

## Methodology used to determine the Employment Rate

### Accrediting Commission of Career Schools and Colleges (ACCSC)

ACCSC applies the following three definitions of **Graduates – *Employed in Field***: (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)).

#### **1. Employed in Field: Regular Employment**

Is directly related to the program from which the individual graduated; aligns with a majority of the educational and training objectives; and is a paid position.

#### **2. Employed in Field: Self-Employment**

The school secures written documentation from the self-employed graduate verifying that the employment is valid (as defined under regular employment above) and including, at a minimum, a statement signed by the graduate.

#### **3. Employed in Field: Career Advancement**

Students that are already employed at the time of graduation can be considered employed when completing the program of study as follows: The training provided by the school allowed the graduate to maintain the employment position or that the training supported the graduate's ability to be eligible or qualified for advancement due to the training provided by the school.

ACCSC applies the following definition for *Graduates – Unavailable for Employment*: (These students are excluded from the calculation).

This category removes from the placement 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. Also, graduates that continue on with education in an accredited institution of higher education (postsecondary) on at least a half-time basis.

ACCSC applies the following definition for ***Graduates - Available for Employment***:

Employed in Field minus (Graduates – Unavailable for Employment) = Graduates - Available for Employment

ACCSC calculates the Job Placement rate as follows:

***Graduates - Employed in Field***                      = ***Job Placement Rate***  
***Graduates - Available for Employment***

## Graduation Rate Methodology

### Accrediting Commission of Career Schools and Colleges (ACCSC)

1. Class Start Date: The month and year each student cohort.
2. Number Started: The number of students who started in the program for each start date in the period. 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".
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, and whose progress in the program is concurrent with the students in this class start date.
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).

2017-2018 (Report is submitted in October)