Submission Instructions

Introduction

Welcome to the Bureau for Private Postsecondary Education’s (BPPE) Annual Reports Online Submission Portal. Our portal is designed to facilitate a streamlined process for your institution’s required annual submission. (CEC §94934 and 5, CCR §74110 – Annual Report data is institutional data that is combined for the main location, satellite and all branch locations.)

Here are some portal highlights:

• Login and submit securely
• Save and resume functionality
• Inline instructions to assist while you are submitting
• Two-way communication with BPPE staff to streamline processing

The portal can be found at https://ar.bppe.ca.gov.

The online portal is a WORKFLOW based platform. A workflow is a discreet transaction that is submitted, processed and approved. In the context of your institution’s Annual Report submission, a workflow is one of several discreet transactions that make-up the entire Annual Reports package.

Your institution’s Annual Report package will consist of:

• One (1) ‘Institution Data’ workflow
• One (1) ‘Program Data’ workflow PER program offered at your institution
• One (1) ‘Branch Data’ workflow PER Branch location within your institution, if applicable
• One (1) ‘Satellite Data’ workflow PER Satellite location within your institution, if applicable
• One (1) ‘Submit to BPPE’ workflow, used administratively to process package submission

All applicable workflows will be submitted, processed and completed within the portal platform.

If you have any questions please contact the BPPE Annual Report Unit by email at bppe.annualreport@dca.ca.gov or by phone at (916) 431-6959, press "6" when prompted.
Registering for a BPPE Portal Account

A BPPE Portal account is required to submit your institution’s Annual Report package. For a single Reporting Year, please use a single portal account to submit all required workflows. If you need to change portal accounts during a single Reporting Year, please contact the Bureau.

To register for an account:

1. Navigate to https://ar.bppe.ca.gov.
2. Click ‘Register.’
3. Enter your e-mail address, first name and last name and click ‘Sign Up.’

4. The registration process will generate an e-mail to the address provided. The e-mail will contain a link to complete the process. The e-mail will come from our platform provider, simpligov.com, so please check your Spam folder or Junk mail.
5. Click ‘Continue Registration.’

Hello
To complete registration you need to follow this link:
Continue Registration

Didn’t request this change?
Ignore this email if you did not submit a request to create an account.
This link will expire in one (1) day.

6. Enter a secure password and Click ‘Continue Registration.’
7. A successful password entry will return you to the portal login screen. Enter your new credentials and you will arrive at the portal Dashboard. The Dashboard is where all Annual Reports activity will occur.

2017 Annual Report Workflow
Annual Report data is institutional data that is combined for the main location, satellite and all branch locations.

- Enter Institution Data
  Enter one Institution workflow per Main location.

- Enter Program Data
  Enter one Program workflow per Program offered at the Institution.

- Enter Branch Data
  If applicable, enter one Branch workflow per Branch Location within the Institution.

- Enter Satellite Data
  If applicable, enter one Satellite workflow per Satellite Location within the Institution.

- Submit To BPPE
  Submit Annual Report package to BPPE when all required workflows are in 'Ready to Send' status.
Logging into the BPPE Portal

1. Navigate to https://ar.bppe.ca.gov.
2. Enter your BPPE Portal credentials, username and password.
3. Click ‘Login’. After a successful login you will arrive at the portal Dashboard. The Dashboard is where all Annual Reports activity will occur.
Understanding the Flow of Each Workflow Transaction

You will enter separate workflows, during the course of submitting your institution’s Annual Report package. Each workflow will go through a progression of statuses from submission to completion. Understanding this flow will make your interactions within the portal easier. The status of each workflow is clearly marked in the ‘Status’ column within the portal Dashboard.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Assigned</th>
<th>Workflow Description</th>
<th>Institution Code</th>
<th>Institution Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jason Piccione</td>
<td>2 - 2017 Institution Data</td>
<td>1</td>
<td>kjhkjkjh</td>
<td>Action Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 - 2017 Institution Data</td>
<td>1</td>
<td>adf</td>
<td>Pending Submission</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 - 2017 Institution Data</td>
<td>27687973</td>
<td>California Truck Driving Ac...</td>
<td>Pending Submission</td>
</tr>
<tr>
<td></td>
<td>Jason Piccione</td>
<td>2 - 2017 Institution Data</td>
<td>1</td>
<td>ljhkjh</td>
<td>Resubmit - Analyst Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 - 2017 Submit To BPPE</td>
<td>1</td>
<td>hjkhgj</td>
<td>Final</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 - 2017 Branch Data</td>
<td>1</td>
<td>hjhgw</td>
<td>Final</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 - 2017 Submit To BPPE</td>
<td>0001461</td>
<td>Embry-Riddle Aeronautica...</td>
<td>Final</td>
</tr>
</tbody>
</table>

Workflow Statuses (Institutions can only edit, not delete workflows)

1. Pending/Pending Submission – Workflow status given when an individual workflow is ‘Saved’ to resume later, before clicking ‘Submit.’ (Institutions can edit this workflow)
2. Ready To Send – Workflow status given when an individual workflow has been completed and submitted to BPPE by the institution.
3. Analyst Review – Workflow status given when the ‘Submit To BPPE’ workflow is submitted, thus sending the entire Annual Reports package to the Bureau for review.
4. Action Required – Workflow status given when a BPPE analyst assesses incomplete items within the submission. (Institutions can edit this workflow)
5. Resubmit – Analyst Review – Workflow status given when an institution responds, via the portal, to incomplete items assessed by a BPPE analyst.
6. Ready To Finalize – Workflow status given when a BPPE analyst assesses that the individual workflow is complete, not completion of the entire Annual Report package.
7. Final – Workflow status given when a BPPE analyst assesses that an institution’s entire Annual Report package is complete. Your Annual Report process is complete, when all of your workflows are in this status.
Select the Annual Report Year

Once you have logged into the annual report portal, you will see your dashboard. In the upper left corner, you will see “Please select year,” select the Annual Report year to be reported.

