



(All Institutions) Annual Report

1. Provisional Affirmation

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.

Please download the [help guide](#) and use for assistance to complete the Annual Report.

Postsecondary Programs:

317601 - Don F. Kenny Regional Learning Center, SCE Indio Service Center

Programs offered at this location:

- Medical Assistant
- Pharmacy Technician
- Dental Assistant/RDA Eligible
- IT Help Desk Professional

317615 - Grindstaff Center II

Programs offered at this location:

- Dental Assistant/RDA Eligible

317600 - Alessandro

Programs offered at this location:

- Pharmacy Technician
- Medical Assistant
- Patient Care Technician
- IT Help Desk Professional

I attest to the accuracy of the above information.

Attestation By:

Trisha Jenkins

2. Institutional Information

Name of the institution

Riverside County Office of Education - School of Career Education

COE School ID #

317600

Address

2100 East Alessandro Blvd.
Riverside, CA 92508

Chief Administrator

Trisha Jenkins

Telephone/Extension

9518266359

Fax

Email Address

tjenkins@rcoe.us

Is the institution Title IV Approved?

- Yes
 No

Was an accreditation visit conducted in the previous calendar year?

- Yes
 No

3. Supporting Documentation

Supporting Documentation:

NON-PUBLIC INSTITUTIONS -

Current State Approval(s)/Licenses - All non-public institutions must provide a copy of the current state approval for each campus. If a license is not required by state law, deliver a document containing the law exempting the institution from state approval.

N/A

No supporting documents.

[FTE Increase Notification Form -](#)

If the institution's FTE increased from the last reported figure by 25% or more, this form must be completed and uploaded.


N/A


No supporting documents.

[IMPROVEMENT PLAN FOR TRIGGERED PROGRAMS - Resource Instructions](#)

If the Annual Report calculates benchmarks below the minimum required (60% Total Completion, 70% Total Placement, 70% Licensure), institutions must provide a plan of improvement (in PDF format only) that addresses steps to be taken to improve the performance of each triggered program.

N/A

 [CPL-Form-Plan-of-Improvement-for-Triggered-Programs-2024 Annual Report IT Help Desk Professional Main Campus.pdf](#)

 [CPL-Form-Plan-of-Improvement-for-Triggered-Programs-2024 Annual Report IT Help Desk Professional Branch Campus.pdf](#)

4. Combined FTE

1. Final FTE Figure for Last Year	101	
2. Traditional Classroom Delivery (incl., Hybrid) Contact Hours	91261	101.40
3. Traditional Classroom Delivery (incl., Hybrid) Semester Credit Hours	0	0.00
4. Traditional Classroom Delivery (incl., Hybrid) Quarter Credit Hours	0	0.00
5. Traditional Classroom Delivery (incl. Hybrid) Total FTE	101.40	
6. Distance Education Contact Hours	0	0.00
7. Distance Education Semester Credit Hours	0	0.00
8. Distance Education Quarter Credit Hours	0	0.00
9. Distance Education Total FTE	0.00	
10. Grand Total FTE	101.40	

5. 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?

Yes No

2. Is the institution currently processing Pell Grants?

Yes No

3. Is the institution currently processing Federal loans?

Yes No

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

Reporting Period

10. From

07/01/2023

to

06/30/2024

11. Web address of online catalog:

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://riversidesce.org/wp-content/uploads/2025/03/SCE_Updated24-25HandbookAndCourseCatalog_2_25_25.pdf

6. Conditions of Accreditation

General

1. The institution continues to demonstrate that it satisfies each of the eligibility requirements for Candidate for Accreditation.
 Yes No N/A
2. The institution conducts its affairs with acceptable standards of honesty and integrity.
 Yes No N/A
3. The institution meets all lawful obligations imposed by state and federal agencies.
 Yes No N/A
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.
 Yes No N/A
5. The institution occupies its own physical facilities and is not co-located with another institution.
 Yes No N/A
6. The institution maintains a permanent accreditation file which contains items set forth in the Commission conditions.
 Yes No N/A
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.
 Yes No N/A
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 a valid certificate for having attended the Candidate Academy.
 Yes No N/A

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 No N/A
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 No N/A
11. The institution has informed the Commission of all planned and unplanned substantive changes.
- Yes No N/A
12. Innovative or experimental programs operated at variance with the standards have received Commission concurrence prior to implementation.
- Yes No N/A
13. Documents the institution has filed with the Commission accurately represent the status of the institution.
- Yes No N/A
14. Accredited Institutions Only: The institution's use of the accreditation seal complies with Commission conditions.
- Yes No N/A
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 No N/A
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 No N/A

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 No N/A
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 No N/A
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.
 Yes No N/A
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.
 Yes No N/A
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 No N/A
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 No N/A
23. The institution has named an accreditation liaison officer who is a staff member located at the main campus.
 Yes No N/A

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 No N/A

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 No N/A
3. The institution has not voluntarily withdrawn its candidacy or accreditation while not in good standing from a nationally recognized accrediting agency.
 Yes No N/A
4. The institution has not had its candidacy or accreditation withdrawn or been placed on public probation by a nationally recognized accrediting agency.
 Yes No N/A
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 No N/A
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 No N/A
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 No N/A
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.
 Yes No N/A

