ACCSC

Blueprints for Success:

ACCSC's Graduation and Employment Chart

An ACCSC Member Services Series

ACCSC

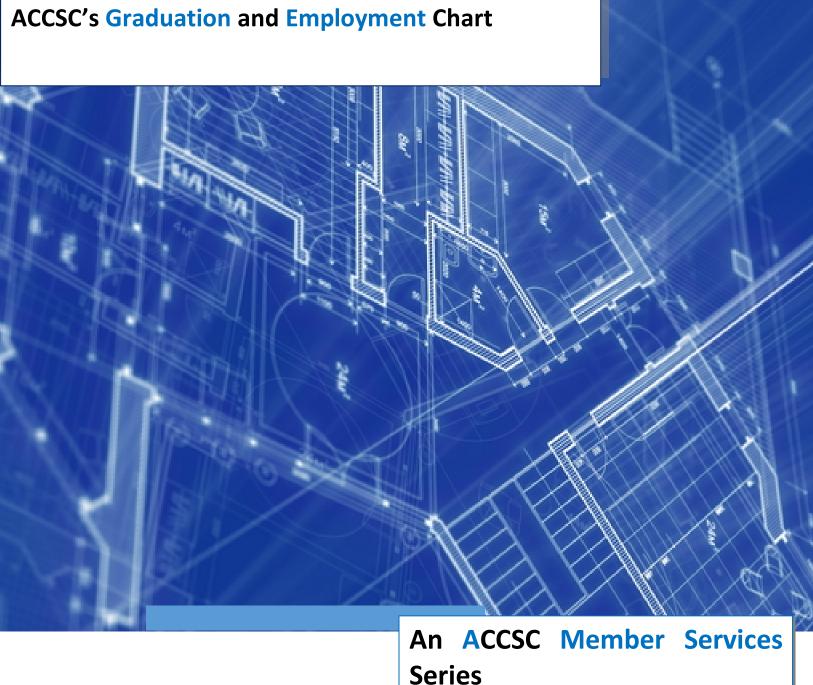**Blueprints for Success**
A Member Services Series

Introduction

The ACCSC **Blueprints for Success** highlight best practices and provide guidance on some of the more technical areas of ACCSC-accreditation in the hopes to help accredited member schools to comply fully and accurately with the Standards of Accreditation, achieve institutional success, and ensure that students are well prepared to enter the workforce.

Please note that the ACCSC **Blueprints for Success** do not supersede applicable accrediting standards, are not intended to be prescriptive about the way an accredited school operates, and do not address all compliance elements required by a school to maintain good standing with ACCSC. Rather, the ACCSC **Blueprints for Success** provides a framework that can help a school to gain a better understanding of the expectations and rigors of the accreditation process as well as sample documentation that a school might consider in order to demonstrate compliance with accrediting standards.

Modules

1. Preparing a Comprehensive Response for Commission Consideration

2. Organizing an Effective Electronic Submission

3. Preparing for the On-Site Evaluation – Best Practices

4. **ACCSC's Graduation & Employment Chart**

Module 4
ACCSC Graduation and Employment Chart

Part I - An Instructional Guide

The ACCSC Graduation and Employment Chart ("G&E Chart") is the Commission's mechanism for collecting, for each program, the rate at which students graduate from a program and the rate at which those graduates obtain employment in a training related field. The G&E Chart identifies "cohorts" of students and tracks individual student results within that cohort through program completion and employment outcomes. Schools must submit a G&E Chart for each program offered at the school based upon an established Reporting Period. The Commission then relies upon the reported data to make determinations about how well a program performs relative to the benchmark graduation and employment rates established by the Commission. The G&E Chart has specific criteria and parameters for each classification and as such schools must know and understand those criteria and apply them appropriately. This instructional guide is meant to provide schools with step-by-step instructions for completing the ACCSC G&E Chart.

How the Reporting Period is Calculated

The Reporting Period on the G&E Chart is calculated based on the Report Date and the Program Length in Months. Therefore, begin by entering:

- **Report Date** (use the following format: 7/1/16)

  The Report Date is generally provided in the Team Summary Report or Commission Action Letter. In the absence of this, use the Month/Year that the G&E Chart is being completed.

- **Program Length in Months**

  Use the actual amount of time a student must commit to a program to receive his or her credential, including breaks, holidays, and variations of schedule. A school's catalog may show the "academic instructional length" (weeks) and the "actual program length" in either weeks or months. To convert the program length from weeks to months, divide the number of weeks (including holidays and breaks) by 4.34 and round up to the nearest whole number. The actual program length is a clear indicator to the student of the total amount of time they will have to commit to successfully complete their program. The Commission uses the actual program length when calculating Graduation and Employment Chart cohort reporting timeframes. It is to the advantage of the school to use the actual program length (months) versus the academic instructional time (weeks) when calculating reporting timeframes. Please note, if the program is less than one (1) month, round up to one (1) month when entering the program length.