Please note: If you have previously completed the prior year’s annual report, do not resubmit unless directed to by Bureau staff.
Submit Your Institution Data

1. If already logged into the portal skip to #3, otherwise navigate to https://ar.bppe.ca.gov.
2. Enter your BPPE Portal credentials and click ‘Login.’ Click ‘Enter Institution Data’ to bring up the data entry web form.
3. From the Annual Report Portal Dashboard, click ‘Enter Institution Data’ to bring up the data entry web form.

2017 Annual Report Workflow

Annual Report data is institutional data that is combined for the main location, satellite and all branch locations.

Enter Institution Data

Enter one Institution workflow per Main location.

Enter Program Data

Enter one Program workflow per Program offered at the Institution.

Enter Branch Data

If applicable, enter one Branch workflow per Branch Location within the Institution.

Enter Satellite Data

If applicable, enter one Satellite workflow per Satellite Location within the Institution.

Submit To BPPE

Submit Annual Report package to BPPE when all required workflows are in 'Ready to Send' status.
Annual Report data is institutional data that is combined for the main location, satellite and all branch locations.

4. Complete all data entry for ‘Institution Data’ tab and click ‘Next.’

Instructions for #1 through #10:

1. Report for Year
2. Institution Code? Enter institutional code (main location).
3. Institution Name? (Enter Bureau approved institution name, if entering manually)
4. Street Address? (Physical Location)
5. City?
6. State?
7. Zip Code?
8. Check all that apply to this institution:
   - For profit institution
   - Sole Proprietor
   - Non-profit institution
   - Partnership
   - Limited Liability Corporation (LLC)
   - Corporation
   - Publicly traded institution
9. Number of Branch Locations
   Indicate the number of branch locations associated with the main location. If none, enter zero (“0”).
10. Number of Satellite Locations
    Indicate the number of branch locations associated with the main location or any branch location. If none, enter zero (“0”).
9. Number of Branch Locations? Indicate the number of branch locations associated with the main location. If none, indicate zero (“0”).

10. Number of Satellite Locations? Indicate the number of satellite locations associated with the main location or any of the branch locations. If none, indicate zero (“0”).

5. Complete all data entry for ‘Fees/Accreditation’ tab and click ‘Next.’

<table>
<thead>
<tr>
<th>11a.</th>
<th>Is this institution current with all assessments to the Student Tuition Recovery Fund?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>11b.</td>
<td>Is this institution current on Annual Fees?</td>
</tr>
</tbody>
</table>

12. Is your institution accredited by an accrediting agency/agencies recognized by the United States Department of Education?

You indicated "Yes" to #12 above, please identify the accrediting agency(ies) below.

Follow the tips below to select more than one agency:

**FOR PC USERS:** While using the mouse to select items, make sure you hold down the Control (Ctrl) key.

**FOR MAC USERS:** While using the mouse to select items, make sure you hold down the Command (Cmd) key.

12a. Accrediting Agency (more than one agency may be selected)

13. If your institution has specialized accreditation from a recognized United States Department of Education approved specialized/programmatic accreditor, list the accreditation below.

14. Has any accreditation agency taken any final disciplinary action against this institution? If Yes, please submit a paper copy of the action. Refer to the Annual Report Completion Check Sheet.

|      | Yes | No |

Instructions for #11 through #14:

11. (a) Is this institution current with all assessments to the Student Tuition Recovery Fund? (a) Indicate “yes” if the institution has completed and submitted all quarterly assessment forms required, along with the appropriate assessment, for the Student Tuition Recovery Fund. Indicate “no” if the institution has not completed and submitted, along with the appropriate assessments, all quarterly assessment forms required for the Student Tuition Recovery Fund.

(b) Is this institution current on Annual Fees? Indicate “yes” if the institution has paid its Annual Fees. Indicate “no” if the institution has not paid its Annual Fees.
12. Is your institution accredited by an accrediting agency/agencies recognized by the United States Department of Education? Include only full institutional approval, not programmatic approval. Enter the name of the accrediting agency. Refer to the attached list of accrediting agencies recognized by the United States Department of Education.

13. If your institution has specialized accreditation from a recognized United States Department of Education approved specialized/programmatic accreditor, List the accreditation.

14. Has any accreditation agency taken any final disciplinary action against this institution in the reporting year? Indicate “yes” if the institution has had final disciplinary action taken against it by an accreditation agency; Indicate “no” if no final action has been taken against the institution by an accreditation agency. If Yes, please upload a copy of the action at #38.

6. Complete all data entry for ‘Financial’ tab and click ‘Next.’
Instructions for #15 through #23:

*For questions 15-19 please disclose any funds received by the institution from the federal and/or state government to provide services to the general public.