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 No N/A
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 No N/A

3. The complete name of the main campus is identified in all publications and advertisements when referring to a non-main campus site.
 Yes No N/A
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 No N/A
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 No N/A
6. Non-main campus sites comply with Criteria identified on the Worksheet for Non-Main Campus Sites.
 Yes No N/A
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 No N/A

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 No N/A
2. Each branch campus complies with all Criteria identified on the Worksheet for Non-Main Campus Sites.
 Yes No N/A

Non-Main Campus Sites (Extension Campuses)

1. Extensions are located within a fifty-mile radius of the main campus.
 Yes No N/A
2. Each extension campus complies with Criteria for non-main campus sites as identified on the Worksheet for Non-Main Campus Sites.
 Yes No N/A

Non-Main Campus Sites (Extended Classrooms)

1. Extended classrooms must be located within two miles of a main or branch campus.
 Yes No N/A
2. Extended classrooms must be supervised by the chief administrator of the main or branch campus.
 Yes No N/A
3. Each extended classroom complies with Criteria for non-main campus sites as identified on the Worksheet for Non-Main Campus Sites.
 Yes No N/A

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.
 Yes No N/A
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.
 Yes No N/A
3. Instructional service centers are a joint venture between the institution and an employer or another educational agency.
 Yes No N/A
4. Each instructional service center complies with Criteria for non-main campus sites as identified on the Worksheet for Non-Main Campus Sites.
 Yes No N/A

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
 Yes No N/A

7. Standard 1 - Institutional Mission

General

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 No N/A

The Institution's mission is:

2. clearly and concisely stated in written form,

Yes No N/A

3. published in hard copy and/or online,

Yes No N/A

4. publicly available, and

Yes No N/A

5. used consistently in publications.

Yes No N/A

6. The institution has an organized and functional institutional advisory committee.

Yes No N/A

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 No N/A

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 No N/A

9. Meets at least once annually.

Yes No N/A

10. Keeps typed minutes to document its activities, recommendations, and meeting attendance.

Yes No N/A

11. Is used to seek input and provide community involvement in maintaining a relevant mission for the institution.

Yes No N/A

8. Standard 2 - 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 No N/A
2. has clearly stated objectives,
 Yes No N/A
3. has content relative to its objectives and aligned with the needs of the people and industries served by the program,
 Yes No N/A
4. is evaluated annually to ensure currency of its objectives and content,
 Yes No N/A
5. has varied evaluation methodologies that reflect established professional and practice-based competencies, and
 Yes No N/A
6. includes coursework that is qualitatively and quantitatively consistent at each campus where it is offered.
 Yes No N/A

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 No N/A
8. includes on-campus administrators and faculty in planning activities.
 Yes No N/A
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 No N/A

Each associate degree program meets the following requirements:

10. The program is designed to lead graduates directly to employment in a specific career.
 Yes No N/A
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).
 Yes No N/A
12. The program has a minimum of 60 semester hours or 90 quarter hours.
 Yes No N/A
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
 Yes No N/A
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.
 Yes No N/A

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 No N/A

Each occupational advisory committee complies with the following requirements:

2. Consists of a minimum of three members external to the institution
 Yes No N/A
3. Represents expertise in the occupational field(s) for which the program prepares students
 Yes No N/A
4. Represents each service area covered by the program at each meeting (all locations)
 Yes No N/A
5. Has at least three external members who meet these criteria present at each meeting
 Yes No N/A

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 No N/A
7. Follows an agenda and maintains typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member.
 Yes No N/A
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 No N/A
9. Occupational advisory committees assess program graduation requirements as an indicator of the level of completer preparedness.
 Yes No N/A

C. Instructional Activities

1. Academic competencies are integrated into the curriculum or instructional plan for each occupational program. [See Section VII. Definitions - Plan.]
 Yes No N/A
2. Each program provides instruction in the occupational skills essential to success in the occupation, including job knowledge, work habits, and attitudes.
 Yes No N/A
3. The sequence of instruction required for program completion (lecture, lab, and work-based activities) is determined by desired student learning outcomes.
 Yes No N/A

The organization of syllabi, lesson plans, competency tests, and other instructional materials is used to

4. define a sequence for the achievement of objectives,
 Yes No N/A
5. guide the delivery of instruction,
 Yes No N/A
6. direct learning activities, and
 Yes No N/A

7. indicate benchmarks for student progress that are indicated in the student's permanent record.
 Yes No N/A
8. To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation
 Yes No N/A
9. 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 No N/A
10. Orientation to technology is provided and technical support is available to students.
 Yes No N/A
11. A systematic, objective, and equitable method of evaluating student achievement based on learning objectives and required competencies has been implemented.
 Yes No N/A

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 No N/A
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 No N/A
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 No N/A
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 No N/A

5. Each course/program has in place a standardized template, 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 No N/A

6. 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 No N/A

E. Work-Based Activities

Written agreements with work-based activity partners, if any,

1. are current,

Yes No N/A

2. specify expectations for all parties, and

Yes No N/A

3. ensure the protection and safety of students.

Yes No N/A

4. Each work-based activity has a written instructional plan for students (that includes partners external to or within the institution). See Section VII. Definitions – Work-Based Activities and Plan.]

