## OUTCOME REQUIREMENTS

### ACCREDITATION AGENCY OVERVIEW

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>Accrediting Bureau of Health Education Schools (ABHES)</th>
<th>Accrediting Council for Continuing Education (ACCET)</th>
<th>Accrediting Council for Independent Colleges and Schools (ACICS)</th>
<th>Accrediting Commission of Career Schools and Colleges (ACCSC)</th>
<th>Council on Occupational Education (COE)</th>
<th>Distance Education and Training Council (DETC)</th>
<th>National Accrediting Commission of Career Arts and Sciences (NACCAS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043</td>
<td>1722 N Street NW Washington, DC 20036</td>
<td>750 First Street, NE, Suite 980 Washington, DC 2002-4241</td>
<td>2101 Wilson Blvd., Suite 302 Arlington, VA 22201</td>
<td>41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346</td>
<td>1601 18th Street, Suite 2 NW Washington, DC 20009</td>
<td>4401 Ford Avenue, Suite 130 Alexandria, VA 22302</td>
</tr>
<tr>
<td>Minimum Performance Standards:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completion / Retention</td>
<td>70%</td>
<td>67%</td>
<td>See table on page 10.</td>
<td>The graduation rate for each program is not less than one (1) standard deviation below the mean for comparable schools or programs. See table below.</td>
<td>60%</td>
<td>Within 15 percentage points of the mean for courses/programs at similar DETC institutions.</td>
<td>Annual Report is derived from a single cohort of students – those scheduled to graduate 50%</td>
</tr>
<tr>
<td>Licensure</td>
<td>70%</td>
<td></td>
<td>See table on page 10.</td>
<td></td>
<td>70%</td>
<td>Annual Report is derived from a single cohort of students – those scheduled to graduate 70%</td>
<td></td>
</tr>
<tr>
<td>Placement</td>
<td>70%</td>
<td>70%</td>
<td>See table on page 10.</td>
<td>The placement rate for each program is not less than one (1) standard deviation below the mean for comparable schools or programs. 70%</td>
<td>70%</td>
<td>Within 15 percentage points of the mean for courses/programs at similar DETC institutions.</td>
<td>Annual Report is derived from a single cohort of students – those scheduled to graduate 60%</td>
</tr>
</tbody>
</table>

"**Note: Student Satisfaction must be maintained at a minimum of 75%."
### OUTCOME REQUIREMENTS
**ACCREDITATION AGENCY OVERVIEW**

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>Accrediting Bureau of Health Education Schools (ABHES)</th>
<th>Accrediting Council for Continuing Education (ACCET)</th>
<th>Accrediting Council for Independent Colleges and Schools (ACICS)</th>
<th>Accrediting Commission of Career Schools and Colleges (ACCSC)</th>
<th>Council on Occupational Education (COE)</th>
<th>Distance Education and Training Council (DETC)</th>
<th>National Accrediting Commission of Career Arts and Sciences (NACCAS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>See table below.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placement Requirements</td>
<td>ABHES requires graduate placements be verified no earlier than 15 days after employment.</td>
<td>Employed earning training related income for at least one month if full-time or 30 days within 3 consecutive months if temporary or part-time employment, see ACCET Document 28.</td>
<td>The intention is that employment will be continuing and/or sustainable.</td>
<td>Employed earning training related income. Timeframe not specified, but required to be documented by the institution as of January 2011. May not be one day.</td>
<td>Employed earning training related income. Timeframe not specified.</td>
<td>Employed earning training related income by the annual report due date the calendar year following the graduation year.</td>
<td></td>
</tr>
<tr>
<td>Annual Report Reporting Period</td>
<td>July 1 – June 30</td>
<td>Enrollment statistics 30 days after the closing date of the institution’s fiscal year. Completion and Placement January 1 – December 31</td>
<td>July 1 – June 30</td>
<td>July 1 – June 30</td>
<td>You can choose the reporting period • Must account for 12 consecutive months within the specified window • Must cover the most current 12-month period possible • Must include all programs and all campuses • Must allow reporting of accurate data • Must remain consistent from year to year (occasional changes in reporting period can be approved).</td>
<td>January 1 – December 31</td>
<td>January 1 – December 31</td>
</tr>
<tr>
<td>Annual Report Due</td>
<td>December</td>
<td>Enrollment statistics 30 days after the closing date of the institution’s fiscal year.</td>
<td>November</td>
<td>October</td>
<td>December</td>
<td>January</td>
<td>November</td>
</tr>
</tbody>
</table>

