Annual Report

Riverside County Office of Education - School of Career Education

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Please review the following list of campuses and programs diligently prior to confirming and proceeding into the Annual Report. If there are any inconsistencies with this list against your records, please pause the Annual Report process and contact COE at annualreport@council.org. If you have programs that should have been deleted, please continue and note as such in the Completion, Placement, and Licensure section of the Annual Report. Continuing past this point cannot be undone and incorrect data could result in delays.

- Completion, Placement, and Licensure

  - Postsecondary Programs

    - 317600 - Riverside County Office of Education - School of Career Education - Alessandro

      - Medical Assistant
      - Patient Care Technician
      - Pharmacy Technician

    - 317601 - Riverside County Office of Education - School of Career Education - Don F. Kenny Regional Learning Center, SCE Indio Service Center

      - Dental Assistant/RDA Eligible
      - Medical Assistant
      - Pharmacy Technician

    - 317615 - Riverside County Office of Education - School of Career Education - Grindstaff Center II

      - Dental Assistant/RDA Elligible

Signature of Chief Administrator

Combined FTE

1. Final FTE Figure for Last Year	**133**
2. Traditional Classroom Delivery (incl., Hybrid) Contact Hours:	**115004**
3. Traditional Classroom Delivery (incl., Hybrid) Semester Credit Hours:	**0**
4. Traditional Classroom Delivery (incl., Hybrid) Quarter Credit Hours:	**0**
5. Traditional Classroom Delivery (incl. Hybrid) Total FTE	**128**
6. Distance Education Contact Hours:	**0**
7. Distance Education Semester Credit Hours:	**0**
8. Distance Education Quarter Credit Hours:	**0**
9. Distance Education Total FTE:	**0**
10. Grand Total FTE	**128**

General Report Questions

1. Is this institution, or any of its branches, accredited or a candidate for accreditation by a recognized accrediting agency other than COE?	**NO**
2. Is the institution currently processing Pell Grants?	**YES**
3. Is the institution currently processing Federal loans?	**YES**
4. Administrative and supervisory staff: Number Full Time: (If none, enter zero)	**3**
5. Administrative and supervisory staff: Number Part Time: (If none, enter zero)	**0**
6. Support staff: Number Full Time: (If none, enter zero)	**6**
7. Support staff: Number Part Time: (If none, enter zero)	**3**
8. Faculty: Number Full Time: (If none, enter zero)	**7**
9. Faculty: Number Part Time: (If none, enter zero)	**0**

Content

10. From	**07-01-2022**
11. To	**06-30-2023**

12. Web Address Of Online Catalog:

https://riversidesce.org/

General Conditions of Accreditation

1. The institution continues to demonstrate that it satisfies each of the eligibility requirements for Candidate for Accreditation.	**YES**
2. The institution conducts its affairs with acceptable standards of honesty and integrity.	**YES**
3. The institution meets all lawful obligations imposed by state and federal agencies.	**YES**
4. The institution has notified the Commission of any individual affiliated with the institution who has been debarred by a government agency or another accrediting agency or was an owner, an administrator, or a governing-board member of a COE-affiliated institution that was denied accreditation, was dropped from accreditation, or closed without providing a teach-out or refunds to currently enrolled students.	**NA**
5. The institution occupies its own physical facilities and is not co-located with another institution.	**YES**
6. The institution maintains a permanent accreditation file which contains items set forth in the Commission conditions.	**YES**
7. Non-Public Institutions Only: (If required to operate.) The institution has an original current license for the main campus and each branch and/or extension.	**NA**
8. The on-site administrator or other full-time employee at the main campus attended the Commission-sponsored workshops for the preparation of the Self-Study Report and workshops for submitting the Annual Report within six to eighteen months prior to hosting the accreditation visiting team. (For initial accreditation, the institution must also have an official confirmation of attendance for having attended the Candidate Academy.)	**YES**
9. For initial accreditation or reaffirmation of accreditation, the institution has posted a notice on the home page of the institution's website and on at least one social media platform until accreditation is granted or reaffirmed. This notice must be placed at least sixty (60) days prior to hosting the accreditation visit and must state that the institution is applying for initial accreditation or reaffirmation of accreditation with the Commission of the Council on Occupational Education.	**YES**
10. The institution has submitted an evaluation of Standards form from one of its occupational advisory committees within 12 months of the institution's scheduled visit, but prior to the preliminary visit.	**YES**
11. The institution has informed the Commission of all planned and unplanned substantive changes.	**YES**
12. Innovative or experimental programs operated at variance with the standards have received Commission concurrence prior to implementation.	**NA**
13. Documents the institution has filed with the Commission accurately represent the status of the institution.	**YES**
14. Accredited Institutions Only: The institution's use of the accreditation seal complies with Commission conditions.	**YES**
15. The institution adheres to the Commission's condition on the monitoring of institutional growth and has notified the Commission of increases in total Full-Time Equivalent (FTE) that equal or exceed 25% of the established baseline, and for non-public institutions, increases in gross revenue of 100% or more from the previous year have been reported to the Commission.	**YES**

16. Student recruitment activities used by the institution are truthful and avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with all other Commission conditions governing recruitment.	**YES**
17. Media used by the institution for advertising purposes is truthful and presented with dignity to avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with all other Commission conditions governing advertising. (See Handbook of Accreditation)	**YES**
18. A website and other official informational documents which are made available through various media (hard copy or online) to provide the information specified in the Handbook of Accreditation must be readily available to students, prospective students, and other constituents.	**YES**
19. If the institution employed a consultant for the purpose of assisting in the accreditation process, it has submitted a copy of the consultant's resume to the Council within seven days after employment was secured, and it can demonstrate that the terms of the consultant's contract meet Commission conditions stated in the Handbook of Accreditation.	**NA**
20. The role of contractors hired by candidate/accredited institutions (if any) must exclude the authority to make official decisions for the institution or to serve in the role of accreditation liaison officer for the institution.	**NA**
21. If the institution participates in Title IV Financial Aid programs, it does not contract more than 25% of the instruction of one or more of its programs with an external entity.	**YES**
22. Clear indication must exist that the faculty and staff were responsible for preparing, revising and editing any documents required in the accreditation process.	**YES**
23. The institution has named an accreditation liaison officer who is a staff member located at the main campus.	**YES**

Status with Other Agencies: A "YES" response for statements #1-8 signifies that the institution is in compliance with the Commission's Conditions.