Yes No N/A

5. The instructional plan for each work-based activity specifies particular objectives, experiences, competencies, and evaluations that are required.

Yes No N/A

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 No N/A

7. Work-based activities conducted by the institution are coordinated by a designated institutional employee possessing appropriate qualifications.

Yes No N/A

9. Standard 3 - Program Outcomes

1. The institution submits accurate program completion data each year to the Commission for comparison with required benchmarks.
 Yes No N/A
2. The institution submits verifiable program completion data each year to the Commission for comparison with required benchmarks.
 Yes No N/A
3. FOR INITIAL ACCREDITATION ONLY: The majority of programs meet the required benchmark for completion for the most recent 12-month period possible.
 Yes No N/A
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 No N/A
5. The institution submits accurate program placement data each year to the Commission for comparison with required benchmarks.
 Yes No N/A
6. The institution submits verifiable program placement data each year to the Commission for comparison with required benchmarks.
 Yes No N/A
7. FOR INITIAL ACCREDITATION ONLY: The majority of programs meet the required benchmark for placement for the most recent 12-month period possible.
 Yes No N/A
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 No N/A
9. If applicable, the institution submits accurate licensure exam pass rate data each year to the Commission for comparison with required benchmarks.
 Yes No N/A
10. If applicable, the institution submits verifiable licensure exam pass rate data each year to the Commission for comparison with required benchmarks.
 Yes No N/A

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.
 Yes No N/A
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 No N/A
13. The institution has a written plan to ensure that program outcomes follow-up is systematic and continuous.
 Yes No N/A

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 No N/A
15. Methods for collection of data on completion, placement, and licensure exam pass rates
 Yes No N/A
16. Information collected from completers and employers of completers that is focused on program effectiveness
 Yes No N/A
17. Methods for surveying completers and employers of completers to assess the level of satisfaction with the education that was received.
 Yes No N/A
18. The program outcomes follow-up plan is reviewed annually by the faculty and administration (and revised as necessary).
 Yes No N/A
19. Program outcomes follow-up information is used to evaluate and improve the quality of program outcomes.
 Yes No N/A
20. Follow-up information is made available at least on an annual basis to instructional personnel and administrative staff.
 Yes No N/A

10. Standard 4 - Strategic Planning

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

Yes No N/A

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

2. The mission of the institution

Yes No N/A

3. The vision of the institution

Yes No N/A

4. Objectives for a minimum period of three years (updated annually)

Yes No N/A

5. Strategies for achieving the objectives;

Yes No N/A

6. Current and projected financial resources that provide a basis for initiatives specified in the strategic plan

Yes No N/A

7. Strategies for evaluating progress toward achieving the objectives.

Yes No N/A

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 No N/A

11. Standard 5 - 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 No N/A

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

2. The scope and availability of the services

Yes No N/A

3. A variety of current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access to sites with educational and reference materials appropriate to program offerings; and other materials to support its educational programs

Yes No N/A

4. The administrative, supervisory, or instructional staff person responsible for the implementation and coordination of media services

Yes No N/A

5. Roles and responsibilities of designated staff member(s)

Yes No N/A

6. Orientation for user groups (i.e., faculty, students, and others, if needed)

Yes No N/A

7. Facilities and technical infrastructure essential for using media materials

Yes No N/A

8. Annual budgetary support for the services

Yes No N/A

9. Annual evaluation of the effectiveness of media services and utilization of the results to modify and improve media services

Yes No N/A

10. Media services, including instructional supplies, physical resources, technology, and fiscal resources, are available to support the programs offered by the institution.

Yes No N/A

11. Media services are available to ensure the achievement of desired student learning and program objectives.
 Yes No N/A
12. A current inventory of media resources is maintained.
 Yes No N/A
13. Provisions made for the repair, maintenance, and replacement of media equipment and supplies are in place.
 Yes No N/A
14. The institution provides print and non-print instructional media resources to support students and faculty in meeting program objectives.
 Yes No N/A
15. 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 No N/A

B. Instructional Equipment

1. The institution has an inventory procedure to account for instructional equipment. [See Section VII. Definitions - Equipment Inventory.]
 Yes No N/A
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 No N/A
3. Relevant and up-to-date equipment is available to support the programs offered by the institution.
 Yes No N/A
4. The institution has a written procedure for maintaining equipment and for replacing or disposing of obsolete equipment.
 Yes No N/A
5. Instructional equipment meets appropriate and required safety standards.
 Yes No N/A

C. Instructional Supplies

1. Instructional supplies are available to support the programs offered by the institution.
 Yes No N/A

2. The institution has a procedure for purchasing and storing instructional supplies.
 Yes No N/A
3. Funds are budgeted to provide supplies at a level that supports quality occupational education.
 Yes No N/A
4. The institution has a procedure for emergency purchases of instructional supplies within a reasonable period of time to support continuous instruction.
 Yes No N/A
5. Instructional supplies meet appropriate and required safety standards.
 Yes No N/A