### OUTCOME REQUIREMENTS
#### ACCREDITATION AGENCY OVERVIEW

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>Accrediting Bureau of Health Education Schools (ABHES)</th>
<th>Accrediting Council for Continuing Education (ACCET)</th>
<th>Accrediting Council for Independent Colleges and Schools (ACICS)</th>
<th>Accrediting Commission of Career Schools and Colleges (ACCSC)</th>
<th>Council on Occupational Education (COE)</th>
<th>Distance Education and Training Council (DETC)</th>
<th>National Accrediting Commission of Career Arts and Sciences (NACCAS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcomes Apply To</td>
<td>Individual campuses by program.</td>
<td>Individual campuses by program session or program length.</td>
<td>Individual campuses by program.</td>
<td>The Graduation and Employment Chart must be submitted for each approved program with separate charts for differing normal lengths of completion, i.e., full-time, part-time, day, evening, etc. A separate G&amp;E Chart must also be submitted for programs that are offered 100% Distance Education or if more than 50% of the program is offered at a satellite location.</td>
<td>Institutional Total (main and additional locations) by Program</td>
<td>Institutional Total (main, branches and programs combined).</td>
<td>Institutional Total (main and additional locations) by Program</td>
</tr>
</tbody>
</table>
OUTCOME REQUIREMENTS
ACCREDITATION AGENCY OVERVIEW

OUTCOME INFORMATION

Accrediting Bureau of Health Education Schools

ABHES requires graduate placements be verified no earlier than 15 days after employment.

At a minimum, an institution maintains the names of graduates, place of employment, job title, employer telephone numbers, and employment and verification dates. For any graduates identified as self-employed, an institution maintains evidence of employment. For any graduates identified as unavailable, the reason must be stated. Documentation in the form of employer or graduate verification forms or other evidence of employment is retained.

Related field refers to a position wherein the graduate’s job functions are related to the skills and knowledge acquired through successful completion of the training program.

Unavailable is defined only as documented: health-related issues, military obligations, incarceration, continuing education status, or death.

Accrediting Council on Continuing Education and Training

Completions:
Column A. # of students completing the program at the 100% point of the scheduled graduation mo/yr. (Note: total number of completions may be adjusted to include students completing the program within the maximum timeframe of the scheduled graduation mo/yr (enrollee transfers in), as indicated by institutional policy).
Column B. # of students who dropped the program, but were placed in training-related positions.

Placements:

# OF WAIVERS: # of students who waived placement assistance (requires graduate signed/dated documentation) up to 15% of eligible completers, in accordance with Document 28.

The minimum information required includes the following:
1. Name of student
2. Completion date
3. Program name
4. Employer information:
OUTCOME REQUIREMENTS
ACCREDITATION AGENCY OVERVIEW

a. Employment start date
b. Job title and/or description of placement
c. Name of employer, mailing address, telephone number and email address
d. Employer contact person
5. Documentation of self-employment, temporary employment, part-time employment, continuing employment, and self-assessed progress, as prescribed herein.
6. Documentation of waiver(s), if applicable

Note: Refer below to Criteria for Defining and Validating Placement for various categories of placement and any additional documentation requirements.

Criteria for Defining and Validating Placement:

A graduate is considered placed when employed for 30 days in a paid training-related position. Training-related is defined by the vocational objectives of the program for which the graduate was enrolled, consistent with the program length, job title, and responsibilities. For example, a graduate of a Licensed Vocational Nurse program would be considered placed if he/she were employed for 30 days in a Vocational Nurse position. He/she would not be considered placed if employed as a Certified Nurse Assistant, Medical Assistant, Home Health Aide, or a Self-Employed Care Giver. Supporting documentation including the job description of a program graduate must demonstrate that the placement is training-related and consistent with the vocational objectives, content, and length of the graduate’s program.