1. The institution is not the subject of an interim action by a state or federal agency potentially leading to the suspension, revocation, withdrawal, or termination of the institution's legal authority to provide postsecondary education in any state in which it operates.	**YES**
2. The institution has not had its state license suspended, revoked, withdrawn, or terminated, even if the required due process procedures have not been completed within any state in which it operates.	**YES**
3. The institution has not voluntarily withdrawn its candidacy or accreditation while not in good standing from a nationally recognized accrediting agency.	**YES**
4. The institution has not had its candidacy or accreditation withdrawn or been placed on public probation by a nationally recognized accrediting agency.	**YES**
5. The institution is not the subject of an interim action by another accrediting agency potentially leading to the suspension, revocation, or withdrawal of candidacy or accreditation.	**YES**
6. The institution has not been notified of the loss of any agency's accreditation even if the due process procedures have not been completed.	**YES**
7. The institution describes itself in identical terms with regard to identity (i.e., main campus, branch campus, branch campus to main campus relationship), mission, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents to all federal, state, and other agencies, including accrediting agencies.	**YES**
8. Institutions seeking dual accreditation have submitted the reasons for wanting dual accreditation to each accrediting agency and to the Secretary of the U.S. Department of Education, and the institution has designated which agency's accreditation is to be utilized in determining the institution's eligibility for program participation under the Higher Education Act.	**NA**

Non-Main Campus Sites: General

1. Ownership of all non-main campus sites is the same (same governance, entity, proprietorship or partnership, or the same corporation) as the main campus.	**YES**
2. The Commission has approved every instance where the names of non-main campus sites have been expanded to clearly identify different locations or specific programs.	**YES**
3. The complete name of the main campus is identified in all publications and advertisements when referring to a non-main campus site.	**YES**
4. Duplicate records on personnel, financial matters, student attendance, and student educational progress and outcomes data for non-main campus sites are kept at the main campus. (NOTE: Institutions capable of maintaining and accessing records electronically may keep all records previously mentioned at the main campus.)	**YES**
5. Programs offered at non-main campus sites are approved by the Commission and are described in the main campus catalog (or catalog supplements for branch campuses).	**YES**
6. Non-main campus sites comply with Criteria identified on the Worksheet for Non-Main Campus Sites.	**YES**
7. Instruction provided at non-main campus sites maintains the educational integrity of the institution and must not endanger its compliance with the Standards, Criteria, and Conditions adopted by the Council.	**YES**

Non-Main Campus Sites: Branch Campuses

1. Each branch campus operates under the supervision of a full-time, on-site administrator who reports to the chief administrator at the main campus.	**YES**
2. Each branch campus complies with all Criteria identified on the Worksheet for Non-Main Campus Sites.	**YES**

Non-Main Campus Sites: Extension Campuses

1. Extensions are located within a fifty-mile radius of the main campus.	**YES**
2. Each extension campus complies with Criteria for non-main campus sites as identified on the Worksheet for Non-Main Campus Sites.	**YES**

Non-Main Campus Sites: Extended Classrooms

1. Extended classrooms must be located within two miles of a main or branch campus.	**NA**
2. Extended classrooms must be supervised by the chief administrator of the main or branch campus.	**NA**
3. Each extended classroom complies with Criteria for non-main campus sites as identified on the Worksheet for Non-Main Campus Sites.	**NA**

Non-Main Campus Sites: Instructional Service Centers

1. Program instruction at instructional service centers is under the direct control of the main campus and located within the geographic service area designated by the governing board of the institution.	**NA**
2. All student services are available on-site at the instructional service center and the full range of student services is made accessible to participating students at the main campus.	**NA**
3. Instructional service centers are a joint venture between the institution and an employer or another educational agency.	**NA**
4. Each instructional service center complies with Criteria for non-main campus sites as identified on the Worksheet for Non-Main Campus Sites.	**NA**

Non-Main Campus Sites: Additional Space

1. Additional space acquired for instructional or student services purposes must be located within one quarter of a mile from a main campus or branch campus

NA

Standard ONE Institutional Mission

1. The primary mission of the institution is to instruct students to such competency levels that they are qualified for initial employment and/or career advancement.	**YES**

The institution's mission is:

2. clearly and concisely stated in written form,	**YES**
3. published in hard copy and/or online,	**YES**
4. publicly available, and	**YES**
5. used consistently in publications.	**YES**
6. The institution has an organized and functional institutional advisory committee.	**YES**

The institutional advisory committee meets the following requirements:

7. Is composed of no less than three persons, all of whom are external to the institution. (Committees larger than three members must maintain a majority of external members.);	**YES**
8. Has at least three external members who meet these criteria present at each meeting (with at least two members physically present and one virtually present).	**YES**
9. Meets at least once annually.	**YES**
10. Keeps typed minutes to document its activities, recommendations, and meeting attendance.	**YES**
11. Is used to seek input and provide community involvement in maintaining a relevant mission for the institution.	**YES**

Standard TWO Postsecondary Educational Programs

A. Program Alignment and Administration

The institution has implemented a systematic process to document that each program