ACCSC's reporting period is designed to:

a. Obtain data for a 1-year period;

b. Allow for students to complete the program within 1.5 times the program length; and

c. Allow graduates at least 3 months to find employment.

So, for a 12 month program, the reporting period using a July 2016 Report date is calculated as follows:

- 12 x 1.5 + 3 = 21 months
- Count back 21 months from July 2016 → **September 2014**. This is the **END** of the Reporting Period
- Count back another 12 months from September 2014 → **October 2013**. This is the **BEGINNING** of the Reporting Period.

This means that the school will report on cohorts of students who started in the program between **October 2013 and September 2014**. This also means that students who started in the 12-month program in September 2014 will have had 150% of the normal length of the program to graduate and at least three months after graduation to find employment. This **does not mean** that students must have completed the program by the Reporting Period End Date.

The best news is that the Reporting Period dates are **automatically calculated** once you enter the Program Length in months and the Report Date on the G&E Chart.

Since the Reporting Period is dependent upon the length of the program in months the reporting period may be different for each scheduled variation of a program (e.g., part-time/full-time. The part-time version will likely have a longer program length). Again, the G&E Chart will automatically calculate these dates after the Report Date and Program Length are entered.

Important: For programs with multiple lengths, schools must submit a separate Graduation and Employment Chart for each version of the program. For example, submit two G&E Charts for a program with an 8-month schedule and a 12-month schedule.

A separate G&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.

How to Enter Your Data

co•hort: noun.

A group of individuals having one or more factors in common in a study.

In the case of the G&E Charts, the common factors are students who start in the same program at the same time.

ACCSC tracks each students' progress/achievement by cohort **start dates**, not by graduation dates.
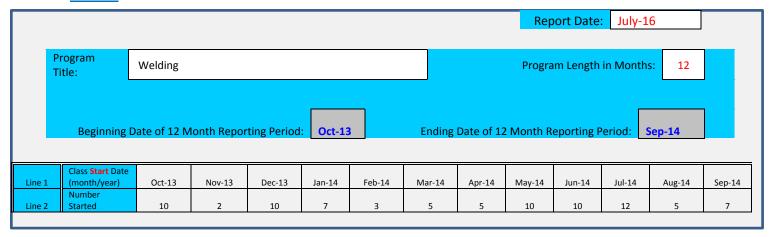
Step 1: As indicated above, enter the Report Date and the Program Length in Months to determine the Reporting Period.

Step 2: Begin Entering the Data line-by-line for each cohort.

Line (Row) 1. Class Start Date (enter using the four digit format for the year: *Oct-2013* or *10/2013*).

This is the month and year each student cohort,[1] started. In the example below (**Table 1**), there are start dates every month for the Welding program. If your program does not have a start each month you only need to enter the dates that do have program start dates that fall within the Reporting Period.

Table 1

							Report Date:		July-16				
Program Title:	Welding							**Program Length in Months:**		12			
Beginning Date of 12 Month Reporting Period:			**Oct-13**				Ending Date of 12 Month Reporting Period:				**Sep-14**		

	Class **Start** Date (month/year)	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14
Line 1													
Line 2	Number Started	10	2	10	7	3	5	5	10	10	12	5	7

Step 3: Enter the number of students who started for each Class/Cohort Start Date.

Line 2. Number Started

This is the number of students who started in the program for each start date in the period, including students entering with advanced placement. For example, in **Table 1** above, **10** students started the Welding program in **October 2013** and **7** students started the program in **September 2014**.

Start: Students are considered to have been in attendance for reporting purposes if, as a result of their attendance, they incur a tuition/fee or other financial obligation as specified by the institution's refund policy. Fees or other obligations (i.e., uniforms, tools, etc.) are only those associated with actual attendance; not those considered part of the application for admission or enrollment process. In any event, any student enrolled 15 days from the scheduled start date of the program must be classified as a "start" for the purpose of reporting students on the Graduation and Employment Chart.

Step 4: Calculate the Graduation Rate.[2] From each Class/Cohort Start entered on Line 2, enter the number of students that fall into each category[3] (complete each row/line going down from each column start date).

Using the example in **Table 2** below, for the **October 2013** Class/Cohort Start:

Line 2:   10 students started in October 2013. Of the 10 student starts in this cohort:

Line 3:   **1** student Transferred to Another ACCSC-approved Program at the school

Line 4:   **1** student Transferred in from Another ACCSC-approved Program offered at the school.

Line 5:   The Total Starts +/- Transfers is **10** (this line calculates automatically)

Line 6:   **1** student was Unavailable for Graduation[4] due to military service deployment

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[1] In cases where there are multiple program start dates in a month, group them by month.

[2] The G&E Chart is self-calculating in most areas, but you need to classify the students and graduates correctly based upon the available categories.