A graduate must also meet all required state and federal requirements, including licensure, as appropriate. Further, the institution is prohibited from paying any compensation or subsidy to an employer for hiring a graduate of the institution.

Full-Time Employment as a Placement: A graduate is considered placed upon the completion of 30 days of continuous full-time employment which is in a training-related field.

Self-Employment as a Placement:

Students enrolling in a program for which self-employment is a common vocational objective must be so informed and acknowledge their understanding in writing, as follows:

1. At the time of enrollment, students must acknowledge their understanding in writing that self-employment is a common vocational objective of the program.
2. Upon graduation, graduates who seek self-employment related to the training must sign a statement acknowledging that they seek self-employment in a field related to the training and that such employment would fulfill their vocational and monetary objectives.

3. No sooner than 30 days following graduation, graduates must sign a statement acknowledging that:
   - They are making satisfactory progress toward building a client base/professional network in the field;
   - The pursuit of self-employment continues to fulfill their progress in the achievement of their vocational objectives; and
   - They are earning training related income.

Students in any program for which self-employment is not a common vocational objective and who at the conclusion of the program seeks self-employment related to the program must meet the above requirements noted in # 2 and # 3 above.

Temporary Employment Through an Agency as a Placement: Upon completion of a program and placement with an agency for temporary employment, the graduate must have worked a minimum of 30 days within three consecutive months. In addition, after 30 days of employment the graduate must acknowledge in writing that temporary employment fulfills his/her vocational and monetary objectives.

Part-time Employment as a Placement: Upon completion of a program and placement on a part-time basis, the graduate must have worked a minimum of 30 days within three consecutive months. In addition, after 30 days of employment the graduate must acknowledge in writing that part-time employment fulfills his/her vocational and monetary objectives.

Self-Assessed Progress as a Placement Factor: Validation of the quality of education and training services provided by institutions offering a vocational training program whereby the final outcome is delayed (e.g., commercial pilot license program which could be considered on the basis of certification standards established by a governmental agency such as the FAA, JAA, etc.) presents challenges to defining and validating placement. These results may serve as measurable performance criteria when evaluated in conjunction with a graduate’s self-assessment of progress during the period when he or she must build a record of experience (e.g. flight time) to be considered viable candidates by future employers. These two factors could provide meaningful data comparable to conventional job placement verification and statistics. Under such circumstances, institutions will systematically develop and initiate policies, procedures, and notification/acknowledgement forms to ensure effective implementation, which must be provided to ACCET for prior approval. Students will be informed and acknowledge their understanding of this purpose and process at the time of enrollment and again, no sooner than 30 days following graduation and/or completing the certification exam, whichever is later. At this time, the graduate must sign a statement acknowledging the level of satisfaction in his/her progress in the pursuit of employment in the field related to the training and that such progress continues to fulfill his/her vocational and monetary objective.

Continuing Employment/Upgrade as a Placement: Upon completion of the program, after which a graduate communicates his/her intention to continue employment at the same company, in a training-related position, institutions must verify that the graduate benefited from the training as evidenced by a promotion, increase in responsibility, and/or salary increase. No sooner than 30 days following
OUTCOME REQUIREMENTS
ACCREDITATION AGENCY OVERVIEW

graduation, the graduate must sign a statement acknowledging his/her level of satisfaction and indicate the result (e.g. promotion, increase in responsibility, salary increase, or had to have completed the training as a condition of continued employment, or can provide documentation of potential for advancement in a training-related field).

Accrediting Council for Independent Colleges and Schools

Comprehensive Graduation Rate – The phase in of the comprehensive graduation rate (CGR) which began last year will continue in this year’s CAR. The sets of questions to enable calculation of a graduation measure at both the program and campus levels are based upon calculations that have been added to the Backup Data Sheet and should be added to spreadsheets or reports if the ACICS Backup Data Sheet is not utilized.

