for each program on the most current list of COE-approved programs.
2. Enter the following information on the Excel worksheet:
  - a. School Name
  - b. Campus ID Number (the six-digit number that can be found on the latest COE invoice or certificate for candidate or accredited status). Create a separate spreadsheet for each campus with triggered programs. (Each campus has a unique six-digit campus ID number.)
  - c. Reporting Period for the data being provided. (If you wish to change the reporting period for this year's annual report, you must request approval to do so. Submit your request to Cindy Sheldon [sheldonc@council.org](mailto:sheldonc@council.org) AND Kay Smarr [smarrk@council.org](mailto:smarrk@council.org). You must have written approval from the COE staff to use a reporting period different than prior reports.)
  - d. Program name. For programs that require licensure for employment in the field, be sure to type 'Licensure' in the program name field and fill in the fields that calculate the licensure percentage (columns 12-14).
  - e. Data for each required column using the following column definitions as the guide.

***Columns shaded in gray represent calculated fields and will automatically compute the required numbers.*** (If the formula in the shaded column is accidentally erased, compute the number manually per the instructions for the CPL form and enter the number in the shaded column.)

The TIPS listed in the column definitions help you avoid errors when data is entered in the software. Be sure that all numbers and combinations of numbers addressed in the TIPS follow the instructions provided.

3. Once the student achievement data for all programs has been entered, save a copy of the worksheet for your records. Enter the data on the worksheet into the COE Annual Report software once access to the software is enabled.
4. To print a hard copy of the spreadsheet, **use 8.5 x 14 (legal) paper**. Please contact Cindy Sheldon or Kay Smarr if you have questions.

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

**-- Public and Non-Public Institutions --**

<p>At the top of the form, list the reporting year (end date - month &amp; year) for which you are providing information. The reporting year listed <u>must</u> 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 <b>April 1, 2013</b> and ending no later than <b>June 30, 2015</b>. Data must be reported for all programs shown on the latest COE Approved Programs List.</p>	
<p align="center"><i>Rows (1) through (4) appear only in the Annual Report Software in MyCouncil.</i></p>	
<p><b>Row 1 (5)</b></p>	<p><b>Beginning Enrollment:</b> the total number of students enrolled in the program on the first day of the reporting period (12 consecutive months).</p> <p><i>Students continuing enrollment in their programs from the prior Annual Report reporting period. (This number should be the same number from the prior reporting period shown in Row 4 [8] – Students Still Enrolled.)</i></p> <p><i>(The number of students enrolled in a program on the first day of the reporting year means the number of students enrolled in each program on the last day of the previous reporting year AND remained in school on the first day of the current reporting year.)</i></p>
<p><b>Row 2 (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><b>Subtract students from Row 2 [6]: New Enrollees who belong in any of the following categories:</b></p> <ul style="list-style-type: none"> <li>A. Students who transferred to another program within 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 OR to gain employment in the field/related field 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. 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 for A, B, C, &amp; D above _____. Subtract that number from Row 2 [6]: New Enrollees.</b></p>
<p><b>Row 3 (7)</b></p>	<p><b>Cumulative Enrollment:</b> The sum of rows 1 and 2. <i>[5 and 6]</i></p>
<p><b>Row 4 (8)</b></p>	<p><b>Students Still Enrolled:</b> The number of students enrolled in each program at the <u>end</u> of this reporting year, and continuing in their program in the following reporting year.</p> <p><b>TIP:</b> This will be the number for 'Beginning Enrollment' for the next Annual Report reporting period.</p>
<p><b>Row 5 (9)</b></p>	<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>
<p><b>Row 6 (10)</b></p>	<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><b>TIP:</b> The sum of rows 9, 11, 12, 15, 16, and 17 [13, 15, 16, 19, 20, and 21] must equal the number in this row.</p>
<p><b>Row 7 (11)</b></p>	<p><b>Total Completers:</b> Total of rows 5 and 6. <i>[9 and 10]</i></p> <p><b>TIP:</b> The sum of rows 10, 11, 12, 15, 16, and 17 [14, 15, 16, 19, 20, and 21] must equal the number in this row.</p>
<p><b>Row 8 (12)</b></p>	<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 5 [9]</b>. (Do not include non-graduate completers placed in field from a period other than the reporting period.)</p>
<p><b>Row 9 (13)</b></p>	<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>
<p><b>Row 10 (14)</b></p>	<p><b>Total Completers Employed in Positions Related to Field of Instruction:</b> Total of rows 8 [12] and 9 [13].</p>