12. Standard 6 - Physical Resources and Technical Infrastructure

1. A plan that addresses the adequacy and improvement of physical facilities and technical infrastructure has been developed, is maintained, and includes, if applicable, distance education infrastructure. [See Section VII. Definitions - Plan.]
 Yes No N/A
2. 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 No N/A
3. A plan for the ongoing operation and maintenance of physical facilities, technical infrastructure, and, if applicable, distance education infrastructure, has been developed and is in use. [See Section VII. Definitions - Plan.]
 Yes No N/A

The operation and maintenance plan addresses the following elements:

4. Personnel
 Yes No N/A
5. Equipment and supplies
 Yes No N/A
6. Relevant state law
 Yes No N/A
7. Applicable federal codes and procedures
 Yes No N/A
8. Availability of the plan to employees and students
 Yes No N/A
9. Annual evaluation of the plan (and revised as necessary)
 Yes No N/A
10. 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 No N/A

11. 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 No N/A

The health and safety plan:

12. has been distributed to employees,
 Yes No N/A
13. is evaluated annually with input from employees (and revised as necessary), and
 Yes No N/A
14. ensures basic information about the plan is available to students.
 Yes No N/A
15. First aid supplies are readily available.
 Yes No N/A
16. A plan for the protection of the institution's technical infrastructure is in use and
 Yes No N/A
17. ensures the privacy, safety, and security of data contained within institutional networks;
 Yes No N/A
18. ensures computer system and network reliability whether provided directly by the institution or through contractual arrangements;
 Yes No N/A
19. ensures emergency backups for all technical services whether provided directly by the institution or through contractual arrangements;
 Yes No N/A
20. is evaluated annually (and revised as necessary); and
 Yes No N/A
21. ensures basic information about the plan is available to the administration, faculty, and staff. [See Section VII. Definitions - Plan]
 Yes No N/A
22. Preserving and protecting student coursework, testing, and records are provided by the use of storage devices, duplicate physical or digital records, security files, or other measures that ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse actions.
 Yes No N/A

13. Standard 7 - Financial Resources

1. A qualified financial officer or department oversees the financial and business operations of the institution.
 Yes No N/A
2. Financial records are maintained so that the institution's fiscal position can be analyzed in a timely manner.
 Yes No N/A
3. The institution demonstrates responsible financial management with funds sufficient to maintain quality educational programs and to complete the education of students enrolled.
 Yes No N/A
4. The institution uses adequate auditing and budgetary controls and procedures consistent with local, state, and federal requirements.
 Yes No N/A
5. The institution exercises proper management, financial controls, and business practices.
 Yes No N/A
6. Persons handling institutional funds or revenues from any source are bonded or covered under an employee- dishonesty insurance policy.
 Yes No N/A
7. Financial aid programs utilizing public and/or private funds are capably administered and accurately documented.
 Yes No N/A
8. Qualified personnel are responsible for proper financial record-keeping, reporting, and auditing.
 Yes No N/A
9. The institution has reported all contingent liabilities in a timely manner. [See Section VII. Definitions - Contingent Liability.]
 Yes No N/A
10. The institution has submitted notices and copies of all lawsuits filed against the institution within five (5) days of being served.
 Yes No N/A

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 No N/A
12. The institution utilizes a written, comprehensive student loan repayment program addressing student loan information, counseling, monitoring, and cooperation with available lenders.
 Yes No N/A
13. The institution informs students of their ethical responsibilities regarding financial assistance.
 Yes No N/A
14. The institution identifies sources of funds and revenues and shows evidence of fiscal stability.
 Yes No N/A
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.
 Yes No N/A

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 No N/A
17. no condition or event which could potentially affect the institution’s ability to continue operation, including but not limited to, contingent liabilities, ongoing litigation, or the financial stability of a parent corporation.
 Yes No N/A

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 No N/A

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 No N/A
20. Refunds, when due, are made without requiring a request from the student.
- Yes No N/A
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 No N/A
22. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.
- Yes No N/A
23. The institution complies with the refund policies adopted by the Commission unless a non-public institutions licensing agency or a public institution's governing board mandates the use of a different policy.
- Yes No N/A

14. Standard 8 - 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 No N/A
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 No N/A
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 No N/A
4. Orientation procedures for all employees are maintained and followed equitably.
 Yes No N/A

B. Faculty

1. The institution has a sufficient number of faculty members to fulfill its mission and operate its programs.
 Yes No N/A

Each faculty member possesses:

2. at least a high school diploma (or equivalent),
 Yes No N/A
3. expertise in the area of responsibility that is actively maintained,
 Yes No N/A
4. additional requirements established for faculty members by the institution's governing board and/or state regulatory agencies.
 Yes No N/A

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.
 Yes No N/A
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.)
 Yes No N/A
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 No N/A
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 No N/A
9. The institution plans, provides, supports, and annually documents professional growth opportunities for and participation by all faculty members.
 Yes No N/A
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 No N/A

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 No N/A
2. Administrative and supervisory personnel possess postsecondary education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.
 Yes No N/A

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 No N/A
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 No N/A
3. Instructional support staff possess education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.
 Yes No N/A

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 No N/A
2. Preventative maintenance services ensure continued operation of the facilities.
 Yes No N/A

15. Standard 9 - 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 No N/A
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 No N/A
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 No N/A
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 No N/A
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 No N/A

