

ANNUAL COMPLETION AND PLACEMENT REPORTING

Rationale: 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.

Policy Requirements: The Annual Completion and Placement Statistics Reporting is due May 1st of each calendar year, and the data required for this documentation is compatible with Document 28 – Completion and Placement Policy and the electronic reporting requirements of Document 28.1 Definitions – Completion and Placement Statistics – Definitions and Explanations.

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.
2. A completed ACCET Document 29 – Catalog Checklist and Guidelines. Annotate the last page of Document 29 with any recent policy revisions that have been made, specifically those involving, but not limited to, refunds, attendance, and transfer of credit.

The undersigned, authorized representative of this institution hereby attests to the accuracy and completeness of this document and all attached materials.

Authorized Signature _____ Title _____

Date _____