[3] The school must utilize the definitions in the **Glossary of Terms** portion of the Graduation & Employment Chart in the "Forms and Reports" section on the ACCSC website (www.accsc.org) for categorizing students for each line, also provided at the end of this document.

Line 7:   **9** students are Available for Graduation (this line calculates automatically)

Line 8:   2 are classified as Withdrawn/Terminated*

*(**1** student withdrew and **1** student graduated but <u>did not graduate within 150%</u> of the program length therefore she is counted as a withdrawal for the purposes of reporting on the G&E chart.)

Line 9:   **7** Students Graduated within 150% of the program length (this line calculates automatically)

Line 10: Graduation Rate for this Cohort = 78% (the number of graduates divided by the number available for graduation, 7/9).

Step 5: Calculate the Employment Rate from the group of graduates.

Using the example in **Table 2** below, for the **October 2013** Class/Cohort Start, <u>of the **7** graduates </u>in this cohort:

Line 11: **1** graduate Furthered [his/her] Education[5]

Line 12: **1** graduate is Unavailable for Employment[6] due to the onset of a medical condition

Line 13: **5** students are Available for Employment (this line calculates automatically)

Line 14: Of the 5 graduates Available for Employment, **4** are Employed in the Field

Line 15: Employment Rate for this Cohort = 80% (the number of employed graduates divided by the number available for employment, 4/5). (this line calculates automatically)

Line 16: **1** graduate is employed in an Unrelated Occupation.

Final Steps: Continue to complete each Class/cohort Start and the chart will automatically calculate the Total percentage.

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[4] See the Glossary of Terms for the 4 (and only 4) reasons why a student would be removed from the Graduation Rate calculation.
[5] Further-Education: Graduates that continue on with education in an accredited institution of higher education (postsecondary) on at least a half-time basis.
[6] See the Glossary of Terms for the 5 (and only 5) reasons why a student would be removed from the Employment Rate calculation other than Further Education.

Table 2 (Red = this line calculates automatically)

In this example:
- The Total Graduation Rate for the Welding program is 74%
- The Total Employment Rate is 90%.

	Class Start Date (month/year)	Oct-13	13-Nov	13-Dec	14-Jan	14-Feb	14-Mar	14-Apr	14-May	14-Jun	14-Jul	14-Aug	14-Sep	TOTAL
1	Class Start Date (month/year)	Oct-13	13-Nov	13-Dec	14-Jan	14-Feb	14-Mar	14-Apr	14-May	14-Jun	14-Jul	14-Aug	14-Sep	TOTAL
2	Number Started	10	2	10	7	3	5	5	10	10	12	5	7	86
3	Transfers to Another Program	1												1
4	Transfers from Another Program	1												1
5	Total Starts plus/minus Transfers	10	2	10	7	3	5	5	10	10	12	5	7	86
6	Unavailable for Graduation	1												1
7	Students Available for Graduation	9	2	10	7	3	5	5	10	10	12	5	7	85
8	Withdrawn/Terminated Students	2		5	5	2	2	2	1	1			1	22
9	Graduates within 150% of Program Length	7	2	5	2	1	3	3	9	9	11	5	6	63
10	GRADUATION RATE	78%	100%	50%	29%	33%	60%	60%	90%	90%	92%	100%	86%	**74%**
11	Graduates - Further Education	1												1
12	Graduates - Unavailable for Employment	1		1					2					4
13	Graduates - Available for Employment	5	2	4	2	1	3	3	7	9	11	5	6	58
14	Graduates - Employed in Field	4	2	4	2	1	3	3	7	8	10	4	4	52
15	EMPLOYMENT RATE	80%	100%	100%	100%	100%	100%	100%	100%	89%	91%	80%	67%	**90%**
16	Graduates - Unrelated Occupations	1								1	1		1	4
17	Graduates - Unemployed													0
18	Graduates - Unknown											1	1	2

Glossary of Terms Used on the Graduation and Employment Chart

All Data Included in the Graduation and Employment Chart Must Be Verifiable Through Appropriate Documentation

1. Class Start Date: The month and year each student cohort, or groups of student cohorts students started (a group of student cohorts occurs when there are multiple class starts within a single month).

2. Number Started: The number of students who started in the program for each start date in the period, including students entering with advanced placement.

    Start: Students are considered to have been in attendance for reporting purposes (Start) if, as a result of their attendance, they incur a tuition/fee or other financial obligation as specified by the institution's refund policy. Fees or other obligations (i.e., uniforms, tools, etc.) are only those associated with actual attendance; not those considered part of the application for admission or enrollment process. In any event, any student enrolled 15 days from the scheduled start date of the program must be classified as a "start" for the purpose of reporting students on the Graduation and Employment Chart.

3. Transfers to Another Program: The total number of students who transferred out of this program and into another ACCSC-approved program at the school.

4. Transfers from Another Program: The total number of students who transferred into this program from another ACCSC-approved program at the school.

5. Total Starts plus/minus Transfers (Line 5 = 2-3+4): The total number of students who started, minus those who transferred out, plus those who transferred in. This is the total number of students on which graduation will be based.

6. 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.

7. Available for Graduation (Line 7=5-6): The total number of student available for graduation from the program. (This is the total number of students who started the program that have not dropped for the above four reasons.)

8. Withdrawn / Terminated Students: The number of students who withdrew or were terminated, within 150% of the program length, from the program. This number does not include the student classified as "Unavailable for Graduation" (Line 6).

9. Graduates within 150% of Program Length: The number of students who graduated from the program within 150% of the stated program length.

10. **GRADUATION RATE**: The school's official graduation rate for each cohort and for the program for the reporting period (Line 10 = 9/7).

11. Graduates - Further Education: This category removes from the employment rate calculation the number of graduates that continue on with education in an accredited institution of higher education (postsecondary) on at least a half-time basis.

12. Graduates - Unavailable for Employment: This category removes from the employment 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.

13. Available for Employment (Line 13 = 9-11-12): The total number of students available for employment.

14. 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.

    Please Note: The school must be able to justify the classification of each graduate as employed in a training related field and maintain verifiable employment records using **ACCSC's Guidelines for Employment Classification**, *Standards of Accreditation, Appendix VII*.

15. **EMPLOYMENT RATE**: The school's official rate of graduate job attainment for each cohort and for the program for the reporting period (Line 15=14/13). The school's official rate of employment is that which is used to determine compliance with accreditation requirements.

16. Graduates in Unrelated Occupations: The number of graduates employed in jobs not related to the training obtained from the school's program.

17. Graduates Unemployed: The number of unemployed graduates.

18. Graduates Unknown: The number of graduates for which no information about employment or unemployment is available.

19 Non-Graduated Students Who Obtained Training Related Employment: The number of withdrawn/terminated students from Line 8 who obtain employment in a field related to the program in which the student was enrolled and based upon the training provided by the school.

20. Employment Rate with Non-Graduated Students Who Obtained Training Related Employment: The school's supplemental employment rate which calculates the total number or graduated and non-graduated students who obtained training related employment.

How the G&E Chart Data is Verified

ACCSC verifies Graduation and Employment data reported by schools in a number of ways including but not limited to:

a. Verification during on-site evaluations and

b. Verification of a random sample of reports each year.

Independent Third-Party Verification of Employment Data

- Annual Random Sample

  ACCSC randomly selects and subjects graduate employment records from 10% of the Annual Reports submitted by ACCSC-accredited institutions to a third-party independent verification audit.

- Initial and Renewal Application for Accreditation

  In 2014, in addition to the annual random sampling conducted by ACCSC through an independent third-party verifier, ACCSC mandated that all institutions seeking initial accreditation or renewal accreditation subject graduate employment records for all programs to an independent verification audit[7] as part of the accreditation process – the requirements and parameters are detailed in the ACCSC Self-Evaluation Report found on the Forms and Reports page of the ACCSC website.

On-Site Evaluation

  The on-site evaluation team will review documentation to support the graduation rate (e.g., transcripts and documentation for students classified as Unavailable for Graduation) as well as documentation to support the employment rate (e.g., employment records and documentation for students categorized as Graduates - Further Education and Graduates - Unavailable for Employment).

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[7] http://www.accsc.org/Resources/Independent-Third-Party-Employment-Data-Verification.aspx

Documentation to Support the G&E Chart

The school must support student achievement rates through student transcripts, the school's verifiable records and documentation of initial employment of its graduates, [8] and exam pass rate data obtained from the requiring entity. The school must be able to justify the classification of each graduate as employed in a training related field and maintain verifiable employment records using **ACCSC's Guidelines for Employment Classification**, *Standards of Accreditation, Appendix VII*.

The Commission requires that the supporting documentation for the G&E Chart be **organized by Cohort Start Date** for each G&E Chart.   There are two methods that the Commission typically requests supporting documentation from a school.

Part II of this Blueprint module contains examples of the Commission's expectations for these two methods:

1. **Summary** Supporting Information and
2. Actual Copies of **Supporting Documentation/Employment Records.**

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[8] See *Appendix VII* for the Commission's Guidelines for Employment Classification.

Module 4
ACCSC Graduation and Employment Chart

Part II - Sample Supporting Documentation

Section VII (B)(1)(b), Substantive Standards, Standards of Accreditation states that schools must demonstrate successful student achievement by maintaining acceptable rates of student graduation and employment in the career field for which training is provided and must support these rates through student transcripts, the school's verifiable records of initial employment of its graduates, or other verifiable documentation. The Graduation and Employment Chart ("G&E Chart") is the Commission's mechanism for collecting student achievement data and schools must provide this information in accordance with prescribed requirements and instructions that accompany this chart.