1. aligns with the mission of the institution,	**YES**
2. has clearly stated objectives,	**YES**
3. has content relative to its objectives and aligned with the needs of the people and industries served by the program,	**YES**
4. is evaluated annually to ensure currency of its objectives and content,	**YES**
5. has varied assessment methodologies that reflect established occupational competencies, and	**YES**
6. includes coursework that is qualitatively and quantitatively consistent at each campus where it is offered.	**YES**

The institution ensures that each program

7. is approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization, and	**YES**
8. includes on-campus administrators and faculty in planning activities.	**YES**
9. The institution considers the length and the tuition of each program in relation to the documented entry level earnings of completers. NOTE: The Employer Program Verification Form must be completed by potential employers of program graduates (Occupational Advisory Committees) to assist in documenting compliance with this Criterion.	**YES**

Each associate degree program meets the following requirements:

10. The program is designed to lead graduates directly to employment in a specific career.	**NA**
11. The appropriate applied degree title, such as Associate of Applied Technology, Associate of Applied Science, Associate of Occupational Studies, Associate of Science, or Associate of Occupational Technology, is used and includes the specific career and technical education field (i.e., Associate of Applied Science in Veterinary Technology).	**NA**
12. The program has a minimum of 60 semester hours or 90 quarter hours.	**NA**
13. The program includes a minimum of 15 semester hours or 23 quarter hours of general education courses that are not applicable to a specific occupation, with a minimum of one course from each of the following areas: humanities, behavioral sciences, natural or applied sciences, and mathematics.	**NA**
14. A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities.	**NA**

Standard TWO Postsecondary Educational Programs

B. Occupational Advisory Committee Activities

1. Occupational advisory committees are appointed for each program to ensure that desirable, relevant, and current practices of each occupation are being taught.	**YES**

Each occupational advisory committee complies with the following requirements:

2. Consists of a minimum of three members external to the institution	**YES**
3. Represents expertise in the occupational field(s) for which the program prepares students	**YES**
4. Represents each service area covered by the program at each meeting (all locations)	**YES**
5. Has at least three external members who meet these criteria present at each meeting	**YES**
6. Conducts at least one face-to-face meeting annually with at least two of the three required external members physically present (one or more external members may be virtually present)	**YES**
7. Follows an agenda and maintains typed minutes to document its activities, recommendations, meeting attendance, and contact information for each member	**YES**
8. Occupational advisory committees review each educational program no less than once annually and provide the institution with state-of-the-industry updates/information and projections of changes that may occur within the industry that committee members represent.	**YES**
9. Occupational advisory committees assess program graduation requirements as an indicator of the level of completer preparedness.	**YES**

Standard TWO Postsecondary Educational Programs

C. Instructional Activities

1. Applicable academic competencies are integrated into each occupational program.	**YES**
2. Each program provides instruction in the occupational skills essential to success in the occupation, including job knowledge, work habits, and attitudes.	**YES**
3. The sequence of instruction required for program completion (lecture, lab, and work-based activities) is determined by desired student learning outcomes.	**YES**
4. Each course/program has in place course descriptions, learning objectives, course requirements (e.g., standard syllabus, outcomes, grading, resources, etc.),and learning outcomes in order to facilitate quality assurance and the assessment of student learning.	**YES**
The organization of syllabi, lesson plans, competency tests, and other instructional materials is used to	
5. define a sequence for the achievement of objectives,	**YES**
6. guide the delivery of instruction,	**YES**
7. direct learning activities, and	**YES**
8. indicate benchmarks for student progress that are indicated in the student's permanent record.	**YES**
9. To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation.	**YES**
10. Job-related health, safety, and fire-prevention are an integral part of instruction and are incorporated into curricula as is appropriate to the occupation.	**YES**
11. Orientation to technology is provided and technical support is available to students.	**YES**
12. A systematic, objective, and equitable method of evaluating student achievement based on learning objectives and required competencies has been implemented.	**YES**

Standard TWO Postsecondary Educational Programs

D. Coursework Delivered via Distance Education or Hybrid

1. Distance education or hybrid courses and programs are identical to those on campus in terms of the quality, rigor, breadth of academic and technical standards, completion requirements, and credentials awarded.	**YES**
2. Faculty teaching distance education or hybrid courses ensure timeliness of their responses (synchronously or asynchronously) to students' requests by following institutional requirements on response times of no more than 24 hours within the published operational schedule of the program/course.	**YES**
3. The institution has processes in place to determine that the student who registers for a distance education or hybrid course or program is the same student who participates in and completes the course or program and receives the academic credit (with methods such as secure logins, pass codes, or proctored examinations).	**YES**
4. The institution directly verifies the currency and quality of all contracted courseware on an annual basis, is directly responsible for such currency and quality, and maintains curriculum oversight responsibility within all contracts.	**YES**
5. The institution monitors student progress in distance education or hybrid activities; such monitoring may include frequency of log-in time, confirmation of student time online, and the percentage of coursework completed.	**YES**

Standard TWO Postsecondary Educational Programs

E. Work-Based Activities

Written agreements with partners external to the program,

1. are current,	**YES**
2. specify expectations for all parties, and	**YES**
3. ensure the protection and safety of students.	**YES**
4. Each internal and external work-based activity has a written instructional plan for students. [See Section VII. Definitions – Work-Based Activities and Plan.]	**YES**
5. The instructional plan for each work-based activity specifies particular objectives, experiences, competencies, and evaluations that are required.	**YES**
6. The instructional plan for each work-based activity designates the on-site individual(s) responsible for guiding and overseeing supervision of students' learning experiences and written evaluations.	**YES**
7. Work-based activities conducted by the institution are coordinated by a designated institutional employee possessing appropriate qualifications.	**YES**