Placement Information – Placements should be reported and documented according to the Council’s new definition of placement (see page 10). In Question #11, the two sub-questions about placement in field or placement in a related field have been combined. All students who are placed in their field of study or in a related field are to be reported together in answer to Question #11a. Sub-questions #11a(i) through #11a(iv) should be used to describe the basis on which the campus determined that completers or graduates who were employed qualify as placements. The basis is included in the new definition. The information must be entered for each program and will be rolled up to the campus level. To give institutions time to incorporate this information into their student information systems so that collection and reporting of this data can be automated, this data will be optional for the 2013 and 2014 CAR reports. Collection of data on the basis for placement will be required starting in July 1, 2014, for reporting in the 2015 CAR.

Question 6b – Completed a program – Determine the number of students who completed the program but did not graduate (see definition below) between July 1, 2012 and June 30, 2013.

A completer is a student who is no longer enrolled in the campus and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:
1. Achieve a GPA of at least 2.0.
2. Attain required competencies or speed skills.
3. Satisfy non-academic requirements (e.g., outstanding financial obligations).

Students who are classified as completers must be tracked for placement purposes even if the campus’ policy is to withhold placement services. The Council considers both graduates and completers to be eligible for placement. Those completers who are not documented as placed must be counted as “not working” (Question 11i).
OUTCOME REQUIREMENTS
ACCREDITATION AGENCY OVERVIEW

Question 6c – Graduated from a Program - Determine the number of students who graduated from a program (see definition below) between July 1, 2012 and June 30, 2013. A graduate has (all of the following):
1. Achieved a GPA of 2.0 or greater at graduation.
2. Successfully passed all courses in the program or substitute courses permitted by the campus.
3. Attained required competencies or speed levels in all courses.
4. Met all clinical, internship, and externship requirements.
5. Satisfied all other academic requirements for graduation.
6. Satisfied all non-academic requirements for graduation, such as payment of tuition and fees, return of books, etc.
7. Received the appropriate credential.
8. Ceased enrollment in the program at the campus, unless currently enrolled or reenrolled as a new start in a different program

Question 6d – Withdrew Due to Active Military Service – Determine the number of students (including spouses or dependents of military personnel who were enrolled at your campus) who have moved to a military base due to orders from the armed services. Students who have withdrawn due to active military service will not count against the retention percentage. Documentation must be maintained in the student’s file at the campus.

Question 6e – Withdrew to Enroll in Campus with Common Ownership – Determine the number of students who withdrew and re-enrolled in a campus under common ownership during the reporting period. Students who have withdrawn to enroll in a campus with common ownership will not count against the retention percentage. Campuses must keep documentation in student files for students who withdraw to enroll in other campuses with common ownership.

Question 6f – Withdrew due to incarceration – Determine the number of students who are incarcerated and serving a criminal sentence in a Federal, State or local penitentiary, prison, jail, or other similar correctional institution. Students under permanent house arrest are included. Students sentenced to serve for less than one month, only on weekends or in a half-way house are not eligible. Documentation must be maintained in the student’s file at the campus.

Question 6g – Withdrew due to death – Determine the number of students who have died. Documentation must be maintained in the student’s file at the campus.

Question 11a – Placed in their field of study or in a related field? – Indicate the current employment status of the completers and graduates listed in Question 8 as of the date this report is prepared, i.e., graduates and completers who complete their training between July 1, 2012 and June 30, 2013 and who are placed on or before November 1, 2013, the due date of the report, should be included in the reported placement data. PLEASE NOTE: Reports that are submitted or revised after November 1st for any reason, should not include placements made after the November 1st due date.

Placement Definition
OUTCOME REQUIREMENTS
ACCREDITATION AGENCY OVERVIEW

Employment in the field of study or in a related field: The position is either
a. Included on the list of job titles published by the institution for which the program prepares students,
b. It requires the use of the skills learned in the student's program as a predominant component of the job, or
 c. The student attests to the benefit of the training received as a catalyst in obtaining or maintaining the position.