The Commission provides this sample of supporting documentation in an effort to help schools better understand how the Commission would like this information to be organized in order to facilitate efficient review and to help schools better understand the types of documentation that the Commission considers to be verifiable evidence to support data presented by schools in the ACCSC G&E Chart. The information included in this document is considered to be examples of documentation and is not intended to be an exhaustive list and schools are not limited to these examples. Schools may use other types of supporting documentation that can be validated and verified.

Two methods that the Commission **typically** requests/reviews supporting documentation from a school as required in Commission Action Letters, Team Summary Reports, the SER, etc.:

1. **Summary** Supporting Information

2. Actual Copies of **Supporting Documentation/Transcripts/Employment Records**

The pages that follow provide examples that align with **Table 3** - Sample G&E Chart

Table 3

Graduation and Employment Chart

School #: **M123456**   Name of School: Welding Institute   Report Date: July-16

City: **Arlington**   St: **VA**   Zip: 22201   Phone: 703-555-5555   Email: email@sample.com

Program Title: Welding (Diploma)   Program Length in Months: **12**

Beginning Date of 12 Month Reporting Period: **Oct-13**   Ending Date of 12 Month Reporting Period: **Sep-14**

	Class Start Date (month/year)	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	TOTAL	%	%=
2	Number Started	10	2	10	7	3	5	5	10	10	12	5	7	86	100%	
3	Transfers to Another Program	1												1	1%	3/2
4	Transfers from Another Program	1												1	1%	4/2
5	Total Starts plus/minus Transfers	10	2	10	7	3	5	5	10	10	12	5	7	86	100%	
6	Unavailable for Graduation	1												1	1%	6/5
7	Students Available for Graduation	9	2	10	7	3	5	5	10	10	12	5	7	85	99%	7/5
8	Withdrawn/Terminated Students	2		5	5	2	2	2	1	1	1		1	22	26%	8/5
9	Graduates within 150% of Program Length	7	2	5	2	1	3	3	9	9	11	5	6	63	74%	9/7
10	**GRADUATION RATE**	78%	100%	50%	29%	33%	60%	60%	90%	90%	92%	100%	86%	74%		9/7
11	Graduates - Further Education	1												1	2%	11/9
12	Graduates - Unavailable for Employment	1		1					2					4	6%	12/9
13	Graduates - Available for Employment	5	2	4	2	1	3	3	7	9	11	5	6	58	92%	13/9
14	Graduates - Employed in Field	4	2	4	2	1	3	3	7	8	10	4	4	52	83%	14/9
15	**EMPLOYMENT RATE**	80%	100%	100%	100%	100%	100%	100%	100%	89%	91%	80%	67%	90%		14/13
16	Graduates - Unrelated Occupations	1								1	1		1	4	7%	16/13
17	Graduates - Unemployed													0	0%	17/13
18	Graduates - Unknown											1	1	2	3%	18/13

If there is a value other than zero in any of these fields, then there is an error in the data:

Checking Calculation of Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0
Checking Calculation of Available for Employment	0	0	0	0	0	0	0	0	0	0	0	0	0
Checking Placement Accountability	0	0	0	0	0	0	0	0	0	0	0	0	0

19	Non-Graduated Students Who Obtained Training Related Employment													0	0%	19/5
20	**Employment Rate with Non-Graduated Students Who Obtained Training Related Employment**	80%	100%	100%	100%	100%	100%	100%	100%	89%	91%	80%	67%	90%		

If the value is greater than zero in any of these fields, then there is an error in the data.

Checking Calculation of Non-Graduated Students	-2	0	-5	-5	-2	-2	-2	-1	-1	-1	0	-1	-22

Revised October 1, 2009

Summary Supporting Information

(To support data in **Table 3**)

Program: **Welding**

Report Date: **July 2016**
Program Length in Months: **12**
Reporting Period Beginning Date: **October 2013**
Reporting Period End Date: **September 2014**

Graduation Rate

For each student start provide the following:

Student Name	Program	Start Date	Graduation Date	Withdrawal/Termination Date
Mike Grey	Welding	10/13	10/1/14	N/A
Jim Brown	Welding	10/13	10/1/14	N/A
Bill White	Welding	10/13	10/1/14	N/A
Sally Greene	Welding	10/13	10/1/14	N/A
Tony Blue	Welding	10/13	N/A	N/A
Tony Green	Welding	10/13	10/1/14	N/A
Mike White	Welding	10/13	10/1/14	N/A
Sally Summer	Welding	10/13	10/1/14	N/A
Margaret Winter	Welding	10/13	**6/1/15****	Graduated beyond 150%
Alice Autumn	Welding	10/13	N/A	1/20/14
Manuel Blanco	Welding	**11/13**	11/1/14	N/A
Jose Verde	Welding	**11/13**	11/1/14	N/A

**Although Margaret Winter ultimately graduated, she did not complete the program within 150% of the normal duration therefore she is counted as a withdrawal for the purposes of reporting on the G&E Chart.[9]

For each student classified as "**Unavailable for Graduation**" (line #6), provide the following information:

Student Name	Program	Start Date	Reason Unavailable	Description of Documentation on File
Tony Blue	Welding	10/13	Military Deployment	Copy of Military orders

The school must be able to provide supporting and verifiable documentation for each student classified as "Unavailable for Graduation" to include minimally, external documentation such as military orders, letter from physician/doctor, death notice/obituary, public record of incarceration.