Standard THREE Program Outcomes

1. The institution submits accurate program completion data each year to the Commission for comparison with required benchmarks.	**YES**
2. The institution submits verifiable program completion data each year to the Commission for comparison with required benchmarks.	**YES**
3. FOR INITIAL ACCREDITATION ONLY: The majority of programs meet the required benchmark for completion for the most recent 12-month period possible.	**NA**
4. FOR ACCREDITED INSTITUTIONS ONLY: All programs meet the required benchmark for completion OR the institution has taken any actions required by the Commission due to program completion rates failing to meet the required benchmark.	**YES**
5. The institution submits accurate program placement data each year to the Commission for comparison with required benchmarks.	**YES**
6. The institution submits verifiable program placement data each year to the Commission for comparison with required benchmarks.	**YES**
7. FOR INITIAL ACCREDITATION ONLY: The majority of programs meet the required benchmark for placement for the most recent 12-month period possible.	**NA**
8. FOR ACCREDITED INSTITUTIONS ONLY: All programs meet the required benchmark for placement OR the institution has taken any actions required by the Commission due to program placement rates failing to meet the required benchmark.	**YES**
9. If applicable, the institution submits accurate licensure exam pass rate data each year to the Commission for comparison with required benchmarks.	**YES**
10. If applicable, the institution submits verifiable licensure exam pass rate data each year to the Commission for comparison with required benchmarks.	**YES**
11. FOR INITIAL ACCREDITATION ONLY: If applicable, the majority of programs meet the required benchmark for licensure exam pass rates for the most recent 12-month period possible.	**NA**
12. FOR ACCREDITED INSTITUTIONS ONLY: All applicable programs meet the required benchmark for licensure exam pass rate OR the institution has taken any actions required by the Commission due to licensure exam pass rates failing to meet the required benchmark.	**YES**
13. The institution has a written plan to ensure that program outcomes follow-up is systematic and continuous.	**YES**
The institution's written plan for program outcomes follow-up includes the following elements: [See Section VII. Definitions – Plan.]	
14. Identification of responsibility for coordination of follow-up activities	**YES**
15. Methods for collection of data on completion, placement, and licensure exam pass rates	**YES**
16. Information collected from completers and employers of completers that is focused on program effectiveness	**YES**

17. Methods for surveying completers and employers of completers to assess the level of satisfaction with the education that was received.	**YES**
18. The program outcomes follow-up plan is reviewed annually by the faculty and administration (and revised as necessary).	**YES**
19. Program outcomes follow-up information is used to evaluate and improve the quality of program outcomes.	**YES**
20. Follow-up information is made available at least on an annual basis to instructional personnel and administrative staff.	**YES**

Standard FOUR Strategic Planning

1. The institution has a written strategic plan. [See Section VII. Definitions – Plan.]	**YES**

The institution's written strategic plan includes, at a minimum, the following components:

2. The mission of the institution	**YES**
3. The vision of the institution	**YES**
4. Objectives for a minimum period of three years (updated annually)	**YES**
5. Strategies for achieving the objectives;	**YES**
6. Current and projected financial resources that provide a basis for initiatives specified in the strategic plan	**YES**
7. Strategies for evaluating progress toward achieving the objectives.	**YES**
8. The faculty, administration, and institutional advisory committee annually review the strategic plan and the institution's progress toward meeting its stated objectives (and revise as necessary).	**YES**

Standard FIVE Learning Resources

A. Media Services

1. The institution has a written plan for its media services, which is appropriate for and inclusive of all methods of program delivery. [See Section VII. Definitions – Plan.]	**YES**

The institution's written plan for media services includes the following components:

2. The scope and availability of the services	**YES**
3. A variety of current and relevant educational appropriate to program offerings are available	**YES**
4. The administrative, supervisory, or instructional staff person responsible for the implementation and coordination of media services	**YES**
5. Roles and responsibilities of designated staff member(s)	**YES**
6. Orientation for user groups (i.e., faculty, students, and others, if needed)	**YES**
7. Facilities and technical infrastructure essential for using media materials	**YES**
8. Annual budgetary support for the services	**YES**
9. Annual evaluation of the effectiveness of media services and utilization of the results to modify and improve media services	**YES**
10. Media services, including instructional supplies, physical resources, technology, and fiscal resources, are available to support the programs offered by the institution.	**YES**
11. Media services are available to ensure the achievement of desired student learning and program objectives.	**YES**
12. A current inventory of media resources is maintained.	**YES**
13. Provisions made for the repair, maintenance, and replacement of media equipment and supplies are in place.	**YES**
14. The institution's learning resources, including media services, technology, facilities, and materials, are comprehensive, current, selected with faculty input, and accessible to the faculty and students.	**YES**

Standard FIVE Learning Resources

B. Instructional Equipment

1. The institution has an inventory procedure to account for instructional equipment. [See Section VII. Definitions – Equipment Inventory.]	**YES**
2. The institution has a procedure for emergency purchases to ensure the acquisition and repair of equipment within a reasonable period of time to support continuous instruction.	**YES**
3. Relevant and up-to-date equipment is available to support the programs offered by the institution.	**YES**
4. The institution has a written procedure for maintaining equipment and for replacing or disposing of obsolete equipment.	**YES**
5. Instructional equipment meets appropriate and required safety standards.	**YES**

Standard FIVE Learning Resources

C. Instructional Supplies

1. Instructional supplies are available to support the programs offered by the institution.	**YES**
2. The institution has a procedure for purchasing and storing instructional supplies.	**YES**
3. Funds are budgeted to provide supplies at a level that supports quality occupational education.	**YES**
4. The institution has a procedure for emergency purchases of instructional supplies within a reasonable period of time to support continuous instruction.	**YES**
5. Instructional supplies meet appropriate and required safety standards.	**YES**