16. Standard 10 - 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 No N/A
2. Tests or other means of assessing the achievement and aptitudes of students for various occupations are appropriate and are used to provide personalized counseling and program admissions services to students.
 Yes No N/A
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 No N/A
4. There is a student orientation program to acquaint new students with policies, functions, and personnel of the institution.
 Yes No N/A
5. The institution has a written plan for addressing retention of students. [See Section VII. Definitions - Plan.]
 Yes No N/A

The institution's student retention plan

6. includes input from faculty and students,
 Yes No N/A
7. is evaluated on an annual basis (and revised as necessary), and
 Yes No N/A
8. addresses how results are shared with faculty and staff.]
 Yes No N/A
9. The institution has published and implemented grievance policies for handling complaints from students.
 Yes No N/A

10. 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 No N/A
11. Institutional records reflect that program complaints and grievances receive due process and include evidence of resolution.
 Yes No N/A
12. 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 No N/A
13. A designated staff member is responsible for maintaining official files and records of students.
 Yes No N/A
14. Written procedures are established for access to student coursework, testing, and records to ensure confidentiality, limiting access to authorized personnel only.
 Yes No N/A
15. 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 No N/A
16. 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, and period of enrollment.
 Yes No N/A
17. Admissions policies and procedures are clearly stated, consistently applied, non-discriminatory, published, and consistently communicated to students.
 Yes No N/A
18. Admission requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of the method of delivery.
 Yes No N/A

19. If applicable: Institutions that admit students by exception to standard admission policies and procedures
1. have written admissions policies and procedures for these exceptions,
 Yes No N/A
 2. apply them uniformly,
 Yes No N/A
 3. provide documented evidence on how they are used,
 Yes No N/A
 4. evaluate the effectiveness of the procedures used in admitting students by exception on an annual basis.
 Yes No N/A
20. 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.
 Yes No N/A
21. If applicable: Students admitted into associate degree programs have documentation of a high school diploma or its equivalent.
 Yes No N/A
22. The institution is responsible for any reasonable accommodation of students who are identified to have special needs.
 Yes No N/A
23. The institution provides placement services for all program completers.
 Yes No N/A
24. The institution demonstrates that it is following a written plan for placement services that includes the following elements:
 Yes No N/A
25. Identification of responsibilities for coordination of placement services,
 Yes No N/A
26. 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 No N/A
27. A list of employers and employment opportunities,
 Yes No N/A

28. Counseling of students,
 Yes No N/A
29. Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission,
 Yes No N/A
30. Evaluation on an annual basis (and revised as necessary),
 Yes No N/A
31. A description of how evaluation results are shared with faculty and staff and used for continuous improvement
 Yes No N/A
32. The institution has a written plan for determining the effectiveness of student services, and ensures that the plan
 Yes No N/A
33. identifies responsibilities for coordination of student services,
 Yes No N/A
34. provides for the counseling of students,
 Yes No N/A
35. is evaluated on an annual basis, and
 Yes No N/A
36. addresses how evaluation results are shared with faculty and staff and used for continuous improvement.
 Yes No N/A

17. Criteria for Publications

1. The institutional mission;
 Yes No N/A
2. Admission requirements and procedures;
 Yes No N/A
3. The institution's policy on the transfer of students between programs within the institution
 Yes No N/A
4. The institution's policy on the transfer of students from other institutions
 Yes No N/A
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 No N/A
6. Basic information on programs and courses, with any required sequences and frequency of course offerings explicitly stated;
 Yes No N/A
7. Program completion requirements, including length of time required to obtain certification of completion;
 Yes No N/A
8. Faculty (full-time and part-time listed separately) with degrees held and the conferring institution;
 Yes No N/A
9. A description of institutional facilities readily available for educational use
 Yes No N/A
10. Rules and regulations for conduct;
 Yes No N/A
11. Tuition, fees, and other program costs;
 Yes No N/A
12. Opportunities and requirements for financial aid;
 Yes No N/A

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 No N/A
14. Policies, procedures, and time frame for refunding fees and charges to students who withdraw from enrollment;
 Yes No N/A
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 No N/A
16. Any unique requirements for career paths or for employment and advancement opportunities in the profession or occupation described;
 Yes No N/A
17. The institution's grading system
 Yes No N/A
18. The institution's academic/school calendar
 Yes No N/A
19. Street address and telephone number of each campus of the institution (main campus and each additional permanent site);
 Yes No N/A
20. The institution's student grievance procedure which includes the Commission's mailing address, telephone number, and website address.
 Yes No N/A
21. The name of the institution exactly as approved by the Commission and the institution's authorizing agency
 Yes No N/A
22. The name, email address, and telephone number of the institution's Chief Administrator
 Yes No N/A
23. A list of programs that is consistent with those approved by the Commission and state/federal agencies
 Yes No N/A
24. Photos (if used) that accurately depict the institution's physical facilities and programs
 Yes No N/A

18. Completion, Placement, and Licensure

Note: To update the automatically calculated fields, please click the 'Save' button at the bottom of the page.