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[9] The school is not required to terminate the enrollment of a student who is unable to complete the program within the maximum timeframe unless the school has determined that the student has failed to meet school policies that would otherwise warrant termination (e.g., academic progress or attendance policies). For the purposes of reporting student achievement, the school may not classify students who do not complete the program within the maximum timeframe as graduates (*Section VII (A)(3)(d) Substantive Standards, Standards of Accreditation*).

Employment Rate

For each graduate classified as Employed in the Field[10] (line #14), provide the following information:

Graduate Name	Program	Start Date	Place of Employment	Contact Address / Phone/ Email for Place of Employment	Date of Initial Employment	Descriptive Job Title & Responsibilities	Source of Verification (i.e., graduate or employer)
Mike Grey	Welding	10/13	J&J Pipe Fitters	2525 Wilson Blvd 703-123-7890 mgrey@jj.com	11/10/14	**Owner** Business operations, welding, hire and train welders	Graduate
Jim Brown	Welding	10/13	Besmart Welders	2527 Wilson Blvd Arlington, VA 703-555-2525 jdavola@bw.com	11/25/14	**Welder** Identify faults; control processes of fitting, burning and welding	Employer
Bill White	Welding	10/13	Jameson Pipe Fitters Contact: Jack Smith	2000 Wilson Blvd Arlington, VA 703-555-2225 jsmith@jp.com	7/1/14*	**Senior Welder** Supervise and identify faults; control processes of fitting, burning and welding	Employer
Sally Greene	Welding	10/13	B & B Steam Fitters Contact: Bill Benson	2727 Wilson Blvd Arlington, VA 703-555-5525 bbenson@bb.com	11/12/14	**Welder** Identify faults; control processes of fitting, burning and welding	Employer
Manuel Blanco	Welding	**11/13**	J&J Pipe Fitters Contact: James Jenson	2525 Wilson Blvd Arlington, VA 703-123-7890	12/1/14	**Welder Apprentice** Clamp, hold, etc component parts Chip or grind off excess weld, Weld parts	Graduate
Pedro Azul	Welding	**11/13**	B & B Steam Fitters Contact: Bill Benson	2727 Wilson Blvd Arlington, VA 703-555-5525	12/8/14	**Fabrication Welder** Performs journey-level welding in the fabrication, repair and maintenance of equipment	Employer

*This date of initial employment is prior to his graduation date, therefore this school will need to document how this situation meets ACCSC's Guidelines for "Career Advancement." See description of documentation on file below for Bill White.

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[10] See *Appendix VII – Guidelines for Employment Classification, Standards of Accreditation*

For each graduate classified as employed in a training related field, that is "**self-employed**" or "**career advancement**," provide the following:

Self-Employed Graduates:

Graduate Name	Program	Start Date	Description of the Documentation on File
Mike Grey	Welding	10/13	Statement signed by the graduate that includes all elements from the ACCSC *Guidelines for Employment Classification* including the required attestation for self-employed graduates

Graduates classified as Career Advancement

Graduate Name	Program	Start Date	Description of the Documentation on File
Bill White	Welding	10/13	Statement from the employer that the training supported the graduate's ability to be eligible or qualified for advancement due to the training provided by the school.

For each graduate classified as "Graduates-Further Education" (line #11) or "Graduates-Unavailable for Employment" (line #12), provide the following information:

Graduate Name	Program	Start Date	Classification on the G&E Chart	Reason	Description of the Documentation on File
Manuel Ortiz	Welding	10/13	Further Education	Enrolled in Advanced Welding at another school	Copy of acceptance letter from new school
Samuel Smith	Welding	10/13	Unavailable for Graduation	Military Service Deployment	Copy of Military Orders

The school must have supporting and verifiable documentation for any student classified as "Unavailable for Graduation" (line #6), "Graduates-Further Education" (line #11), "Graduates-Unavailable for Employment" (line #12), or "Non-Graduated Students Who Obtained Training Related Employment" (line #19). This must include, minimally, external documentation such as transcripts/enrollment agreements for "Graduates-Further Education" and military orders, letter from physician/doctor, death notice/obituary, public record of incarceration, etc. for "Graduates-Unavailable for Employment."

Examples of Supporting Documentation[11]

The examples here are not intended to be an exhaustive list but rather examples of what the Commission considers to be verifiable. Other types of documentation may be considered verifiable.

Line #6 - 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.

The following is a list of the types of documentation that the Commission considers to be verifiable:

> **Deceased:** Copy of death record, copy of obituary, or other official documentation on letterhead.

> **Incarcerated:** Copy of the arrest record, police report or booking/intake documentation, or other official documentation on letterhead or downloaded from an official website.

> **Active Military Service:** Copy of military orders or other official documentation on letterhead or downloaded from an official website.

> **Medical Condition:** Copy of documentation from the student's physician that demonstrates that the student cannot continue enrollment due to a medical condition. Details regarding the student's specific medical condition are not necessary.

Line #11 - Graduates - Further Education: This category removes from the employment rate calculation the number of graduates that continue on with education at an accredited institution of higher education (postsecondary) on at least a half-time basis. The following is a list of examples of documentation the Commission considers to be verifiable:

- **Enrollment Agreement** at institution where student is continuing education.
- **Acceptance Letter** from Institution where student is continuing education.
- **Student enrollment records** from a database or clearinghouse.

Line #12 - Graduates - Unavailable for Employment: This category removes from the employment 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.

The following is a list of examples of documentation the Commission considers to be verifiable:

- **Deceased:** Copy of death record, copy of obituary, or other official documentation on letterhead.

- **Incarcerated:** Copy of the arrest record, police report or booking/intake documentation, or other official documentation on letterhead or downloaded from an official website.

- **Active Military Service:** Copy of military orders or other official documentation on letterhead or downloaded from an official website.

- **Medical Condition:** Copy of documentation from the graduate's physician that demonstrates that the graduate cannot pursue employment due to a medical condition. Details regarding the graduate's specific medical condition are not necessary.

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[11] If a demonstration cannot be made, with verifiable supporting documentation, for the above conditions, students should not be classified as "Unavailable for Graduation,' "Unavailable for Employment," "Further Education" or "Employed in Field." Supporting documentation should be maintained in the student file for reporting/verification purposes.

- **International Students who have left the country and returned to their country of origin:** Admissions/enrollment paperwork that demonstrates the student is not a U.S. citizen and any supporting documentation that demonstrates they have not maintained U.S. residence status following graduation.

Line #14 - Graduates – Employed in Field

GUIDELINES FOR EMPLOYMENT CLASSIFICATION (*Appendix VII, Standards of Accreditation*)

The school must be able to justify the classification of each graduate as employed in a training related field and maintain verifiable employment records using the following guidelines. In accordance with *Section I (A)(1)(d) Substantive Standards, Standards of Accreditation*, the school should have and adhere to policies or protocols in regard to these guidelines (reasonable time period, sustainability, relatedness, etc.).

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:

   a. Regular Employment:

      i. The school secures written documentation from the employer verifying the employment and that the employment is related to the student's program of study at the school; or

      ii. The school secures written documentation from the graduate verifying the employment and that the employment is related to the student's program of study at the school; or

      iii. In cases where a school can show **diligent** efforts have been made to secure such written documentation without success, the school maintains employment verification records that include:
         1. The graduate's and employer's name and contact information;

         2. A signature of school staff attesting to verbal employment verification with the <u>employer</u> and the date of verification; **and**

         3. A signature of school staff attesting to verbal employment verification with the <u>graduate</u> and the date of verification.

   b. Self-Employment:

      The school secures written documentation from the self-employed graduate verifying that the employment is valid including, at a minimum, a statement signed by the graduate which includes the following:

      - The graduate's name and contact information;

> **Note**: The school should have a policy/definition for what it considers to be **diligent** effort. The policy defines how many attempts the school makes to get written documentation before resorting to verbal verification. Keep documentation of those diligent efforts/attempts.
> Verbal verification is NOT permitted for Self-Employment.

- An attestation that the self-employment is aligned with the individual's employment goals, is vocational, and is based on and related to the education and training received;

- An attestation that the graduate is earning training-related income; and

- In cases where licensure is required for employment, an attestation that such licensure has been achieved.

c. Career Advancement:

Students that are already employed **in the field of study** as defined above at the time of graduation[12] 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.

Some schools create Employment Verification Forms to obtain verification and documentation from employers/graduates.

See Sample **Employment Records/Verification** on next pages.

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[12] The intent of this provision does not apply in cases where a student secures employment toward the end of the program but prior to graduation, where the employment is based on the near anticipated completion of the program (e.g., externship to hire prior to graduation).