Row 11 (15)	<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.
Row 12 (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>(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.)</p> <p><b>TIP:</b> *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.</p>
Row 13 (17)	<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.
Row 14 (18)	<p><b>Graduate Completers Who Passed Licensure Exam</b> (self explanatory)</p> <p><b>TIP:</b> The number reported in this row cannot exceed the number in row 13 [17]. Do not report data from graduates of prior reporting periods.</p>
Row 15 (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, caring for ill family members, death, etc.
Row 16 (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 17 (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 18 (22)	<p><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.</p> <p><b>TIP:</b> These students who cannot be subtracted from Row 2 [6] (see Allowable Subtractions).</p>
Row 19 (23)	<p><b>Sum of Rows 12, 15, and 16 [16, 19, and 20]:</b> Total the numbers in rows 12, 15, and 16 [16, 19, and 20] and enter here.</p> <p><b>TIP:</b> The number reported in this row cannot exceed the number reported in row 6 [10].</p>
Row 20 (24)	<b>Difference - Row 6 [10] minus Row 19 [23]:</b> Subtract the number in row 19 [23] from the number in row 6 [10] and enter the result here.
Row 21 (25)	<b>Difference - Row 7 [11] minus Row 19 [23]:</b> Subtract the number in row 19 [23] from the number in row 7 [11] and enter the result in this row.
Row 22 (26)	<p><b>Graduation Rate:</b></p> <p>A. For each program, take the cumulative enrollment number listed in row 3 [7], subtract the number of students still enrolled listed in row 4 [8].</p> <p>B. Divide the number of graduate completers listed in row 6 [10] by the total obtained in 'A' above and multiply by 100. This is the graduate completion rate for the program.</p>
Row 23 (27)	<p><b>Total Completion Rate:</b></p> <p>A. For each program, take the cumulative enrollment number listed in row 3 [7], subtract the number of students still enrolled listed in row 4 [8].</p> <p>B. Divide the number of completers listed in row 7 [11] by the total obtained in 'A' above and multiply by 100. This is the overall completion rate for the program.</p>
Row 24 (28)	<b>Graduate Placement Rate:</b> Divide the number in row 9 [13] by the number in row 20 [24] for each program and multiply by 100.
Row 25 (29)	<b>Total Placement Rate:</b> Divide the number in row 10 [14] by the number in row 21 [25] for each program and multiply by 100.
Row 26 (30)	<b>Licensure Exam Pass Rate:</b> Divide the number who passed licensure exams (row 14 [18]) by the number who took the exams (row 13 [17]) and multiply by 100.
<p><b>TIP (Finishing the Form):</b> To balance the figures on the form, add the figures in rows 4, 7, and 18 [8, 11, and 22]. The result should equal the number in row 3 [7].</p>	



## **Minimum Required Benchmarks for Completion, Placement, and Licensure**

The minimum required percentages for all programs for public and non-public institutions are as follows:

<b>MINIMUM REQUIRED PERCENTAGES FOR ALL PROGRAMS</b>	
<b>Completion Rate</b>	<b>60%</b>
<b>Placement Rate</b>	<b>70%</b>
<b>Licensure Exam Pass Rate</b>	<b>70%</b>

(There are some exemptions to the minimum requirements given to institutions that offer special programs and serve special populations. Institutions that are given exemptions should have a letter on file from the Commission which specifies their minimum requirements.)

**A plan of improvement for each triggered program must be submitted with the annual report.**

Plans must address all steps to be taken to address the specific area of concern (completion, placement, and/or licensure). Please refer to 'Suggested Procedures for Development of an Improvement Plan for Programs' in the Help Menu of the software. **Plans for improvement must be uploaded into the software using Utility Menu/Upload File.**

The timeline for compliance is based on the length of the longest program offered by the institution as follows:

<b>Length of Longest Program</b>	<b>Timeline for Compliance</b>
<b>Less than one year</b>	<b>12 Months</b>
<b>At least one year, but less than two years</b>	<b>18 Months</b>
<b>Two years</b>	<b>2 Years</b>

Compliance with all minimum requirements must be accomplished within the specified timeframe. Institutions that fail to bring all triggered programs into compliance will face loss of accreditation or candidate status. Extensions for compliance may be granted by the Commission with good cause. Good cause is defined in the Handbook of Accreditation.

After submission of the annual report, the Commission will send an official notice to the institution regarding the next steps required to demonstrate compliance with the minimum requirements. The Commission takes action on annual reports at its winter meeting in February each year. **The timeline for compliance described above will start with the date of the Commission's letter.**