Dental Assistant/RDA Eligible

1. Beginning Enrollment

15

2. New Enrollees

0

3. Cumulative Enrollment

15

4. Students Still Enrolled

0

5. Non-Graduate Completers

0

6. Graduate Completers

14

7. Total Completers

14

8. Non-Graduate Completers Employed in Position Related to Field of Institution

0

9. Graduate Completers Employed in Position Related to Field of Institution

12

10. Total Completers Employed in Position Related to Field of Institution

12

Pharmacy Technician

1. Beginning Enrollment

27

2. New Enrollees

0

3. Cumulative Enrollment

27

4. Students Still Enrolled

0

5. Non-Graduate Completers

0

6. Graduate Completers

25

7. Total Completers

25

8. Non-Graduate Completers Employed in Position Related to Field of Institution

0

9. Graduate Completers Employed in Position Related to Field of Institution

17

10. Total Completers Employed in Position Related to Field of Institution

17

11. Graduate Completers Employed in Positions Unrelated to Field of Institution

0

12. Graduate Completers Waiting to Take Licensure

0

13. Graduate Completers Who Took Licensure Exam

14. Graduate Completers Who Passed Licensure Exam

15. Graduate Completers Unavailable for Employment

16. Graduate Completers Who Refused Employment

0

17. Graduate Completers Seeking Employment/Status Unknown

2

18. Withdrawals

1

19. Sum of 12, 15, and 16

0

20. Graduate Completer Calculation

14

21. Total Completer Calculation

14.00

22. Graduation Rate (%)

93.33%

11. Graduate Completers Employed in Positions Unrelated to Field of Institution

0

12. Graduate Completers Waiting to Take Licensure

0

13. Graduate Completers Who Took Licensure Exam

0

14. Graduate Completers Who Passed Licensure Exam

0

15. Graduate Completers Unavailable for Employment

1

16. Graduate Completers Who Refused Employment

2

17. Graduate Completers Seeking Employment/Status Unknown

5

18. Withdrawals

2

19. Sum of 12, 15, and 16

3

20. Graduate Completer Calculation

22

21. Total Completer Calculation

22.00

22. Graduation Rate (%)

92.59%

NOTE: Percentages should not exceed 100%.

23. Total Completion Rate (%)

BENCHMARK: 60%

93%

24. Graduate Placement Rate (%)

86%

25. Total Placement Rate (%)

BENCHMARK: 70%

86%

26. Licensure Exam Rate (%)

BENCHMARK: 70%

0%

NOTE: Percentages should not exceed 100%.

23. Total Completion Rate (%)

BENCHMARK: 60%

93%

24. Graduate Placement Rate (%)

77%

25. Total Placement Rate (%)

BENCHMARK: 70%

77%

26. Licensure Exam Rate (%)

BENCHMARK: 70%

0%

Medical Assistant

1. Beginning Enrollment

39

2. New Enrollees

0

3. Cumulative Enrollment

39

4. Students Still Enrolled

0

5. Non-Graduate Completers

0

6. Graduate Completers

36

7. Total Completers

36

Pharmacy Technician

1. Beginning Enrollment

24

2. New Enrollees

0

3. Cumulative Enrollment

24

4. Students Still Enrolled

0

5. Non-Graduate Completers

0

6. Graduate Completers

22

7. Total Completers

22

8. Non-Graduate Completers Employed in Position Related to Field of Institution

0

9. Graduate Completers Employed in Position Related to Field of Institution

26

10. Total Completers Employed in Position Related to Field of Institution

26

11. Graduate Completers Employed in Positions Unrelated to Field of Institution

0

12. Graduate Completers Waiting to Take Licensure

0

13. Graduate Completers Who Took Licensure Exam

0

14. Graduate Completers Who Passed Licensure Exam

0

15. Graduate Completers Unavailable for Employment

0

16. Graduate Completers Who Refused Employment

0

17. Graduate Completers Seeking Employment/Status Unknown

10

8. Non-Graduate Completers Employed in Position Related to Field of Institution

0

9. Graduate Completers Employed in Position Related to Field of Institution

13

10. Total Completers Employed in Position Related to Field of Institution

13

11. Graduate Completers Employed in Positions Unrelated to Field of Institution

1

12. Graduate Completers Waiting to Take Licensure

0

13. Graduate Completers Who Took Licensure Exam

0

14. Graduate Completers Who Passed Licensure Exam

0

15. Graduate Completers Unavailable for Employment

1

16. Graduate Completers Who Refused Employment

3

17. Graduate Completers Seeking Employment/Status Unknown

4

18. Withdrawals

3

19. Sum of 12, 15, and 16

0

20. Graduate Completer Calculation

36

21. Total Completer Calculation

36.00

22. Graduation Rate (%)

92.31%

NOTE: Percentages should not exceed 100%.

23. Total Completion Rate (%)

BENCHMARK: 60%
92%

24. Graduate Placement Rate (%)

72%

25. Total Placement Rate (%)

BENCHMARK: 70%
72%

26. Licensure Exam Rate (%)

BENCHMARK: 70%
0%

18. Withdrawals

2

19. Sum of 12, 15, and 16

4

20. Graduate Completer Calculation

18

21. Total Completer Calculation

18.00

22. Graduation Rate (%)

91.67%

NOTE: Percentages should not exceed 100%.

