

2010 Annual Report Frequently Asked Questions & Tips from ACCSC Staff

One copy of the 2010 Annual Report for each accredited institution (Main or Branch) is to be submitted online **on or before November 1, 2010.**

I don't have a password!

The passwords to access the 2009 Annual Report are still in effect and should be used to access the 2010 Annual Report. Passwords for schools completing the Annual Report for the first time in 2009 were mailed in early July. Should you need assistance with your password, please contact the Commission office at (703) 247-4212 and ask to speak with a member of the 2010 Annual Report Support Team or the director of the school may request this information by sending an e-mail to AR@accsc.org.

My password is not working.

Make sure the username is the 6-digit school number without the letter "M" for Main or "B" for Branch. In addition, the letter O and number 0 and number 1 and letter l (as in letter) may look similar. The passwords are also case-sensitive. If you are still having difficulties, contact a member of the Annual Report Support Team at 703-247-4212.

I'm logged into the report. Now what do I do?

First, select the "View" button on the left portion of the screen. Once in the Annual Report section, select save and then click on the "Programs" tab at the top of the page to verify the list of approved programs and select an appropriate Program Code. Once the Program Codes are entered and saved, the school can proceed with the Program Enrollment Summary ("PES") and Graduation and Employment ("G&E") Chart sections of the Annual Report. Please note that the Annual Report Instructions document has more detailed information about completing the report.

There are programs missing from the list of approved programs/the program title, clock hours, credit hours and/or credential are incorrect.

If you notice any discrepancies or have difficulties with this process, please contact the Commission office at 703-247-4212 and ask to speak with a member of the Annual Report Support Team so that we can provide you with assistance. Our goal is to ensure that the programs listed on ACCSC's website are accurate.

What do I do with the programs listed as "InActive Discontinued" in the list of programs?

If there were students enrolled in a discontinued program between July 1, 2009 and June 30, 2010, please contact a member of the Annual Report Support Team to make the program "Active Discontinued." Then, you will be able to complete a Program Enrollment Summary ("PES") and Graduation and Employment Chart as you would for any current program. If the program has not had student enrollments during the Annual Report reporting period of July 1, 2009 through June 30, 2010, no information is needed.

How can I enter more than one Graduation & Employment Chart for a program?

For programs with multiple lengths, schools should submit one PES combining the numbers from each version and multiple Graduation and Employment Charts depending on the number of months per program (ex. Two G&E Charts for a program with an 8-month version and a 12-month version). To enter a G&E Chart, click on the program title under PES Forms and select Add under G&E Charts. Follow these same steps to add a second G&E Chart.

I cannot submit the Annual Report because I am receiving the following error: “Unable to Submit. The Total Enrollment entered in the Annual Report (#) does not equal the sum of the following.”

The Annual Report cannot be submitted unless the total enrollment as of June 30, 2010 in the Annual Report section equals the total number of students enrolled as of June 30, 2010 in the Program Enrollment Summaries (“PES”). The numbers in the G&E Chart have no relation to the student enrollments as of June 30, 2010. Please note that the number of students as of June 30, 2010 on the PES must also equal the number of students as of June 30, 2010 for the Totals by Credential, Gender, Age and Ethnicity.

Tips from ACCSC Staff:

- ✓ When completing the Graduation and Employment Chart, enter the program length in months and click save for the beginning and ending dates to appear. Please do this prior to entering the other data on the G&E Chart.
- ✓ Please note that while the Annual Report covers the preceding reporting period of July 1, 2009 through June 30, 2010, **the dates used for the Graduation and Employment (“G&E”) Chart will cover class start dates from prior to this period.** The dates on the G&E Chart are determined based on program length in months. They allow for students to complete the program within 1.5 times the program length and also allow for 3 months to find employment. The dates are automatically calculated once you enter the program length in months and click save. For example, the reporting period for an 8-month program is April 2008 through March 2009.
- ✓ When completing the G&E Chart, only report class starts that fall within the required reporting period. If there are 6 starts during the reporting period, please enter the data for all 6 starts. If there is only one start during the reporting period, please enter the data for the one start.
- ✓ The 2009 submission of the Annual Report is available for your reference. To access your Annual Report from the past few years, select the year under “Annual Report” at the bottom left of the main page. Please remember to return to 2010 to enter information for the current Annual Report.
- ✓ If there is a discrepancy with the school name, address, accreditation dates, etc., please contact Aillen King at aking@accsc.org. The school has the ability to input changes to its e-mail address, website, phone and fax numbers, and the title of the school director.
- ✓ Before completing the Graduation and Employment Chart on the Annual Report, schools may want to enter this information on the Excel version of the chart available on the Forms and Reports section of the ACCSC website (<http://www.accsc.org/Content/FormsAndReports/FormsAndReports.asp>). The Excel version will show errors that may not be evident on the Annual Report until you select the “complete” button.