Standard SIX Institutional Infrastructure

A. Physical Resources

1. A plan for the ongoing operation and maintenance of physical facilities has been developed and is in use.	**YES**

The operation and maintenance plan addresses the following elements:

2. Adequacy of and improvements to physical facilities	**YES**
3. Budget available for facility maintenance and improvement	**YES**
4. Personnel	**YES**
5. Non-instructional equipment and supplies	**YES**
6. Compliance with relevant state laws, federal codes and procedures	**YES**
7. Annual evaluation of the plan (and revised as necessary)	**YES**
8. Physical facilities at all locations provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms, parking, etc.	**YES**

Standard SIX Institutional Infrastructure

B. Health and Safety

1. A written plan for assuring the health and safety of the institution's employees, students, and guests to maintain readiness is in use and includes procedures for reporting and investigating incidents affecting the health and safety of the institution's constituents. [See Section VII. Definitions – Plan and Real, Threatened, or Impending Danger.]	**YES**

The health and safety plan:

2. has been distributed to employees,	**YES**
3. is evaluated annually with input from employees (and revised as necessary), and	**YES**
4. ensures basic information about the plan is available to students.	**YES**
5. First aid supplies are readily available.	**YES**

Standard SIX Institutional Infrastructure

C. Technical Infrastructure

1. A plan for the institution's technical infrastructure has been developed and is in use	**YES**
2. addresses adequacy, improvements and protection of the technical infrastructure, including distance education infrastructure if applicable;	**YES**
3. addresses the ongoing operation and maintenance of technical infrastructure, including distance education infrastructure if applicable;	**YES**
4. ensures the privacy, safety, and security of data contained within institutional networks;	**YES**
5. ensures computer system and network reliability whether provided directly by the institution or through contractual arrangements	**YES**
6. is evaluated annually (and revised as necessary); and	**YES**
7. ensures basic information about the plan is available to the administration, faculty, and staff. [See Section VII. Definitions – Plan]	**YES**
8. The technology used by the institution to deliver services and, if applicable, program content to students meets the needs of the students without creating barriers to student support or learning.	**YES**
9. Procedures for preserving and protecting student coursework, testing, and records are provided by measures that ensure their preservation and protection.	**YES**

Standard SEVEN Financial Resources

1. A qualified financial officer or department oversees the financial and business operations of the institution.	**YES**
2. Financial records are maintained so that the institution's fiscal position can be analyzed in a timely manner.	**YES**
3. The institution demonstrates responsible financial management with funds sufficient to maintain quality educational programs and to complete the education of students enrolled.	**YES**
4. The institution uses adequate auditing and budgetary controls and procedures consistent with local, state, and federal requirements.	**YES**
5. The institution exercises proper management, financial controls, and business practices.	**YES**
6. Persons handling institutional funds or revenues from any source are bonded or covered under an employee-dishonesty insurance policy.	**YES**
7. Qualified personnel are responsible for proper financial record-keeping, reporting, and auditing.	**YES**
8. The institution has reported all contingent liabilities in a timely manner. [See Section VII. Definitions - Contingent Liability.]	**NA**
9. The institution has submitted notices and copies of all lawsuits filed against the institution within five (5) days of being served.	**NA**
10. Financial aid programs utilizing public and/or private funds are capably administered and accurately documented.	**YES**
11. The institution maintains compliance with the Higher Education Reauthorization Act Title IV eligibility and certification requirements, including compliance with default management and audit benchmarks.	**YES**
12. The institution utilizes a written, comprehensive student loan repayment program addressing student loan information, counseling, monitoring, and cooperation with available lenders.	**YES**
13. The institution informs students of their ethical responsibilities regarding financial assistance.	**YES**
14. The institution identifies sources of funds and revenues and shows evidence of fiscal stability.	**YES**
15. To document financial stability, the institution submits financial information required by the Council as described in the Handbook of Accreditation. [See Section VII. Definitions – Audited Financial Statement.] For initial accreditation, non-public institutions must submit audited financial statements for the two most recent fiscal years that include composite score worksheets prepared by an independent CPA. The first of those two years may be the audited financial statement submitted with the institution's candidacy application and the second audited financial statement must represent activity while the institution is in candidate status. Restated/revised audited financial statements will not be accepted without third-party certification.	**NA**
The institution demonstrates financial stability through submission of the most recent audited financial statement that reflects	
16. a minimum, unrounded composite score of 1.5 for the two most recent fiscal years as disclosed on a composite score worksheet included in the audit report; and	**YES**

17. no condition or event which could potentially affect the institution's ability to continue operation, including but not limited to, contingent liabilities, on-going litigation, or the financial stability of a parent corporation.	**YES**
18. The institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which they have been charged.	**YES**
The following elements are present and indicative of a fair and equitable refund policy:	
19. The institution's refund policy is included in official publications and uniformly administered.	**YES**
20. Refunds, when due, are made without requiring a request from the student.	**YES**
21. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.	**YES**
22. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed $100.	**YES**
23. The institution complies with the refund policies adopted by the Commission unless a non-public institution's licensing agency or a public institution's governing board mandates the use of a different policy.	**YES**

Standard EIGHT Human Resources

A. General

1. Duties and responsibilities of each position are specified in written job descriptions made available to administrators, faculty, and staff of the institution.	**YES**
2. The institution has published and implemented procedures for handling complaints/grievances from faculty and staff that are consistent with the policies of the institution's governing board including complaints/grievances filed against the institution's chief administrator, if any.	**YES**
3. Procedures are in place for the continuous evaluation of the performance and effectiveness of full- and part-time employees, with at least an annual written review and evaluation.	**YES**
4. Orientation procedures for all employees are maintained and followed equitably.	**YES**