23. Total Completion Rate (%)

BENCHMARK: 60%
92%

24. Graduate Placement Rate (%)

72%

25. Total Placement Rate (%)

BENCHMARK: 70%
72%

26. Licensure Exam Rate (%)

BENCHMARK: 70%
0%

Medical Assistant

1. Beginning Enrollment

41

2. New Enrollees

0

Dental Assistant/RDA Eligible

1. Beginning Enrollment

10

2. New Enrollees

0

3. Cumulative Enrollment

41

4. Students Still Enrolled

0

5. Non-Graduate Completers

0

6. Graduate Completers

30

7. Total Completers

30

8. Non-Graduate Completers Employed in Position Related to Field of Institution

0

9. Graduate Completers Employed in Position Related to Field of Institution

25

10. Total Completers Employed in Position Related to Field of Institution

25

11. Graduate Completers Employed in Positions Unrelated to Field of Institution

0

12. Graduate Completers Waiting to Take Licensure

0

13. Graduate Completers Who Took Licensure Exam

0

3. Cumulative Enrollment

10

4. Students Still Enrolled

0

5. Non-Graduate Completers

0

6. Graduate Completers

9

7. Total Completers

9

8. Non-Graduate Completers Employed in Position Related to Field of Institution

0

9. Graduate Completers Employed in Position Related to Field of Institution

8

10. Total Completers Employed in Position Related to Field of Institution

8

11. Graduate Completers Employed in Positions Unrelated to Field of Institution

0

12. Graduate Completers Waiting to Take Licensure

0

13. Graduate Completers Who Took Licensure Exam

0

14. Graduate Completers Who Passed Licensure Exam

0

15. Graduate Completers Unavailable for Employment

2

16. Graduate Completers Who Refused Employment

0

17. Graduate Completers Seeking Employment/Status Unknown

3

18. Withdrawals

10

19. Sum of 12, 15, and 16

2

20. Graduate Completer Calculation

28

21. Total Completer Calculation

28.00

22. Graduation Rate (%)

73.17%

NOTE: Percentages should not exceed 100%.

23. Total Completion Rate (%)

BENCHMARK: 60%

73%

24. Graduate Placement Rate (%)

89%

25. Total Placement Rate (%)

BENCHMARK: 70%

89%

14. Graduate Completers Who Passed Licensure Exam

0

15. Graduate Completers Unavailable for Employment

0

16. Graduate Completers Who Refused Employment

0

17. Graduate Completers Seeking Employment/Status Unknown

0

18. Withdrawals

1

19. Sum of 12, 15, and 16

0

20. Graduate Completer Calculation

9

21. Total Completer Calculation

9.00

22. Graduation Rate (%)

90.00%

NOTE: Percentages should not exceed 100%.

23. Total Completion Rate (%)

BENCHMARK: 60%

90%

24. Graduate Placement Rate (%)

89%

25. Total Placement Rate (%)

BENCHMARK: 70%

89%

26. Licensure Exam Rate (%)

BENCHMARK: 70%

0%

26. Licensure Exam Rate (%)

BENCHMARK: 70%

0%

Patient Care Technician

1. Beginning Enrollment

26

2. New Enrollees

0

3. Cumulative Enrollment

26

4. Students Still Enrolled

0

5. Non-Graduate Completers

0

6. Graduate Completers

22

7. Total Completers

22

8. Non-Graduate Completers Employed in Position Related to Field of Institution

0

9. Graduate Completers Employed in Position Related to Field of Institution

19

10. Total Completers Employed in Position Related to Field of Institution

19

IT Help Desk Professional

1. Beginning Enrollment

0

2. New Enrollees

0

3. Cumulative Enrollment

0

4. Students Still Enrolled

0

5. Non-Graduate Completers

0

6. Graduate Completers

0

7. Total Completers

0

8. Non-Graduate Completers Employed in Position Related to Field of Institution

0

9. Graduate Completers Employed in Position Related to Field of Institution

0

10. Total Completers Employed in Position Related to Field of Institution

0

11. Graduate Completers Employed in Positions Unrelated to Field of Institution

1

12. Graduate Completers Waiting to Take Licensure

0

13. Graduate Completers Who Took Licensure Exam

20

14. Graduate Completers Who Passed Licensure Exam

20

15. Graduate Completers Unavailable for Employment

0

16. Graduate Completers Who Refused Employment

0

17. Graduate Completers Seeking Employment/Status Unknown

2

18. Withdrawals

4

19. Sum of 12, 15, and 16

0

20. Graduate Completer Calculation

22

21. Total Completer Calculation

22.00

22. Graduation Rate (%)

84.62%

11. Graduate Completers Employed in Positions Unrelated to Field of Institution

0

12. Graduate Completers Waiting to Take Licensure

0

13. Graduate Completers Who Took Licensure Exam

0

14. Graduate Completers Who Passed Licensure Exam

0

15. Graduate Completers Unavailable for Employment

0

16. Graduate Completers Who Refused Employment

0

17. Graduate Completers Seeking Employment/Status Unknown

0

18. Withdrawals

0

19. Sum of 12, 15, and 16

0

20. Graduate Completer Calculation

0

21. Total Completer Calculation

0.00

22. Graduation Rate (%)

0.00%

NOTE: Percentages should not exceed 100%.