This definition of placement is intended to replace both the In-field and Related-field placement definitions, since this distinction is not used in calculating placement rates.

Length of Employment: For graduates placed in traditional jobs, the intention is that employment will be continuing and/or sustainable.

Non-Traditional Employment: The definition of placement includes nontraditional employment such as self-employment, contract work, temporary employment, temporary employment agency work and international students in paid practical training. Documentation for self-employment, contract work, temporary employment and temporary employment agency work may include business licenses, lists of clients or contracts, statements or attestations from graduates that such work meets their employment goals or was disclosed as employment for which the program prepares students. Business cards and stationary by themselves are not sufficient documentation.

Payment: Acceptable placements must involve paid employment. Internships or volunteer work are not acceptable, but international students in paid practical training are acceptable as placement.

Evidence of placement requirements:

New Placement: If a placement involves a new job or promotion to a new position, evidence of the placement in the form of statements made or signed by employers or graduates is required.

Possible Promotion: If the graduate is already employed in a field and completes a program because the credential is required for possible future promotion, documentation should include an attestation by the graduate or a copy of the company policy regarding the credential.

Other Professional Development: If graduates are already employed in a field and complete a program to improve their job skills, documentation should include an attestation of this goal by the graduate or a copy of the company policy regarding professional development requirements for maintaining a job, for a change or potential change in job duties, compensation, or title, and/or for professional enhancement.

Waivers for Grads/Completers not available for placement: Current requirements would be retained for documentation that graduates are unavailable for placement due to (1) pregnancy, death or other health-related situations, (2) continuing education, (3) active military service, (4) visa restrictions for international students, (5) enrolled in a stand-alone ESL program, or (6) incarceration.

Questions 11c through 11h – Number of Graduates Not Available - Enter the number of completers and graduates documented to be unavailable for placement, as follows:

Question 11c, Pregnancy – Written information from mother or father that completer or graduate was pregnant or gave birth at some time during the reporting period for placements.

Question 11c, Death – Written information from family or friend, or obituary

Question 11c, Health-related situations – Written information that the completer, graduate or someone in the immediate family required hospitalization, bed rest or rehabilitation at some time during the reporting period

Question 11d - Continuing education – Enrollment agreement or letter of acceptance as a full-time student into a new educational program that is 300 hours or longer in length.

Question 11e, Military service – Attestation of, or papers verifying, assignment to active duty. Completers and Graduates as well as spouses and dependents of military personnel who have moved due to military transfer orders are included.
OUTCOME REQUIREMENTS
ACCREDITATION AGENCY OVERVIEW

Question 11f, Visa restrictions – Documentation of the visa, of the lack of opportunities for paid practical training and of the location of the completer or graduate in the US for some time during the reporting period. Graduates are not considered “Not Available” just because they have moved to another country.

Question 11g, Enrolled in a stand-alone English as a Second Language (ESL) program – a copy of an enrollment agreement or transcript is acceptable documentation.

Question 11h Incarceration - Documentation that the completer or graduate was incarcerated during the reporting period and served a criminal sentence in a Federal, State or local penitentiary, prison, jail, or other similar correctional institution. Students under house arrest are included. Students sentenced to serve for less than one month, only on weekends or in a half-way house are not eligible. Documentation must be maintained in the student’s file at the campus.

Graduates are not considered “Not Available” just because they sign a placement waiver, have moved out of state or to another country, or have decided to take time off after completing the program. Examples of unacceptable waivers include graduates who have relocated from the area, declined the use of placement services, or expressed a lack of interest in seeking employment. Waivers for reasons other than those listed above are not permitted for the purpose of reporting to ACICS.

