CENTER FOR EMPLOYMENT TRAINING
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SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2019 & 2020

Business Office Administration

Program Length: Clock Hours: 900

30 weeks at 30 hours/wk

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	28	28	0	0.00%
2020	24	24	0	0.00%

Student's Initials: _____ Date: _____
Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	28	28	12	42.86%
2020	24	24	8	33.33%

Student's Initials: _____ Date: _____
Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates *(includes data for the two calendar years prior to reporting)*

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	28	12	11	4	36.36%
2020	24	8	8	0	0.00%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. The list of in-field occupations is included in the Student Catalog Addenda.

Gainfully Employed Categories *(includes data for the two calendar years prior to reporting)*

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2019	0	4	4
2020	0	0	0

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	4	0	4
2020	0	0	0

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed Who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	4
2020	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2019	0	4
2020	0	0

Student's Initials: _____ Date: _____
Initial only after you have had sufficient time to read and understand the information.

License Examination Passage Rates *(includes data for the two calendar years prior to reporting)*

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from __ graduates.

Student's Initials: _____ Date: _____
Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information *(includes data for the two calendar years prior to reporting)*

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	0-5000	5001-10,000	10,001-15,000	15,001-20,000	20,001-25,000	25,001-30,000	30,001-35,000	35,001-40,000	40,001-45,000	45,001-50,000	No Salary Information Reported
2019	11	4	0	0	0	0	1	2	1	0	0	0	0
2020	8	0	0	0	0	0	0	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	50,001-55,000	55,001-60,000	60,001-65,000	65,001-70,000	70,001-75,000	75,001-80,000	80,001-85,000	85,001-90,000	90,001-95,000	95,001-100,000	100,001+	No Salary Information Reported
2019	11	4	0	0	0	0	0	0	0	0	0	0	0	0
2020	8	0	0	0	0	0	0	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school's Admissions Department.

Student's Initials:_____Date: _____

Initial only after you have had sufficient time to read and understand the information.

Cost of Educational Program

Total charges for the program for students completing on-time in 2019: $12,954.
Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2020: $12,954
Total charges may be higher for students that do not complete on time.

Student's Initials:_____Date: _____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education.[1]	The percentage of enrolled students in 2019/2020 receiving federal student loans to pay for this program.	The percentage of graduates in 2019/2020 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2020 graduates who took out federal student loans at this institution.
2019	15.0%	32.00%	$5,630	57.78%
2020	11.7%	32.00%	$7,952	31.00%

[1] The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

Student's Initials:_____Date: _____

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

_____

Student Name – Print

_____ _____

Student Signature Date

_____ _____

School Official Date

Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is 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.

- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six-month period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT'S RIGHT TO CANCEL

A student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the 10th day after enrollment, whichever is later. The student must notify the respective Center Admissions/Financial Aid staff or Director of his/her decision to cancel.

Acknowledgement of Receipt

Student Name (*Please Print*) Student ID Number (*SID*)

Student Signature Date