



Important Notice: 2021 Annual Report Submission

California Education Code § 94934 requires the submission of an Annual Report from all institutions approved by the Bureau for Private Postsecondary Education (Bureau). The 2021 Annual Report shall be submitted to the Bureau electronically via the Bureau's Annual Reports Portal (Portal) which can be found by navigating to dca.prod.simpligov.com.

The Annual Report Portal will open August 1, 2022. Pursuant to Title 5, California Code of Regulations § 74110(e): "An institution **shall** file its annual report by December 1st of each year." The Bureau may pursue administrative or disciplinary action for failure to submit all Annual Report reporting components.

The 2021 Annual Report submission must include the following:

1. **NEW: Graduate Identification Data:** Submitted through the Portal. Effective July 11, 2022 - Pursuant to Title 5, California Code of Regulations § 74110 every institution shall provide graduate identification data for each student who graduated from the institution's educational program(s) in calendar years 2020 and 2021. A notification was sent to all institutions via email and US mail and can be viewed at: [Notice to Institutions Approved by the Bureau for Private Postsecondary Education: New Reporting Requirement](#). A reporting template is available at: [AR LaborMarketData 2021.xlsx](#).
2. **Annual Report:** Submitted through the Portal and includes data for calendar year 2021.
3. **School Performance Fact Sheets (SPFS):** Submitted through the Portal and includes data for calendar year 2020 and 2021. A SPFS must be prepared for each program offered at the main and branch locations. Merge/Save all prepared SPFS into one PDF document and upload it at #38 of the "Institution Data" workflow under the "Website/Uploads" tab.
4. **2021 Catalog:** Submitted through the Portal and includes the catalog offered in calendar year 2021. This information is uploaded at #39 of the "Institution Data" workflow under the "Website/Uploads" tab.
5. **Enrollment Agreement:** Submitted through the Portal and includes an enrollment agreement template. This information is uploaded at #40 of the "Institution Data" workflow under the "Website/Uploads" tab.
6. **Financial Statements:** Hard copy submitted via U.S. mail. Compiled set of financials for 2021 must include the following: a) income statement, b) balance sheet, and c) cash flow statement. In lieu of compiled financials, an institution may submit reviewed or audited financial statements prepared in accordance with generally accepted accounting principles. Financial Statements shall meet the requirements set forth in Title 5, California Code of Regulations § 74115.

Important Reminders:

- An Annual Report does not need to be submitted during this reporting year if your institution was newly approved in 2021 or 2022.
- An Annual Report is not due if you are an "Out-of-State Registered" or "Exempt" institution.

FREQUENTLY ASKED QUESTIONS

ANNUAL REPORTS PORTAL

How do I access the Annual Reports Portal?

- You can navigate directly to the Annual Reports Portal by visiting dca.prod.simpligov.com. You may also navigate to the Bureau's website at <http://www.bppe.ca.gov>, click on the "Annual Reports" header, locate the section titled "Annual Report Submission Portal" and click on "CLICK HERE TO LOGIN"

How do I sign into the Annual Reports Portal?

- You will need an account to access the Annual Reports Portal. If you do not have one, you will click on "Register" to create one.

I locked myself out of the Annual Reports Portal...what do I do?

- Send an email to bppe.annualreports@dca.ca.gov notifying us that you've been locked out. Please make sure your e-mail contains your username and institution code.

How many users can create an account in the Annual Reports Portal?

- An institution can create multiple accounts. However, we recommend one person submit the report using one account for each reporting year because the workflows created are user specific.

Why can't I see the workflows that my colleague created?

- A user may not see all the workflows for an institution if they did not create the workflow. A user can only see what they have created/submitted.

ANNUAL REPORTS SUBMISSION

When is the Annual Report due?

- Pursuant to Title 5, California Code of Regulations § 74110(e): "An institution shall file its annual report by December 1st of each year."

Who needs to submit an Annual Report?