15. Does your institution participate in federal financial aid programs under Title IV of the Federal Higher Education Act? (This includes federal loans and grants)
What is the total amount of Title IV funds received by your institution in this Reporting Year?
16. Does your institution participate in veterans’ financial aid education programs?
What is the total amount of veterans’ financial aid funds received by your institution in this Reporting Year?
17. Does your institution participate in the Cal Grant program?
What is the total amount of Cal Grant funds received by your institution in this Reporting Year?
18. Is your institution on the California’s Eligible Training Provider List (ETPL)?
19. Is your institution receiving funds from the Workforce Innovation and Opportunity Act (WIOA) Program?
What is the total amount of WIOA funds received by your institution in this Reporting Year?
20. Does your Institution participate in, or offer any other government or non-government financial aid programs? (i.e., WIC, vocational rehab, private grants/loans, institutional grants/loans)
If yes, please provide the name of the financial aid program.
21. The percentage of institutional income in 2017 that was derived from public funding.
All money that is generated by the government to provide services to the general public is “public funding.”
22. Enter the most recent three-year cohort default rate reported by the U.S. Department of Education for this institution, if applicable.
The Cohort Default Rate (CDR) represents the percentage of this institution’s students that failed to make required payments on their federal loans within three years of when they were required to begin repayment of that loan.
23. The percentage of the students who attended this institution during this Reporting Year who received federal student loans to help pay their cost of education at the school.
7. Complete all data entry for ‘Offerings’ tab and click ‘Next.’

## 2017 BPPE Annual Report - Institution - Offerings

| #24 | Total number of students enrolled at this institution  
If none, indicate “0”. |
|-----|-----------------------------------------------------|
| #25 | Number of Doctorate Degree Programs Offered?  
If none, indicate “0”. |
| #26 | Number of Students enrolled in Doctorate programs at this institution?  
If none, indicate “0”. |
| #27 | Number of Master Degree programs offered?  
If none, indicate “0”. |
| #28 | Number of Students enrolled in Master programs at this institution?  
If none, indicate “0”. |
| #29 | Number of Bachelor Degree programs offered?  
If none, indicate “0”. |
| #30 | Number of Students enrolled in Bachelor programs at this institution?  
If none, indicate “0”. |
| #31 | Number of Associate Degrees programs offered?  
If none, indicate “0”. |
| #32 | Number of Students enrolled in Associate programs at this institution?  
If none, indicate “0”. |
| #33 | Number of Diploma or Certificate Programs offered?  
If none, indicate “0”. |
| #34 | Number of Students enrolled in Diploma or Certificate programs at this institution?  
If none, indicate “0”. |

### Instructions for #24 through #34:

24. Total number of students currently enrolled at this institution.  
   Indicate the number of students attending and/or enrolled in all programs at your  
   institution (minus the number of students who cancelled during the cancellation period)  
   January 1st through December 31st.

25. Number of Doctorate Degree Programs Offered?  
   Indicate the number of Doctorate degree Programs the institution offered for the  
   reporting year. (Number of Programs not Students)

26. Number of Students enrolled in Doctorate programs at this institution?  
   Indicate the number of students enrolled and/or active in all Doctorate programs at  
   your institution as of January 1st through December 31st, minus the number of students  
   who cancelled during the cancellation period.

27. Number of Master Degree Programs Offered?  
   Indicate the number of Master degree Programs the institution offered for the reporting  
   year. (Number of Programs not Students)
28. Number of Students enrolled in Master programs at this institution?
   Indicate the number of students enrolled and/or active in all Master programs at your
   institution as of January 1st through December 31st, minus the number of students who
   cancelled during the cancellation period.

29. Number of Bachelor Degree Programs Offered?
   Indicate the number of Bachelor degree Programs the institution offered for the
   reporting year. (Number of Programs not Students)

30. Number of Students enrolled in Bachelor programs at this institution?
   Indicate the number of students enrolled and/or active in all Bachelor programs at your
   institution as of January 1st through December 31st, minus the number of students who
   cancelled during the cancellation period.

31. Number of Associate Degree Programs Offered?
   Indicate the number of Associate degree Programs offered for the reporting year.
   (Number of Programs not Students)

32. Number of Students enrolled in Associate programs at this institution?
   Indicate the number of students enrolled and/or active in all Associate programs at your
   institution as of January 1st through December 31st, minus the number of students who
   cancelled during the cancellation period.

33. Number of Diploma or Certificate Programs Offered? Indicate the number of Associate
   degree Programs offered for the reporting year. (Number of Programs not Students)

34. Number of Students enrolled in diploma or certificate programs at this institution?
   Indicate the number of students enrolled and/or active in all diploma/certificate
   programs at your institution as of January 1st through December 31st, minus the number
   of students who cancelled during the cancellation period.
8. Complete all data entry for ‘Website/Uploads’ tab.

Instructions for #35 through #37:

An institution that maintains a website, shall provide on the homepage of that website, clear and conspicuous links to the most recent Annual Report submitted to the Bureau, the Catalog, and School Performance Fact Sheet (CEC §94913)**.

**The Bureau recommends a portion of the school’s website dedicated to providing students with the required information below.

Uploads for Documents must be in PDF format. Other formatting may be too large to upload.

35. School Performance Fact Sheet – upload required documentation.
36. Catalog – upload required documentation.
37. Enrollment Agreement – upload required documentation.

9. Click ‘Save’ to save your progress and resume completion of the ‘Institution Data’ workflow at a later time. This action will give the workflow a ‘Pending Submission’ status. (Institution may edit in this status)

OR

10. Click ‘Submit’ if done with the ‘Institution Data’ workflow. This action will give the workflow a ‘Ready To Send’ status. (Institution cannot edit in this status)
11. Return to the Dashboard by clicking ‘Exit Workflow.’ (Located in the top right corner)

12. To return to your workflow later, either to complete your entry or respond to a BPPE analyst’s request, find the workflow on your Dashboard...

...click the ‘Actions’ button on the left of the workflow and click ‘Edit Request.’
Submit Your Program Data

1. If already logged into the portal skip to #3, otherwise navigate to https://ar.bppe.ca.gov.
2. Enter your BPPE Portal credentials and click ‘Login.’ Click ‘Enter Program Data’ to bring up the data entry web form.
3. From the Annual Reports Portal Dashboard, click ‘Enter Program Data’ to bring up the data entry web form.

**2017 Annual Report Workflow**

Annual Report data is institutional data that is combined for the main location, satellite and all branch locations.

- Enter Institution Data
  - Enter one Institution workflow per Main location.

- Enter Program Data
  - Enter one Program workflow per Program offered at the Institution.

- Enter Branch Data
  - If applicable, enter one Branch workflow per Branch Location within the Institution.

- Enter Satellite Data
  - If applicable, enter one Satellite workflow per Satellite Location within the Institution.

- Submit To BPPE
  - Submit Annual Report package to BPPE when all required workflows are in 'Ready to Send' status.
Program data is a combined total for the main location, all satellite and all branch locations. Institutions offering the same program(s) at the main location and the branch location, will add the data together and submit one number for the program being reported.

4. Complete all data entry for ‘Program Data’ tab.

Instruction for #1 through #3:

1. Report for Year 2017
2. Institution Code? Enter institutional code (main location).
3. Institution Name? (Enter Bureau approved institution name, if entering manually)
5. Complete all data entry for “Program Name’ tab.

Instructions for #4 through #6:

4. Name of Program?
   Indicate the name of the program e.g., Business Administration, Cosmetology, Medical Assisting.

5. Program Level?
   Indicate the level of the program you are entering, (e.g., Doctorate, Masters, Bachelor, Associate, Diploma/Certificate, Other). If you indicate ‘Other’, please enter the Program Level in #5a.

6. Program Title? Indicate the title of the program you are entering e.g., Ph.D., Master of Science, Bachelor of Arts, Occupational Associate. If you indicate "Other Doctorate", "Other Master", "Other Bachelor", "Other Associate" or "Other", please specify the Program Title in #6a.

<table>
<thead>
<tr>
<th>2017 BPPE Annual Report - Program - Financial Data and Graduation Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution Information</strong></td>
</tr>
<tr>
<td>Display instructions for #7 - #16 (Toggle)</td>
</tr>
</tbody>
</table>

7. **Number of Degrees or Diplomas Awarded**
   Indicate the number of students who completed the program during the reporting year.

8. **Total Charges for this program**
   Indicate the total charges for a student to complete the program within 100% of the program length. If the total charges fluctuated during the reporting year, indicate the highest amount charged for this program during the reporting year. Total charges include all amounts paid for the program. It includes books, uniforms or other charges if those charges are for costs that are required for participation in the educational program.

9. **The percentage of enrolled students in 2017 receiving federal student loans to pay for this program**
   Indicate the percentage of students enrolled in this program who received federal student loans to pay for this program. Divide the total number of students enrolled in this program, who received federal student loans to pay for this program, by the total number of students enrolled in this program.

10. **The percentage of graduates in the reporting year who took out federal student loans to pay for this program**
    Indicate the percentage of graduates from this program, who received federal student loans to pay for this program. Divide the total number of reporting year graduates from this program, who took out federal student loans to pay for this program, by the total number of graduates from this program.

**Instructions for #7 through #16:**

7. **Number of Degrees, Diplomas or Certificates Awarded?**
   Indicate the number of students who completed the program during the reporting year.

8. **Total Charges for this program?**
   Indicate the total charges for a student to complete the program within 100% of the program length. If the total charges fluctuated during the reporting year, indicate the highest amount charged for this program during the reporting year. Total charges include all amounts paid for the program. It includes books, uniforms or other charges if those charges are for costs that are required for participation in the educational program.

9. **The percentage of enrolled students in 2017 receiving federal student loans to pay for this program.**
   Indicate the percentage of students enrolled in this program who received federal student loans to pay for this program. Divide the total number of students enrolled in this program, who received federal student loans to pay for this program, by the total number of students enrolled in this program.

10. **The percentage of graduates in the reporting year who took out federal student loans to pay for this program.**
    Indicate the percentage of graduates from this program, who received federal student loans to pay for this program. Divide the total number of reporting year graduates from this program, who took out federal student loans to pay for this program, by the total number of graduates from this program.
11. Number of Students Who Began the Program?
Indicate the number of students who were scheduled to complete the program in the reporting year, exclude all students who cancelled during the cancellation period, 5 CCR §74112(d)(1). If the institution has a main campus with branches and/or satellites provide the total number enrolled at all locations.

12. Students Available for Graduation?
Indicate the number of students available for graduation for the program being reported. This number should be the number of students who began the program (#11 above) minus the number of students who have died, been incarcerated or been called to active military duty (CEC §94928(f) & (g)).

13. On-time Graduates?
Of the students available for graduation (#12 above), indicate the number of students who completed the program within 100% of the published program period within the calendar year being reported (5 CCR §74112(d)(2)).

14. Completion Rate?
Indicate the number of graduates (from #13 above) divided by the number of students available for graduation (#12 above). A “rate” is a percentage and should never be more than 100% (CEC §94929(a), 94928(f) & (g), and 5 CCR §74112(h).

15. 150% Completion Rate?
If the institution tracks 150% completion rate, indicate the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation (#12 above). A “rate” is a percentage and should never be more than 100% (5 CCR §74112(h)(l)).

16. Is the above data taken from the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education?
Indicate “yes” if the information was taken from the data that was reported to IPEDS; Indicate “no” if it was not. If this institution does not participate in Title IV financial aid programs it most likely does not report to IPEDS.
CEC § 94929.5 requires institutions report placement data for every program that is designed or advertised to lead to a particular career, or advertised or promoted with any claim regarding job placement.

7. Complete all data entry for ‘Placement Data’ tab.

### Instructions for #17 through #21:

17. **Graduates Available for Employment?**
   Indicate the number of individuals awarded a degree, diploma or certificate in the reporting year minus the number of graduates that either died, became incarcerated, were called to active military duty, were international students that left the United States or did not have a visa allowing employment in the United States or, are continuing their education in an accredited or bureau-approved postsecondary institution (CEC §94928(d) & (f)).

18. **Graduates Employed in the Field?**
   Number of graduates, (#17 above) who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the
examination results for the first examination available after a student completes an applicable educational program (CEC §94928(e)).

19. Placement Rate?
Indicate the number of graduates employed in the field (#18 above) divided by the number of graduates available for employment (#17 above.) A “rate” is a percentage and should never be more than 100% (5 CCR §74112(i)(4).

20. Graduates employed in the field...
   a. 20 to 29 hours per week? Indicate the number of graduates employed 20 to 29 hours per week.
   b. At least 30 hours per week? Indicate the number of graduates employed at least 30 or more hours per week.

21. Indicate the number of graduates employed...
   a. In a single position in the field of study
   b. Concurrent aggregated positions in the field of study (2 or more positions at the same time)
   c. Freelance/ self-employed
   d. By the Institution or an employer owned by the institution, or an employer who shares ownership with the institution
5 CCR §74112(j) requires the institution to collect the exam passage data directly from its graduates if the exam passage data is not available from the licensing agency.

8. Complete all data entry for ‘Exam Passage Rate’ tab.

<table>
<thead>
<tr>
<th>Institution Information</th>
<th>Program Name</th>
<th>Financial and Graduation</th>
<th>Placement Data</th>
<th>Exam Passage Rate</th>
<th>Exam Passage Rate - Year 1</th>
<th>Exam Passage Rate - Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Data</td>
<td>2017 BPPE Annual Report - Program - Exam Passage Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

22. Does this educational program lead to an occupation that requires State licensing? *
   - Yes
   - No

You have indicated “Yes” for question #22, please complete #22a below and the following screens with the required Exam Passage Rate data for 2016 and 2017. (Two years of data is required.)

22a. Do graduates have the option or requirement for more than one type of licensing State exam? *
   - Yes
   - No

Instructions for #22:

22. **Does this educational program lead to an occupation that requires State licensing?**
   - If “yes” please enter the name of the licensing entity that licenses this field.
   - If “no” you may skip to “Salary Data.”
   a. **Do graduates have the option or requirement for more than one type of State licensing exam?** If “Yes” provide the names of other licensing exam options or requirements.
9. Complete all data entry for ‘Exam Passage Rate – Year 1’ tab.

<table>
<thead>
<tr>
<th>Institution Information</th>
<th>Program Name</th>
<th>Financial and Graduation</th>
<th>Placement Data</th>
<th>Exam Passage Rate</th>
<th>Exam Passage Rate - Year 1</th>
<th>Exam Passage Rate - Year 2</th>
<th>Salary Data</th>
</tr>
</thead>
</table>

### Instructions for #23 through #30:

23. Name of the State licensing entity that licenses the field.
   Enter the name of the State licensing entity.

24. Name of Exam?
   Provide the name of the State exam being reported.

25. Number of Graduates Taking State Exam?
   Enter the number of graduates who took the State exam in the reported year
   (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

26. Number Who Passed the State Exam?
   Enter the number of graduates who took the State exam and passed it on the
   first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

27. Number Who Failed the State Exam?
   Enter the number of graduates who took the State exam and failed it on the first
   attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

28. Passage Rate?
   Enter the passage rate for graduates who took the State exam and passed it on
   the first attempt.

29. Is this Data from the State Licensing Agency that Administered the Exam?
   (5 CCR § 74112(j)). If yes, enter the name of the Agency in 23.
30. If the response to #29 is “No” provide a description of the process used for Attempting to Contact Students.
If the information for the State exam passage data was collected directly from the students by the institution provide a description of the process used for attempting to contact students (5 CCR §74112(j)). (Upload at #38 on the institution data workflow)

10. Complete all data entry for ‘Exam Passage Rate Data – Year 2’ tab.

Instructions for #31 through #38

31. Name of the State licensing entity that licenses the field.
   Enter the name of the State licensing entity
32. Name of State Exam?
   Provide the name of the exam being reported.
33. Number of Graduates Taking State Exam?
   Enter the number of graduates who took the exam in the reported year (CEC §94929.5(a)(2) and 5 CCR §74112(j)).
34. Number Who Passed the State Exam?
   Enter the number of graduates who took the exam and passed it on the first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).
35. Number Who Failed the State Exam?
   Enter the number of graduates who took the exam for the first time and failed it (CEC §94929.5(a)(2) and 5 CCR §74112(j)).
36. Passage Rate?
   Enter the passage rate for graduates who took the State exam and passed it on the first attempt.
37. Is this Data from the Licensing Agency that Administered the State Exam? (5 CCR §74112(j)) If yes, enter the name of the agency.

38. If the response to #37 is “No” provide a description of the process used for Attempting to Contact Students:
If the information for the State exam passage data was collected directly from the students by the institution provide a description of the process used for attempting to contact students (5 CCR §74112(j)). (Upload at #38 in the institution data workflow)

Salary Data - CEC §94910(d) and 94929.5(a)(3) require the reporting of salary and wage information in increments of $5,000.00 for graduates employed in the field. For concurrent aggregated positions, add the salaries together and enter the total salary.

11. Complete all data entry for ‘Salary Data’ tab.

Instructions for #39 through #41:

39. Graduates Available for Employment? Indicate number of graduates (#17 above) (CEC §94928(d), (f), and 5 CCR §74112(l)).
40. **Graduates Employed in the Field?** Indicate the number of graduates who are gainfully employed (#18 above) (CEC §94928(e), and 5 CCR §74112(l)).

41. **Graduates Employed in the Field Reported receiving the following Salary or Wage:** Enter the number of graduates employed in the field reporting to receive the annual salary between the lowest number indicated and the highest number indicated. Example: If one student reports that they are receiving $4,010 a year, and a second student reports they are receiving $2,999 a year, enter the number “2” in the space next to $0 - $5,000, because there are 2 students who are receiving between $0-$5,000 a year.

12. Click ‘Save’ to save your progress and resume completion of the ‘Program Data’ workflow at a later time. This action will give the workflow a ‘Pending Submission’ status. (Institution may edit in this status)

OR

13. Click ‘Submit’ if done with the ‘Program Data’ workflow. This action will give the workflow a ‘Ready To Send’ status. (Institution cannot edit in this status)

14. Return to the Dashboard by clicking ‘Exit Workflow.’ (Located at the top right corner)

15. To return to your workflow later, either to complete your entry or respond to a BPPE analyst’s request, find the workflow on your Dashboard...
...click the ‘Actions’ button on the left of the workflow and click ‘Edit Request.’
Submit Your Branch Data

1. If already logged into the portal skip to #3, otherwise navigate to https://ar.bppe.ca.gov.
2. Enter your BPPE Portal credentials and click ‘Login.’ Click ‘Enter Branch Data’ to bring up the data entry web form.

3. From the Annual Reports Portal Dashboard, click ‘Enter Branch Data’ to bring up the data entry web form.
Enter Institution Data

Enter one Institution workflow per Main location.

Enter Program Data

Enter one Program workflow per Program offered at the Institution.

Enter Branch Data

If applicable, enter one Branch workflow per Branch Location within the Institution.

Enter Satellite Data

If applicable, enter one Satellite workflow per Satellite Location within the Institution.

Submit To BPPE

Submit Annual Report package to BPPE when all required workflows are in 'Ready to Send' status.
4. Complete all data entry for the ‘Branch Data’ tab. (California locations only)

Instructions for #1 through #9:

1. Report for Year 2017
2. Institution Name?
3. Institution Code? Enter main institutional code (main location).
4. School Code? Enter school code assigned to this location.
5. Total number of students at this branch location?
6. Name of Programs offered at this branch location? (Separate each program name with a comma).
7. Street Address? (California Physical Location)
8. City?
9. State?
10. Zip Code?

5. Click ‘Save’ to save your progress and resume completion of the ‘Branch Data’ workflow at a later time. This action will give the workflow a ‘Pending Submission’ status. (Institution can edit in this status)

OR

6. Click ‘Submit’ if done with the ‘Branch Data’ workflow. This action will give the workflow a ‘Ready To Send’ status. (Institution cannot edit in this status)
7. Return to the Dashboard by clicking ‘Exit Workflow.’ (Located in top right corner)

8. To return to your workflow later, either to complete your entry or respond to a BPPE analyst's request, find the workflow on your Dashboard...

...click the ‘Actions’ button on the left of the workflow and click ‘Edit Request.’
Submit Your Satellite Data

1. If already logged into the portal skip to #3, otherwise navigate to https://ar.bppe.ca.gov.
2. Enter your BPPE Portal credentials and click ‘Login.’ Click ‘Enter Satellite Data’ to bring up the data entry web form.
3. From the Annual Reports Portal Dashboard, click ‘Enter Satellite Data’ to bring up the data entry web form.

**2017 Annual Report Workflow**

Annual Report data is institutional data that is combined for the main location, satellite and all branch locations.

**Enter Institution Data**

Enter one Institution workflow per Main location.

**Enter Program Data**

Enter one Program workflow per Program offered at the Institution.

**Enter Branch Data**

If applicable, enter one Branch workflow per Branch Location within the Institution.

**Enter Satellite Data**

If applicable, enter one Satellite workflow per Satellite Location within the Institution.

**Submit To BPPE**

Submit Annual Report package to BPPE when all required workflows are in 'Ready to Send' status.
4. Complete all data entry for the ‘Satellite Data’ tab. (California locations only)

<table>
<thead>
<tr>
<th>2017 BPPE Annual Report - Satellite Location Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report Year *</td>
</tr>
<tr>
<td>2017</td>
</tr>
<tr>
<td>2. Institution Code *</td>
</tr>
<tr>
<td>Enter institutional code (main location)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3. Institution Name *</td>
</tr>
<tr>
<td>If a valid institution code is entered in question 2, the institution name will auto-populate. If not, enter manually.</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Satellite Location Data (California locations only)

| 4. Street Address (Physical Location) *          |
|                                                |
| 5. City *                                       |
| 6. State *                                      |
| CA                                              |
| 7. Zip Code *                                   |

Instructions for #1 through #6:

1. Institution Name?
2. Institution Code? Enter main institutional code (main location).
3. School Code? Enter school code assigned to this location.
4. Street Address? (California Physical Location)
5. City?
6. State?
7. Zip Code?

5. Click ‘Save’ to save your progress and resume completion of the ‘Satellite Data’ workflow at a later time. This action will give the workflow a ‘Pending Submission’ status. (Institution can edit in this status)

OR

6. Click ‘Submit’ if done with the ‘Satellite Data’ workflow. This action will give the workflow a ‘Ready To Send’ status. (Institutions cannot edit in this status)
7. Return to the Dashboard by clicking ‘Exit Workflow.’ (Located in top right corner)
8. To return to your workflow later, either to complete your entry or respond to a BPPE analyst’s request, find the workflow on your Dashboard...

...click the ‘Actions’ button on the left of the workflow and click ‘Edit Request.’
Submit Your Annual Report Package to BPPE

Submit the Annual Report package to BPPE when all applicable workflows are in ‘Ready to Send’ status.

1. If already logged into the portal skip to #3, otherwise navigate to https://ar.bppe.ca.gov.
2. Enter your BPPE Portal credentials and click ‘Login.’ Click ‘Submit to BPPE’ to bring up the data entry web form.
3. From the Annual Reports Portal Dashboard, click ‘Submit To BPPE’ to bring up the data entry web form.

2017 Annual Report Workflow

Annual Report data is institutional data that is combined for the main location, satellite and all branch locations.

Enter Institution Data

Enter one Institution workflow per Main location.

Enter Program Data

Enter one Program workflow per Program offered at the Institution.

Enter Branch Data

If applicable, enter one Branch workflow per Branch Location within the Institution.

Enter Satellite Data

If applicable, enter one Satellite workflow per Satellite Location within the Institution.

Submit To BPPE

Submit Annual Report package to BPPE when all required workflows are in 'Ready to Send' status.

2017 BPPE Annual Report - Submit Annual Report Package to BPPE

1. Report Year *
   2017

2. Institution Code *

3. Institution Name *

4. Name of Responsible Officer submitting online Annual Report *

5. Responsible Officer – Phone *

6. Responsible Officer – Email *

7. Have you completed ONE Institution Data workflow for this Annual Report online submission? *
   Yes  No

8. Have you completed ONE Program Data workflow for this Annual Report online submission? *
   Yes  No

9. Have you completed ONE Branch Data workflow PER BRANCH LOCATION for this Annual Report online submission? *
   Yes  No  No Branch Locations

10. Have you completed ONE Satellite Data workflow PER SATELLITE LOCATION for this Annual Report online submission? *
    Yes  No  No Satellite Locations

2017 Annual Report Certification

The certification must be signed by a responsible officer of the institution.

Please note that by signing this document you are assuming responsibility for the information that is contained in the Annual Report.

I certify, under penalty of perjury of the laws of the State of California, that the information and responses submitted in and with the Annual Report are true and complete to the best of my knowledge and belief.

Signature *

Signer’s Name:

Date: 12/17/2018

Instructions for #1 through #10:

1. Report for Year?
2. Institution Code? Enter main institutional code (main location).
3. Institution Name
4. Name of Responsible Officer submitting online Annual Report?
5. Responsible Officer – Phone?
6. Responsible Officer – Email?
7. Select ‘Yes’ or ‘No’ indicating if you have completed One Institution Data workflow for this Annual Report online submission.

If you indicate ‘No” this response means you have omitted required data from your online Annual Report submission. Exit this workflow and complete ALL required data fields.
8. Select ‘Yes’ or ‘No’ indicating whether you have completed ONE Program Data workflow PER OFFERED PROGRAM for this Annual Report online submission.

If you indicate ‘No” this response means you have omitted required data from your online Annual Report submission. Save and Exit this workflow and complete ALL required data fields.

9. Select ‘Yes’ or ‘No’ indicating whether you have completed ONE Branch Data Location for this Annual Report online submission.

If you indicate ‘No” this response means you have omitted required data from your online Annual Report submission. Save and Exit this workflow and complete ALL required data fields. If you have no Branch Locations, select ‘No Branch Locations.’

10. Select ‘Yes’ or ‘No’ indicating whether you have completed ONE Satellite Data workflow PER SATELLITE LOCATION for this Annual Report online submission.

If you indicate ‘No” this response means you have omitted required data from your online Annual Report submission. Save and Exit this workflow and complete ALL required data fields. If you have no Satellite Locations, select ‘No Satellite Locations.’

11. Complete the 2017 Annual Report Certification Instructions for Signer’s Name box:

Type or draw your name in the ‘Signer’s Name’ box. Typing or signing your name will also fill the Signature block. This is to certify under penalty of perjury of the laws of the State of California, the information submitted is true and complete, to the best of your knowledge and belief.

If an error message appears after selecting ‘Submit,’ verify that all applicable workflows have a Ready to Send status. If all workflows are set, please attempt to re-Submit your Annual Reports package. If this error persists, contact the Bureau at bppe.annualreport@dca.ca.gov or by phone at (916) 431-6959, press “6” when prompted.
How to Respond to Annual Reports’ Request for Workflow Corrections/Information

There will be times after you submit an Annual Report package when BPPE will request further information regarding one or more individual workflows. When this occurs, you will receive an email like the example below, titled “[Workflow Type] Information - Additional Information Required”:

Request #: DCA-BPPE-Program-000066
Institution Name: kjjhhkj
Program Name: Test Program
Request Status: Need Additional Information
Reviewer Comments: more

Please click the blue button below to view the request and take an action online.

View Request

If you have any questions please contact the BPPE Annual Report Unit by email at bppe_annualreport@dca.ca.gov or by phone at (916) 431-6559, press “6” when prompted.

To respond to the BPPE request,

1. If already logged into the portal skip to #4, otherwise navigate to https://ar.bppe.ca.gov.
2. Enter your BPPE Portal credentials, username and password.
3. Click ‘Login’. After a successful login you will arrive at the portal Dashboard. The Dashboard is where all Annual Reports activity will occur.

4. Find the specific workflow in your dashboard with a status of ‘Action Required.’
5. Under the ‘Actions’ header, click the 3 dots (…) to the left of the specific workflow.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Assigned</th>
<th>Workflow Description</th>
<th>Institution Code</th>
<th>Institution Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unassigned Status</td>
<td>3 - 2017 Program Data</td>
<td>123456</td>
<td>123456 school</td>
<td>Action Required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 - 2017 Satellite Data</td>
<td>10</td>
<td>highg</td>
<td>Final</td>
<td></td>
</tr>
</tbody>
</table>

6. Click the ‘Edit Request’ option.

7. Click into the ‘Analyst Review’ tab and take action based on the comments provided by the Annual Reports analyst.

8. When you have addressed all of the Bureau’s comments, return to the ‘Analyst Review’ tab and click Submit.
9. Return to the Dashboard by clicking ‘Exit Workflow.’ (Located in the top right corner)
Obtain your Annual Report

Once you have completed your annual report submission and your assigned analyst has completed the review of your annual report submission, all workflows will go into “Final” status. You will then receive an email confirmation page from dca.prod@simpligov.com indicating that you have completed your annual report submission, check your spam/junk emails.
After receiving the confirmation email, go to the Bureau’s Annual Report Summary page [https://www.bppe.ca.gov/webapps/summary_2017.php](https://www.bppe.ca.gov/webapps/summary_2017.php), there you may view/access your annual report submission. You may also copy and paste the link to your institution’s home page to fulfill the requirement of posting the Annual Report to your institution’s website (CEC 94913(a)(5)).

2017 - Annual Report Summary

The Bureau for Private Postsecondary Education (Bureau) protects students and consumers through the oversight and regulation of California’s private postsecondary educational institutions. The California Private Postsecondary Education Act of 2009 (Act) requires that institutions submit an Annual Report as part of the ongoing compliance program. The Annual Report is required to include specific information related to the educational programs offered by the institution in the reporting period.

The information contained in this Annual Report Summary is based on self-reported data from reporting institutions; the information has not been independently verified by the Bureau.

In addition to the information and data elements collected through the Bureau’s website, institutions were required to submit a School Performance Fact Sheet and a school catalog. A copy of these can be accessed in the table below by clicking on them. Institutions are listed in alphabetical order and this table is updated as institutions submit their information.

OR select your institution’s “Annual Report” link, print, scan, create a link and post the annual report to your institution’s homepage.
Trouble Shooting the Annual Report Portal

Resetting your BPPE Portal Password

1. Navigate to [https://ar.bppe.ca.gov](https://ar.bppe.ca.gov).
2. The Portal will allow 3 attempts when entering your password. (see “Trouble Shooting” if the system has locked.”
   
   Please Note: The Bureau recommends that after 2 attempts, select ‘Forgot your password?’ to reset your password. If you have made 3 or more attempts, you will be locked out of the system. Thus, requiring you to contact the Bureau to gain access.

3. Enter the e-mail address with which you registered for the BPPE Portal and click ‘Restore’
1. The platform will generate an e-mail to continue the Password Recovery process. The e-mail will come from our platform provider, simpligov.com, so please check your Spam folder or Junk mail. Click ‘Click here to change your password.’ to continue.

```
Hello

You recently submitted a request to reset your password. Please click here to change your password.

Didn’t request this change?
If you didn’t request a new password, simply ignore this email. This link will expire in one (1) day.
```

2. Enter a new, secure password. Successful password recovery will take you to the portal login screen where you can enter your username, new password and click ‘Login.’ After a successful login you will arrive at the portal Dashboard. The Dashboard is where all Annual Reports activity will occur.

State of California • Department of Consumer Affairs • Bureau for Private Postsecondary Education
Annual Reports Online Submission Portal Instructions Document
Changing Username/Deleting a User

In order to change from one user to another the new user must register through the portal (see page 2). You must contact the Bureau, to have the previous user deleted from the account. You cannot have multiple users on the same account. Once the previous user has been deleted, Bureau staff can reassign workflows in “Action Required” status.

New Portal Account - New Reporting Year

If you establish a new portal account and your prior portal account is in final status, the new portal account user will not have access to the prior year’s account. To submit in the new reporting year, the new portal account user will be required to register through the portal (see page 2). You must contact the Bureau to have the previous portal account user deleted from the account.

Duplicate Workflows

If you have created duplicate workflows you must contact the Bureau to have the duplicates deleted. You do not have access to the delete. Provide the workflow name(s) as listed in the dashboard below. If you are having difficulty viewing the workflow name, press ctrl and the minus sign (-) at the same time. This will allow you to shrink your screen and have a full view of your dashboard and workflow name.
Attachments

When attaching School Performance Fact Sheets (SPFS) you must save and merge all SPFS into one PDF document. It must be in PDF format; other formatting styles may be too large to upload. Additionally, your institution’s SPFS will be post to the Bureau’s website for public viewing. Submissions must be merged into a single document. You cannot upload individual SPFS, catalogs or enrollment agreement. Do not attempt to upload files/folders containing your documents. The Portal will not accept your upload.