<table>
<thead>
<tr>
<th>STUDENT ACHIEVEMENT STANDARDS</th>
<th>To Be Implemented Based on the 2013 Campus Accountability Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus Level Standards</strong></td>
<td></td>
</tr>
<tr>
<td>Retention</td>
<td>Placement</td>
</tr>
<tr>
<td>Benchmark</td>
<td>70%</td>
</tr>
<tr>
<td>Compliance</td>
<td>60%</td>
</tr>
<tr>
<td><strong>Program Level Standards</strong></td>
<td></td>
</tr>
<tr>
<td>Retention</td>
<td>Placement</td>
</tr>
<tr>
<td>Tier 1 - Program Length ≥1 year</td>
<td>70%</td>
</tr>
<tr>
<td>Tier 2 - Program Length &gt;1 year</td>
<td>65%</td>
</tr>
</tbody>
</table>

111 W. Ocean Blvd., Suite 1940 | Long Beach, CA 90802
562.436.3900 | Fax 562.436.9300
www.educationaladvisors.com
Revision 11-14-2013 © 2013 Educational Advisors Inc.
Accrediting Commission of Career Schools and Colleges  
Effective July 1, 2010

The Commission determines the established benchmark rates of student graduation and graduate employment for its accredited schools from information collected in Annual Report submissions (see Section VII (C), Substantive Standards, Standards of Accreditation). The following student achievement rates are in effect for all Graduation and Employment Charts that use a Report Date of July 1, 2010 and later. These rates remain in effect until further notice.

Note: Based on program outcomes.

<table>
<thead>
<tr>
<th>ESTABLISHED BENCHMARK GRADUATION RATES</th>
<th>ESTABLISHED EMPLOYMENT RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Length in Months</strong></td>
<td><strong>Average Rates of Graduation</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Demonstrates Acceptable Student</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Achievement</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1-3</td>
<td>92%</td>
</tr>
<tr>
<td>4-6</td>
<td>82%</td>
</tr>
<tr>
<td>7-9</td>
<td>69%</td>
</tr>
<tr>
<td>10-12</td>
<td>69%</td>
</tr>
<tr>
<td>13-15</td>
<td>61%</td>
</tr>
<tr>
<td>16-18</td>
<td>59%</td>
</tr>
<tr>
<td>19-24</td>
<td>56%</td>
</tr>
</tbody>
</table>
OUTCOME REQUIREMENTS
ACCREDITATION AGENCY OVERVIEW

<table>
<thead>
<tr>
<th>25-35</th>
<th>55%</th>
<th>22%</th>
<th>33%</th>
</tr>
</thead>
<tbody>
<tr>
<td>36+</td>
<td>47%</td>
<td>15%</td>
<td>32%</td>
</tr>
</tbody>
</table>

*If a school reports a lower graduation rate for a program, that program will be subject to additional monitoring or reporting as deemed appropriate.

Please note that if a school reports a graduation or employment rate that is less than the established benchmark rates set forth above, the school will have an opportunity to demonstrate, with supporting documentation, the successful achievement of its students by taking into account additional factors the school relates to measuring academic success. These factors may include internal improvements made to a school, other reliable indicators of successful student learning, as well as external factors (e.g., market conditions) reasonably related to student achievement (See Section VII (C)(2)(b), Substantive Standards, Standards of Accreditation).

Definitions

**Unavailable for Graduation:** This category removes from the graduation rate calculation students who fall into one of the following classifications: death, incarceration, active military service deployment, or the onset of a medical condition that prevents continued enrollment.

**Graduates - Further Education:** The number of graduates that continue on with education in an accredited institution of higher education (postsecondary) on at least a half-time basis.

**Graduates - Unavailable for Employment (formerly "other unavailable"):** This category removes from the graduation rate calculation graduates who fall into one of the following categories: death, incarceration, active military service deployment, the onset of a medical condition that prevents employment, or international students who have returned to their country of origin.

**Graduates - Employed in Field:** The number of graduates employed in jobs for which the program trained them. NOTE: Graduates classified as employed must be supported by documentation showing position obtained, date employed, employer, and employer contact person, address, and phone.