- California Education Code § 94934 requires the submission of an Annual Report by all Bureau-approved institutions.

Can multiple users submit an Annual Report?

- Only one user should submit the entire report. If the original user that submitted the report leaves the institution, workflows can be reassigned if they require corrections. However, please note all notifications and finalized documents will be sent to the original user's email address.

How do I navigate the submission of my Annual Report?

- Your Annual Report will be entered in sections called "workflows" in the Annual Report Portal. Your submission should consist of the following:
 - Institution Workflow: Complete one institution workflow per institution/reporting year.
 - Program Workflow: Complete a program workflow per program offered by the institution in the reporting year.
 - Branch Workflow: If applicable, complete one branch workflow per branch location.
 - Satellite Workflow: If applicable, complete one satellite workflow per satellite location.
 - Submit to BPPE Workflow: Once all necessary workflows are completed, complete one "Submit to BPPE" Workflow.

SCHOOL PERFORMANCE FACT SHEETS

How many School Performance Fact Sheets do I submit?

- Complete one School Performance Fact Sheet per program offered for each year you are reporting.

Our institution offers one program that is offered at our main, branch, and satellite location. How many School Performance Fact Sheets do we need to create?

- You will create a total of two School Performance Fact Sheets for this program. The data for the satellite location will be included on the School Performance Fact Sheet for the location it is connected to.

Where do I submit my School Performance Fact Sheets?

- Upload your School Performance Fact Sheets under Question #38 of the Institution Data Workflow.

How do I submit my School Performance Fact Sheets?

- Upload your School Performance Fact Sheets as a PDF file. If you have completed School Performance Fact Sheets for more than one program, combine

them into one PDF file and upload as one file.

Note: The Bureau hosts several online and interactive workshops. For an upcoming workshops on School Performance Fact Sheet, please go to the following link:

[School Performance Fact Sheet \(SPFS\) Workshops - Bureau for Private Postsecondary Education](#)

GRADUATE IDENTIFICATION DATA

How do we report this new requirement?

- The secure portal includes an easy-to-use template which includes fields for all required data. The template is also available on the Bureau's website: [AR LaborMarketData 2021.xlsx](#). After adding the required information to the template, specifically to the "Data" tab, press "Upload" to attach the report to the institution's Annual Report submission. Uploaded files must be in Excel or CSV format.

What if our institution does not have a student's social security number (SSN) or individual taxpayer identification number (ITIN)?

- California Education Code section 94982.6(a)(1)(A)(i) requires institutions approved to operate by the Bureau to collect and retain individual identifying information for each graduate, beginning January 1, 2020, for the Bureau to match with wage data from the Employment Development Department. If an individual graduate does not have an SSN or ITIN, pursuant to Title 5 California Code of Regulations § 74110 (c)(1), the institution should report that an SSN or ITIN is "not available."

For online schools, do we report Graduate Identification Data for all graduates or for California graduates only?

- Report Graduate Identification Data for California residents and graduates who were enrolled in a California residency program.

How do we report Graduate Identification Data for a student who graduated from the multiple programs during the reporting time period?

- Report Graduate Identification Data for each program completion. If a student completed two programs in the same calendar year, they would be listed twice.

Do we submit Graduate Identification Data by location (branch) or at the institution level?

- Submit all data at the institution level.

How does the Bureau ensure sensitive student data is secure?

- The Department of Consumer Affairs (DCA), which provides IT services to the Bureau, takes several measures to protect personal identifying information stored on its networks. Graduate Identification Data will be collected in an online format inside the portal and submitted data will only be viewable by the individual who submitted the data and Bureau employees who are accessing the submitted data. Institutions' responses will be aggregated and consolidated on DCA's secure network. Transfer of data to and from EDD will follow industry standard security methods that ensure only the employees of EDD and the Bureau or DCA have access to the data transferred or received.

If you require additional assistance after reading through this notice, please email the Bureau at bppe.annualreports@dca.ca.gov.