



## **Methodology to Calculate Placement/Employment Rate**

Accrediting Agency: Accrediting Commission of Career Schools and Colleges (ACCSC)

### **Calculation of Employment Rate**

The calculation of the ACCSC employment rate includes graduates who started the program during the reporting period and were available for employment. The calculation of this rate excludes graduates who started the program during the reporting period and pursued further education or were unavailable for employment due to death, incarceration, active military service deployment, the onset of a medical condition that prevents employment, or international students who have returned to their country of origin.

$$\text{Employment Rate} = \frac{\text{Graduates employed in the field of study}^1}{(\text{Graduates}) - (\text{Excluded Graduates}^2)}$$

Graduate: The number of students who graduated from the program within 150% of the stated program length.

### **Guidelines for Employment Classification<sup>3</sup>**

The school must be able to justify the classification of each graduate as employed in a training related field and maintain verifiable employment using the following guidelines.

1. The employment classification is appropriate and reasonable based on the educational objectives of the program.
2. The employment is for a reasonable period of time, is based on program objectives, and can be considered sustainable (e.g., not a single day of employment)
3. The employment is directly related to the program from which the individual graduated, aligns with a majority of the educational and training objectives of the program, and is a paid position.

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<sup>1</sup> Graduates classified as employed must be supported by documentation showing position obtained, date of initial employment, and place of employment, employer, employer contact person, address, and phone number, e-mail address, descriptive job title and duties.

<sup>2</sup>Excluded graduates: Graduates who pursued further education or were unavailable for employment due to death, incarceration, active military service deployment, the onset of a medical condition that prevents employment, or international students who have returned to their country of origin.

<sup>3</sup> Source as of 1/22/16, ACCSC Standards of Accreditation, Appendix VII:  
<http://www.accsc.org/Accreditation/Standards-of-Accreditation.aspx>

4. The employment classification is verified by the school (and verifiable by third parties such as the Commission) as follows:
  - a. Regular employment
    - i. The schools secure written documentation from the employer verifying the employment and that the employment is related to the student's program of study at the school; or
    - ii. The school secures written documentation from the graduate verifying the employment and that the employment is related to the students' program of study at the school; or
    - iii. In cases where a school can show diligent efforts have been made to secure such written documentation without success, the school maintains employment verification records that include a) the graduate's and employer's name and contact information, b) a signature of school staff attesting to verbal employment verification with the employer and the date of verification and c) a signature of school staff attesting to verbal employment verification with the graduate and the date of verification.
  - b. Self-Employment

The school secures written documentation from the self-employed graduate verifying the employment is valid including, at a minimum, a statement signed by the graduate which includes the following:

    - i. The graduate's name and contact information;
    - ii. An attestation that the self-employment is aligned with the individual's employment goals, is vocational, and is based on and related to the education and training received;
    - iii. An attestation that the graduate is earning training-related income; and
    - iv. In cases, where licensure is required for employment; and attestation that such licensure has been achieved.
  - c. Career Advancement

Students that are already at the times of graduation can be considered employed when completing the program of study as follows:

    - i. The school shows with written documentation from the employer or the graduate that the training allowed the graduate to maintain the employment position due to the training provided by the school; or
    - ii. The school shows with written documentation from the employer or the graduate that the training supported the graduate's ability to be eligible or qualified for advancement due to the training provided by the school.

### **Reporting Period**

The reporting period used to complete the ACCSC Graduation and Employment Chart (G&E Chart) is dependent upon the length of the program in months. The reporting period used to complete the G&E Chart is determined by taking the program's normal length of completion in months multiplied by 150% and adding three months for employment. From the Report Date of July 2017, count back the number of months (program length in months' x 150% + 3 months) to establish the Ending Date of a reporting period.

From the Ending Date, count back an additional 12 months to determine the Beginning Date of the reporting period.

Example: The program's normal length of completion is 24 months ( $24 \times 1.5 = 36 + 3 = 39$  months); therefore, the reporting period is April 2013 through March 2014.

Graduation and Employment Chart																		
School #:				Name of School:								Report Date:		July-17				
City:				St:				Zip:				Phone:						
Email:																		
Program Title:												Program Length in Months:			24			
Beginning Date of 12 Month Reporting Period:										Apr-13		Ending Date of 12 Month Reporting Period:					Mar-14	

  

1	Class Start Date (month/year)															TOTAL	%	%=
2	Number Started															0	100%	
3	Transfers to Another Program															0		3/2
4	Transfers from Another Program															0		4/2
5	Total Starts plus/minus Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	
6	Unavailable for Graduation															0		6/5
7	Students Available for Graduation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		7/5
8	Withdrawn/Terminated Students															0		8/5
9	Graduates within 150% of Program Length	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		9/7
10	<b>GRADUATION RATE</b>	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####			9/7
11	Graduates - Further Education															0		11/9
12	Graduates - Unavailable for Employment															0		12/9
13	Graduates - Available for Employment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		13/9
14	Graduates - Employed in Field															0		14/9
15	<b>EMPLOYMENT RATE</b>	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####			14/13
16	Graduates - Unrelated Occupations															0		16/13
17	Graduates - Unemployed															0		17/13
18	Graduates - Unknown															0		18/13

  

**If there is a value other than zero in any of these fields, then there is an error in the data:**

Checking Calculation of Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Checking Calculation of Available for Employment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Checking Placement Accountability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

  

19	Non-Graduated Students Who Obtained Training Related Employment														0		19/5
20	<b>Employment Rate with Non-Graduated Students Who Obtained Training Related Employment</b>	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####			

  

**If the value is greater than zero in any of these fields, then there is an error in the data.**

Checking Calculation of Non-Graduated Students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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