23. Total Completion Rate (%)

BENCHMARK: 60%

85%

24. Graduate Placement Rate (%)

86%

25. Total Placement Rate (%)

BENCHMARK: 70%

86%

26. Licensure Exam Rate (%)

BENCHMARK: 70%

100%

NOTE: Percentages should not exceed 100%.

23. Total Completion Rate (%)

BENCHMARK: 60%

0%

24. Graduate Placement Rate (%)

0%

25. Total Placement Rate (%)

BENCHMARK: 70%

0%

26. Licensure Exam Rate (%)

BENCHMARK: 70%

0%

IT Help Desk Professional

1. Beginning Enrollment

0

2. New Enrollees

0

3. Cumulative Enrollment

0

4. Students Still Enrolled

0

5. Non-Graduate Completers

0

6. Graduate Completers

0

7. Total Completers

0

8. Non-Graduate Completers Employed in Position Related to Field of Institution

0

9. Graduate Completers Employed in Position Related to Field of Institution

0

10. Total Completers Employed in Position Related to Field of Institution

0

11. Graduate Completers Employed in Positions Unrelated to Field of Institution

0

12. Graduate Completers Waiting to Take Licensure

0

13. Graduate Completers Who Took Licensure Exam

0

14. Graduate Completers Who Passed Licensure Exam

0

15. Graduate Completers Unavailable for Employment

0

16. Graduate Completers Who Refused Employment

0

17. Graduate Completers Seeking Employment/Status Unknown

0

18. Withdrawals

0

19. Sum of 12, 15, and 16

0

20. Graduate Completer Calculation

0

21. Total Completer Calculation

0.00

22. Graduation Rate (%)

0.00%

NOTE: Percentages should not exceed 100%.

23. Total Completion Rate (%)

BENCHMARK: 60%

0%

24. Graduate Placement Rate (%)

0%

25. Total Placement Rate (%)

BENCHMARK: 70%

0%

26. Licensure Exam Rate (%)

BENCHMARK: 70%

0%

19. Final Affirmation

Attestation of Chief Administrator:

I affirm that the information in this Annual Report is true and correct.

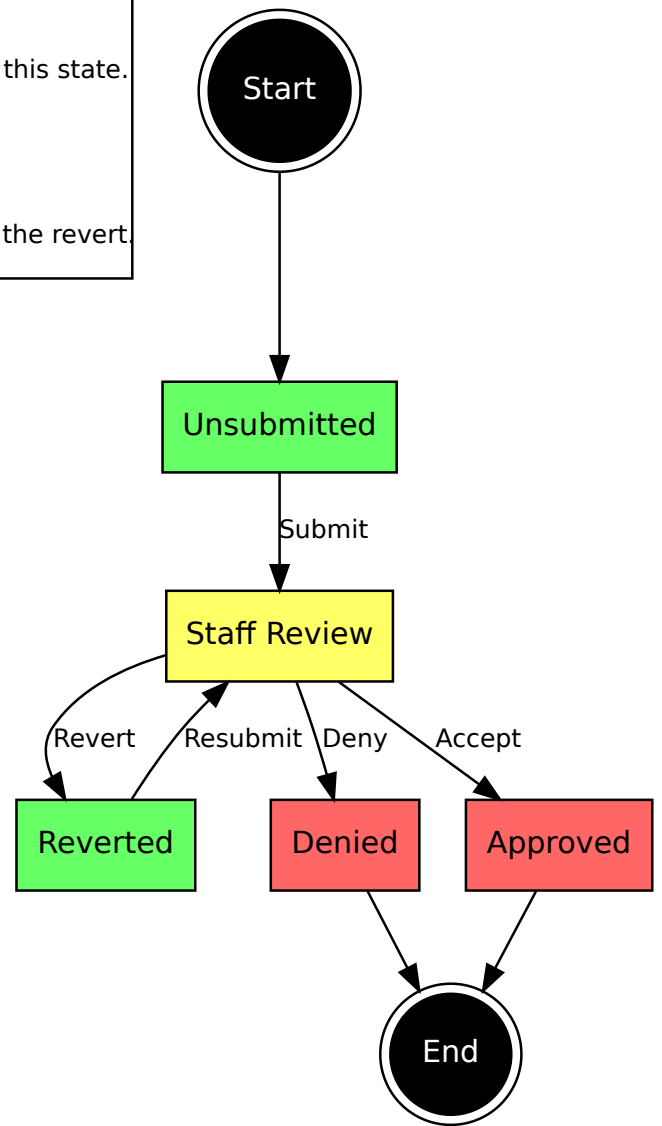
Attestation By:

Trisha Jenkins

No comments have been added.

Legend

- The institution can make transitions from this state.
The agency may or may not make a transition.
- You as an agency representative can make transitions from this state.
As an institution, you cannot make a transition.
- The agency and the institution cannot make transitions from this state.
- Exiting a revert state will go back to the state that initiated the revert.



Date/Time **By** **Event** **From** **To** **Download**

03/14/2025	Trisha Jenkins	Submit	Unsubmitted	Staff Review	annual_report_1114044_2025-03-14_15-49-19.zip
------------	----------------	--------	-------------	--------------	---