Standard EIGHT Human Resources

B. Faculty

1. The institution has a sufficient number of faculty members to fulfill its mission and operate its programs.	**YES**

Each faculty member possesses:

2. at least a high school diploma (or equivalent),	**YES**
3. expertise in the area of responsibility that is actively maintained,	**YES**
4. additional requirements established for faculty members by the institution's governing board and/or state regulatory agencies.	**YES**
5. Faculty members who teach general education courses in associate degree programs hold a minimum of a bachelor's degree with 15 semester hours or 23 quarter hours in the teaching discipline with a grade of at least a 'C' in these courses.	**NA**
6. Faculty members who teach technical courses in associate degree programs have a minimum of an associate degree in an area that is related to the technical courses they teach. (In exceptional cases, evidence of documented work experience and skills in the technical field may be considered instead of formal academic requirements.)	**NA**
7. For all coursework delivered via distance education or hybrid: Faculty delivering instruction in a distance education or hybrid format are employees of the institution.	**YES**
8. For all coursework delivered via distance education or hybrid: The institution provides training for faculty who use technology in distance education or hybrid courses and programs.	**YES**
9. The institution plans, provides, supports, and annually documents professional growth opportunities for and participation by all faculty members.	**YES**
10. Each full-time and part-time faculty member responsible for delivering instruction on a regular and ongoing basis in a technical field maintains contact with employers in the technical field to stay current with industry trends in addition to any occupational advisory committee involvement.	**YES**

Standard EIGHT Human Resources

C. Administrative and Supervisory Personnel

1. The institution has a sufficient number of administrative and supervisory personnel to fulfill its mission and to oversee the operation of its programs and services.	**YES**
2. Administrative and supervisory personnel possess postsecondary education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.	**YES**

Standard EIGHT Human Resources

D. Instructional Support Staff

1. The institution has a sufficient number of instructional support staff members to fulfill its mission and deliver its programs.	**YES**
2. Personnel are employed to maintain student and financial records; to assist in producing instructional materials; and to prepare correspondence, reports, and other documents as needed.	**YES**
3. Instructional support staff possess education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.	**YES**

Standard EIGHT Human Resources

E. Non-Instructional Support Staff/Services

1. Custodial services are available to provide routine care and maintenance of facilities and grounds for the institution. **YES**

2. Preventative maintenance services ensure continued operation of the facilities. **YES**

Standard NINE Organizational Structure

1. The institution has a legally constituted governing body or board with authority and responsibility for the institution's operation and control.	**YES**
2. If applicable, the non-public institution has possession of the current valid original document(s), typically a license, required to operate as an occupational education institution within the state where it is located.	**YES**
3. The chief administrator is responsible for the institution's postsecondary operations and has the authority to implement the governing body's postsecondary policies.	**YES**
4. The institution has designated a chief administrator responsible for accreditation who is the person of record for all purposes of the Commission, is a full-time staff member of the institution, has his/her office on the main campus, and is the Commission's point of contact for all locations of the institution.	**YES**
5. An organizational chart is available to show the functional relationships among the personnel of the institution that promote the effective operation of educational programs and institutional services for students.	**YES**

Standard TEN Student Services and Activities

1. The institution provides academic advisement services to assist students in planning for the occupational education programs they seek to pursue.	**YES**
2. Tests or other means of assessing the achievement and aptitudes of students for various occupations are appropriate and are used to provide personalized career guidance and program admissions services to students.	**YES**
3. If the institution has processed Title IV loans or is currently processing Title IV loans, it has a default management plan that meets the requirements of the Commission for as long as required by the U.S. Department of Education. [See Section VII. Definitions – Default Management Plan.]	**YES**
4. There is a student orientation program to acquaint new students with policies, functions, and personnel of the institution.	**YES**
5. The institution publishes attendance requirements and informs students of these requirements.	**YES**
6. The institution has a written plan for addressing retention of students. [See Section VII. Definitions – Plan.]	**YES**
The institution's student retention plan	
7. includes input from faculty and students,	**YES**
8. is evaluated on an annual basis (and revised as necessary), and	**YES**
9. addresses how results are shared with faculty and staff.	**YES**
10. The institution has published and implemented grievance policies for handling complaints from students.	**YES**
11. The institution includes the Commission's mailing address, telephone number, and website address within the grievance policy in case the grievance cannot be resolved at the institutional level.	**YES**
12. Institutional records reflect that program complaints and grievances receive due process and include evidence of resolution.	**YES**
13. The institution maintains records on student complaints that are filed in accordance with the institution's grievance policy to ensure acceptable quality in the educational programs offered by the institution.	**YES**
14. A designated staff member is responsible for maintaining official files and records of students.	**YES**
15. Written procedures are established for access to student coursework, testing, and records to ensure confidentiality, limiting access to authorized personnel only.	**YES**
16. Student records, including enrollment, financial, academic, and current educational progress, as well as program completion, program placement and if applicable licensure exam pass rate status, are available at the institution.	**YES**
17. The institution, upon request by students, provides transcripts or procedures for obtaining transcripts containing, at a minimum, the following information: the program of study, courses or units of study completed with corresponding grades, period of enrollment, and credential awarded, if applicable.	**YES**

