

ANNUAL COMPLETION AND PLACEMENT REPORTING

Policy Requirements: This annual reporting, applicable to all vocational institutions, is intended as an extension of Document 12.b – Annual Report and Enrollment Statistics, requested of all ACCET accredited institutions, in order to provide a review for ongoing compliance with ACCET standards, policies and procedures.

The Annual Completion and Placement Statistics Reporting is due May 1st of each calendar year, and the data required for this documentation must be compatible with Document 28 – Completion and Placement Policy, including the electronic reporting requirements identified in the Definitions and Explanation for Document 28.1 – Completion and Placement Statistics section.

CALENDAR YEAR 20

1. Name of Institution:
2. City/State/Zip:
3. Who is the designated Contact Person responsible for this report?

Name: Title:

Telephone: Fax: Email:

A. Completion/Placement Data

Completion and Placement data serve as measurable outcomes utilized by the institution and ACCET to assess, document, and validate the quality of the education and training services provided by the institution. Consequently, the institution will answer the following questions to verify that policy and procedures are followed:

1. Is Document 28.1(s) utilized as an internal tracking tool? Yes No

If Yes, how often is it reviewed? Monthly Quarterly Other

If No, explain

2. Is complete information maintained for each placement, including name, completion date, program name, employment start date, company information, job title/description, and documentation of ineligibility status, if applicable? Yes No

If No, explain

3. Provide a brief description of the procedures for validating training-related placement in the following categories:

General:

Self-Employment:

Temporary/Part-Time Employment:

Continuing Employment:

4. Completion Benchmark 67%: Is the completion rate(s) for **any** of the programs offered below the established benchmark? Yes No

If yes, identify those programs and rates (by site) and provide a narrative description of the institution's internal assessment of the data.

5. Placement Benchmark 70%: Is the placement rate(s) for **any** of the programs offered below the established benchmark? Yes No

If yes, identify those programs and rates (by site) and provide a narrative description of the institution's internal assessment of the data.

6. Maximum Waiver Allowance 15%: Is the percentage of waivers for **any** program above the 15% allowed? Yes No

If yes, identify the factors which contributed to the high percentage.

B. Supplemental Data

1. Document 28.1 - Completion and Placement Statistics for calendar year of report (by program and by site) to be completed and submitted to ACCET using instructions and guidelines provided by ACCET staff. As a reminder, a separate Document 28.1 must be submitted for each program offered at each site.

By submitting this form, the undersigned, authorized representative of this institution hereby attests to the accuracy and completeness of the document and all attached supporting documentation.

Authorized Signature: _____ Title:

Date: