



## Notice to Institutions Approved by the Bureau for Private Postsecondary Education: New Reporting Requirement

California Education Code (CEC) section 94892.6 requires that institutions approved to operate by the Bureau collect and report specified information about each graduate completing a program on or after January 1, 2020.

Pursuant to CEC section 94892.6(b)(5), institutions “shall have 120 days from the date it receives notification from the Bureau to comply with this section.” **This notice serves as the 120-day notification to institutions that implementing regulations are now final and that graduate information will be required as part of the 2021 Annual Report submission (due December 1, 2022). Accordingly, your institution has 120 days from the date of this email to comply with Title 5, California Code of Regulations section 74110.**

In the first reporting year, institutions shall provide information for each student who graduated from the institution’s education program(s) between January 1, 2020 and December 31, 2021. In subsequent reporting years, institutions will report only those students who graduated in the prior calendar year.

**A reporting template will be available on the Bureau’s annual report webpage shortly for ease of reporting compliance:** [https://bppe.ca.gov/annual\\_report](https://bppe.ca.gov/annual_report). For reference, the data elements required are listed below.

Required data elements for each graduate (to be uploaded in an MS Excel-type format):

1. Graduate’s first name
2. Graduate’s last name
3. Graduate’s federal taxpayer identification number, which is either the graduate’s social security number (SSN) or individual taxpayer identification number (ITIN). If the graduate does not have an SSN or ITIN, the graduate’s information shall be reported as “not available”
4. The date of graduation
5. The following information regarding the educational program from which the student graduated:
  - a. The federal Bureau of Labor Statistic’s Standard Occupation Classification (SOC) codes for which the institution has identified that the program prepares its graduates;
  - b. Program name
  - c. Program length, as measured in clock hours or credit hours
  - d. Type or title of degree, diploma, or certificate awarded
  - e. The amount of federal student loan debt for the graduate, if any, as reported by the institution under subdivision (g) of section 74112 of this Division

Final rulemaking materials are available at: <https://www.bppe.ca.gov/lawsregs/index.shtml>

Please contact Jennifer Jones with questions about this requirement, at [Jennifer.jones@dca.ca.gov](mailto:Jennifer.jones@dca.ca.gov).