Employment Record/Verification for Regular Employment - Example (using an email)

From: Joe Davola
Sent: Tuesday, February 25, 2015 12:26 PM
To: Cal Barnson
Subject: RE: Employment Verification

Hello Cal,

Jim did start here at BeSmart Welders back in November of 2014 as a welder. He was primarily responsible for designs, fabrications, joints, and repairs of various equipment and fixtures. He did a great job and has since been promoted to Shop Supervisor. Please let me know if you have any additional questions regarding Jim. Also, I am looking for someone to fill his Welder position, do you have any exceptional current graduates for me?

Thank you,
Joe

Joe Davola
Master Welder
BeSmart Welders
2527 Wilson Blvd Arlington, VA
703-555-2525
jdavola@bw.com

_____

From: Cal Barnson
Sent: Tuesday, February 25, 2015 12:19 PM
To: Joe Davola
Subject: Employment Verification

Dear Mr. Joe Davola,

I am writing to verify the employment of one of our graduates:
Jim Brown
Cell: 555.555.5555
jbrown@example.com

Can you please confirm the following for Jim Brown

Start Date at BeSmart Welders: 11/25/14
Job Title: Welder
Duties: Identify faults; control processes of fitting, burning and welding.

Thank you,

Cal Barnson
Director of Career Services
The Welding Institute
555 School Boulevard
Arlington, VA 22201

Employment Record/Verification for Regular Employment - Example (using a Form)

<div style="border:1px solid">

The Welding Institute
555 School Boulevard
Arlington, VA 22201

Employment Verification Form – Regular Employment

Graduate Information:

Name: Jim Brown   **Program:** Welding   **Start Date:** 10/13   **Grad Date**: 10/1/14

Email: jb@example.com   **Cell Phone:** 555-555-5555
(email must be a current/active and non-school email address where we can reach you after graduation)

Employment Information:
Please provide the following information for the above named graduate of The Welding Institute.

Company Name: BeSmart Welders

Company Address: 2527 Wilson Blvd Arlington, VA

Company Telephone: 703-555-2525   Fax:

Employee's Title/Position: Welder

Hire/Start Date: 11/25/14

List of Job Duties (or attach job description):
 Responsible for designs, fabrications, and repairs of various equipment and fixtures. Did a great
 a great job and has since been promoted to Supervisor.

Supervisor Name: Joe Davola   Title: Master Welder

Signature of Supervisor/Company Representative: *Joe Davola*   Date: 2/25/15
(If employment was verified by Employer)

Signature of Graduate: Date:
(If employment was verified by Graduate)

Please return to: Fax: 555.555.5555 or email info@sample.edu

</div>

Employment Record/Verification for Self-Employment - Example (using a Form)

<div style="border: 2px solid navy; padding: 20px;">

The Welding Institute
555 School Boulevard
Arlington, VA 22201

Employment Verification Form – Self-Employment

Graduate Information:

Name:___Mike Grey_____   **Program:** ___Welding___ **Start Date:** ___10/13___ **Grad Date**: ___10/1/14___

Email: _mgrey@jj.com_____   **Cell Phone:** ___555-555-5555_____
(email must be a current/active and non-school email address where we can reach you after graduation)

Self-Employment Information:

Company Name: ___J&J Pipe Fitters_____

Company Address: ___2525 Wilson Blvd., Arlington, VA_____

Telephone: ___555-555-1234_____   Fax: _____

Start Date: ___10/15/14_____

List of Services Offered/Provided:___Create and fabricate designs; join and repair various equipment
   and fixtures for customers._____

I attest to the following:

After graduating from The Welding Institute I am currently self-employed;

My self-employment is:

- *aligned with my employment goals,*
- *is vocational, and*
- *is based on and related to the education and training received at The Welding Institute;*

I am earning training-related income; and

I have achieved the required licensure to practice as a welder in my state.

Signature of Graduate: ___*Mike Grey*_____   Date: _2/25/14_____

Please return to: Fax: 555.555.5555 or email info@sample.edu

</div>

> Tip:
> Where there are a significant number of self-employed graduates, it is also helpful to have supporting information such as current client lists, recent invoices, online reviews, etc.

OTHER RESOURCES available at www.accsc.org

ACCSC's Online Training Center

Professional Development Opportunities at **www.accsctraining.org**

Other Blueprints for Success Series available at accsc.org

- Organizing an Effective Electronic Submission
- Preparing a Comprehensive Response for Commission Consideration
- Preparing for the On-site Evaluation

ACCSC Monograph Series

- Maximizing Program Advisory Committees
- Learning Resource Systems
- Faculty Improvement Planning/Implementation
- Self-Evaluation Processes and Practices
- Institutional Assessment and Improvement Planning/Implementation

ACCSC New Student Letter

ACCSC-accredited institutions are encouraged to incorporate this letter with any existing orientation packet that is provided to new students.

ACCSC Graduation Letter

ACCSC-accredited institutions are encouraged to include this letter with any graduation packet this is provided to students.

Events and Workshops – Check www.accsc.org for updates

- Annual Professional Development Conference
- Accreditation Workshops