**Guidelines for Employment Classification - Issued 1/5/2011 & Revised 4/15/2012**

The school must be able to justify the classification of each graduate as employed using the following guidelines:

1. The employment classification is appropriate and reasonable based on the educational objectives of the program.
2. The employment is for a reasonable period of time, is based on program objectives, and can be considered sustainable (e.g., not a single day of employment).
3. The employment is directly related to the program from which the individual graduated, aligns with a majority of the educational and training objectives of the program, and is a paid position.
4. The employment classification is verified by the school (and verifiable by third parties such as the Commission) as follows:
OUTCOME REQUIREMENTS
ACCREDITATION AGENCY OVERVIEW

a. Regular Employment:
   i. The school secures written documentation from the employer verifying the employment; or
   ii. The school secures written documentation from the graduate verifying the employment; or
   iii. In cases where a school can show diligent efforts have been made to secure such documentation without success, employment verification records that include a) the graduate’s and employer’s name and contact information, b) a signature of school staff attesting to verbal employment verification with the employer and the graduate, and c) the date(s) of verification are acceptable.

b. Self-Employment:
   i. The self-employed graduate signs a statement – which includes the graduate’s name and contact information – acknowledging that the self-employment is aligned with the individual’s employment goals, is vocational, is based on the education and training received, and that the graduate is earning training related income; and
   ii. The school secures some form of verifiable documentation to demonstrate that the self-employment is valid.

c. Career Advancement:
   Students that are already employed in a training related field at the time of graduation can be considered employed when completing the program of study as follows:
   i. The school shows with written documentation from the employer or the graduate that the training allowed the graduate to maintain the employment position due to the training provided by the school; or
   ii. The school shows with written documentation from the employer or the graduate that the training supported the graduate’s ability to be eligible or qualified for advancement due to the training provided by the school.

In addition to these guidelines, the Commission expects that schools will regularly gather information from employers as a means to assess the preparedness of graduates for employment and make program modifications as may be necessary based on that feedback.

Council on Occupational Education

Definitions

Removed from potential Graduates:

- Students who received a 100% refund of tuition after withdrawal from the program or those who stopped attending class after the first day;
- 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.
OUTCOME REQUIREMENTS
ACCREDITATION AGENCY OVERVIEW

- Non-Graduate Completers: 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 as evidenced by such employment.

Placed:
- Graduate Completers Employed in Positions Related to Field of Instruction: graduates who (1) are employed in the field of instruction pursued, (2) have entered the military, or (3) are continuing their education.

Distance Education and Training Council

The institution articulates student learning outcomes independent of delivery method, has a systematic and ongoing process for assessing student learning, and provides documented evidence that shows that the results are used to improve programs, curricula, instruction, faculty development, and services.

The institution documents that students complete their studies at rates that compare favorably to those of courses/programs offered by similar DETC accredited institutions. “Compare favorably” means each course/program completion/graduation rate is within 15 points of the mean for courses/programs at similar DETC institutions. The Commission defines “outcome” as a specified knowledge, skill, ability, or attitude that a student has achieved as a result of taking a course or program. A “student learning outcome” is a particular/specified level of knowledge, skill, and ability that a student has achieved as a result of his/her engagement in a particular/specific instructional experience or set of instructional experiences.

The Commission will collect, analyze and compare the data from the institution’s Annual Report or Self-Evaluation Report, and notify the institution if it falls below the 15 point limit.

National Accrediting Commission of Career Arts and Sciences

Three-Year Rates: If an institution reports a non-compliant outcome rate to NACCAS and has fewer than 100 students in that cohort for the current year and the two previous years, the institution may use a three-year rate for that specific cohort.

Placement and waivers documentation not specifically defined, but examples provided.
Note: For next year’s 2013 (data) Annual Report, the institution will be required to provide one of the following two types of documentation for self-employed students:

(i) A signed self-certification from the student. This self-certification should be authenticated by either (i) a notary’s seal or (ii) the inclusion of some alternate verification document, such as a driver’s license or an institutional student information record (ISIR). If an ISIR or driver’s license are used, the student’s self-certification should clearly acknowledge that such a document was present at the time when the self-certification was completed by the student.

OR

(ii) Direct electronic correspondence from the student (e.g., email, Facebook message, etc.) attesting to his/her self-employed status.