18. Admissions policies and procedures are clearly stated, consistently applied, non-discriminatory, published, and consistently communicated to students.	**YES**
19. Admission requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of the method of delivery.	**YES**
20. If applicable: Institutions that admit students by exception to standard admission policies and procedures	**NA**
a. have written admissions policies and procedures for these exceptions,	**NA**
b. apply them uniformly,	**NA**
c. provide documented evidence on how they are used,	**NA**
d. evaluate the effectiveness of the procedures used in admitting students by exception on an annual basis.	**NA**
21. If applicable: For students admitted to a Vocational English-As-A-Second Language program, the institution utilizes written admission procedures that comply with Policies established by the Commission.	**NA**
22. If applicable: Students admitted into associate degree programs have documentation of a high school diploma or its equivalent.	**NA**
23. The institution is responsible for any reasonable accommodation of students who are identified to have special needs.	**YES**
24. The institution provides placement services for all program completers.	**YES**
25. The institution demonstrates that it is following a written plan for placement services that includes the following elements:	**YES**
26. Identification of responsibilities for coordination of placement services,	**YES**
27. A communications network that exists between the person responsible for placement coordination, the staff, the faculty, and various businesses and industries of the service area,	**YES**
28. A list of employers and employment opportunities,	**YES**
29. Counseling of students,	**YES**
30. Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission,	**YES**
31. Evaluation on an annual basis (and revised as necessary),	**YES**
32. A description of how evaluation results are shared with faculty and staff and used for continuous improvement	**YES**
33. The institution has a written plan for determining the effectiveness of student services, and ensures that the plan	**YES**

34. identifies responsibilities for coordination of student services,	**YES**
35. provides for the counseling of students,	**YES**
36. is evaluated on an annual basis, and	**YES**
37. addresses how evaluation results are shared with faculty and staff and used for continuous improvement.	**YES**

Criteria for Publications

1. The institutional mission;	**YES**
2. Admission requirements and procedures;	**YES**
3. The institution's policy on the transfer of students between programs within the institution	**YES**
4. The institution's policy on the transfer of students from other institutions	**YES**
5. The institution's policy on the transfer of credits that includes a statement of the criteria established by the institution regarding the transfer of credit earned at another institution	**YES**
6. Basic information on programs and courses, with any required sequences and frequency of course offerings explicitly stated;	**YES**
7. Program completion requirements, including length of time required to obtain certification of completion;	**YES**
8. Faculty (full-time and part-time listed separately) with degrees held and the conferring institution;	**YES**
9. A description of institutional facilities readily available for educational use	**YES**
10. Rules and regulations for conduct;	**YES**
11. Tuition, fees, and other program costs;	**YES**
12. Opportunities and requirements for financial aid;	**YES**
13. Avocational programs/courses that are neither accredited by the Council, nor qualify students to receive Title IV financial aid (such as ESL programs)	**YES**
14. Policies, procedures, and time frame for refunding fees and charges to students who withdraw from enrollment;	**YES**
15. National and/or state legal requirements for eligibility for licensure or entry into an occupation or profession for which education and training are offered;	**YES**
16. Any unique requirements for career paths or for employment and advancement opportunities in the profession or occupation described;	**YES**
17. The institution's grading system	**YES**
18. The institution's academic/school calendar	**YES**
19. The institution's attendance requirements	**YES**
20. Street address and telephone number of each campus of the institution (main campus and each additional permanent site);	**YES**
21. The institution's student grievance procedure which includes the Commission's mailing address, telephone number, and website address.	**YES**
1. The name of the institution exactly as approved by the Commission and the institution's authorizing agency	**YES**

2. The name, email address, and telephone number of the institution's Chief Administrator	**YES**
3. A list of programs that is consistent with those approved by the Commission and state/federal agencies	**YES**
4. Photos (if used) that accurately depict the institution's physical facilities and programs	**YES**

Completion, Placement, and Licensure

Submitted on 2024-03-15 20:51:44

by Trisha Jenkins, Riverside County Office of Education - School of Career Education

317600 - Riverside County Office of Education - School of Career Education - Alessandro - Post Secondary
Reporting Period: 07/01/2022 - 06/30/2023

Program Name	5. Beginning Enrollment	6. New Enrollees	7. Cumulative Enrollment	8. Still Enrolled	9. Non-Graduate Completers	10. Graduate Completers	11. Total Completers	12. Non-Graduate Completers Employed in Positions Related to Field of Instruction	13. Graduate Completers Employed in Positions Related to Field of Instruction	14. Total Completers Employed in Positions Related to Field of Instruction	15. Graduate Completers Employed in Positions Unrelated to Field of Instruction	16. Graduate Completers Waiting to Take Licensure Exam	17. Graduate Completers Who Took Licensure Exam	18. Graduate Completers Who Passed Licensure Exam	19. Graduate Completers Unavailable for Employment	20. Graduate Completers Who Refused Employment	21. Graduate Completers Seeking Employment/Status Unknown	22. Withdrawals	23. Sum of Items 16, 19, and 20	24. Difference - Row 10 minus Row 23	25. Difference - Row 11 minus Row 23	26. Graduation Rate (%)	27. Total Completion Rate (%)	28. Graduate Placement Rate (%)	29. Total Placement Rate (%)	30. Licensure Exam Pass Rate (%)
Medical Assistant - Active Program Produced Graduates - Licensure Not Required	19	0	19	0	0	17	17	0	12	12	1	-	-	-	1	0	3	2	1	16	16	89	89	75	75	-
Patient Care Technician - Active Program Produced Graduates - Licensure Required	21	0	21	0	0	17	17	0	11	11	0	1	4	4	0	1	4	4	2	15	15	81	81	73	73	100
Pharmacy Technician - Active Program Produced Graduates - Licensure Not Required	41	0	41	0	0	32	32	0	21	21	1	-	-	-	2	0	8	9	2	30	30	78	78	70	70	-
Campus Totals	81	0	81	0	0	66	66	0	44	44	2	1	4	4	3	1	15	15	5	61	61	81	81	72	72	100

317601 - Riverside County Office of Education - School of Career Education - Don F. Kenny Regional Learning Center, SCE Indio Service Center - Post Secondary
Reporting Period: 07/01/2022 - 06/30/2023

Program Name	5. Beginning Enrollment	6. New Enrollees	7. Cumulative Enrollment	8. Still Enrolled	9. Non-Graduate Completers	10. Graduate Completers	11. Total Completers	12. Non-Graduate Completers Employed in Positions Related to Field of Instruction	13. Graduate Completers Employed in Positions Related to Field of Instruction	14. Total Completers Employed in Positions Related to Field of Instruction	15. Graduate Completers Employed in Positions Unrelated to Field of Instruction	16. Graduate Completers Waiting to Take Licensure Exam	17. Graduate Completers Who Took Licensure Exam	18. Graduate Completers Who Passed Licensure Exam	19. Graduate Completers Unavailable for Employment	20. Graduate Completers Who Refused Employment	21. Graduate Completers Seeking Employment/Status Unknown	22. Withdrawals	23. Sum of Items 16, 19, and 20	24. Difference - Row 10 minus Row 23	25. Difference - Row 11 minus Row 23	26. Graduation Rate (%)	27. Total Completion Rate (%)	28. Graduate Placement Rate (%)	29. Total Placement Rate (%)	30. Licensure Exam Pass Rate (%)
Dental Assistant/RDA Eligible - Active Program Produced Graduates - Licensure Not Required	14	0	14	0	0	14	14	0	11	11	0	-	-	-	2	1	0	0	3	11	11	100	100	100	100	-
Medical Assistant - Active Program Produced Graduates - Licensure Not Required	58	0	58	0	0	52	52	0	37	37	1	-	-	-	0	2	12	6	2	50	50	90	90	74	74	-
Pharmacy Technician - Active Program Produced Graduates - Licensure Not Required	35	0	35	0	1	27	28	1	11	12	3	-	-	-	1	3	9	7	4	23	24	77	80	48	50	-
Campus Totals	107	0	107	0	1	93	94	1	59	60	4	0	0	0	3	6	21	13	9	84	85	87	88	70	71	-

317615 - Riverside County Office of Education - School of Career Education - Grindstaff Center II - Post Secondary
Reporting Period: 07/01/2022 - 06/30/2023

Program Name	5. Beginning Enrollment	6. New Enrollees	7. Cumulative Enrollment	8. Still Enrolled	9. Non-Graduate Completers	10. Graduate Completers	11. Total Completers	12. Non-Graduate Completers Employed in Positions Related to Field of Instruction	13. Graduate Completers Employed in Positions Related to Field of Instruction	14. Total Completers Employed in Positions Related to Field of Instruction	15. Graduate Completers Employed in Positions Unrelated to Field of Instruction	16. Graduate Completers Waiting to Take Licensure Exam	17. Graduate Completers Who Took Licensure Exam	18. Graduate Completers Who Passed Licensure Exam	19. Graduate Completers Unavailable for Employment	20. Graduate Completers Who Refused Employment	21. Graduate Completers Seeking Employment/Status Unknown	22. Withdrawals	23. Sum of Items 16, 19, and 20	24. Difference - Row 10 minus Row 23	25. Difference - Row 11 minus Row 23	26. Graduation Rate (%)	27. Total Completion Rate (%)	28. Graduate Placement Rate (%)	29. Total Placement Rate (%)	30. Licensure Exam Pass Rate (%)
Dental Assistant/RDA Elligible - Active Program Produced Graduates - Licensure Not Required	13	0	13	0	1	9	10	1	7	8	0	-	-	-	0	1	1	3	1	8	9	69	77	88	89	-
Campus Totals	13	0	13	0	1	9	10	1	7	8	0	0	0	0	0	1	1	3	1	8	9	69	77	88	89	-

Institution Totals - Post Secondary Programs
Reporting Period: 07/01/2022 - 06/30/2023

	5. Beginning Enrollment	6. New Enrollees	7. Cumulative Enrollment	8. Still Enrolled	9. Non-Graduate Completers	10. Graduate Completers	11. Total Completers	12. Non-Graduate Completers Employed in Positions Related to Field of Instruction	13. Graduate Completers Employed in Positions Related to Field of Instruction	14. Total Completers Employed in Positions Related to Field of Instruction	15. Graduate Completers Employed in Positions Unrelated to Field of Instruction	16. Graduate Completers Waiting to Take Licensure Exam	17. Graduate Completers Who Took Licensure Exam	18. Graduate Completers Who Passed Licensure Exam	19. Graduate Completers Unavailable for Employment	20. Graduate Completers Who Refused Employment	21. Graduate Completers Seeking Employment/Status Unknown	22. Withdrawals	23. Sum of Items 16, 19, and 20	24. Difference - Row 10 minus Row 23	25. Difference - Row 11 minus Row 23	26. Graduation Rate (%)	27. Total Completion Rate (%)	28. Graduate Placement Rate (%)	29. Total Placement Rate (%)	30. Licensure Exam Pass Rate (%)
317600 - Riverside County Office of Education - School of Career Education - Alessandro	81	0	81	0	0	66	66	0	44	44	2	1	4	4	3	1	15	15	5	61	61	81	81	72	72	100
317601 - Riverside County Office of Education - School of Career Education - Don F. Kenny Regional Learning Center, SCE Indio Service Center	107	0	107	0	1	93	94	1	59	60	4	0	0	0	3	6	21	13	9	84	85	87	88	70	71	-
317615 - Riverside County Office of Education - School of Career Education - Grindstaff Center II	13	0	13	0	1	9	10	1	7	8	0	0	0	0	0	1	1	3	1	8	9	69	77	88	89	-
Grand Totals	201	0	201	0	2	168	170	2	110	112	6	1	4	4	6	8	37	31	15	153	155	84	85	72	72	100

Final Affirmation

Final Affirmation

Name	**Trisha Jenkins**
Date	**03-15-2024**

Signature of Chief Administrator