

Texas Workforce Commission

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Executive Director

IMPORTANT NOTICE

Annual Enrollment and Outcome Reporting Residence Schools – Vocational Programs

Fiscal Year 2011 (September 1, 2010 – August 31, 2011 Reporting Period)

October 25, 2011

Dear School Director/Owner:

Each year, all career schools and colleges holding a Certificate of Approval from the Texas Workforce Commission (TWC) are required to complete annual enrollment and/or outcome information for each course of instruction approved by TWC, as provided by Title 3, Texas Education Code, Section 132.055(b)(15) and Title 40, Texas Administrative Code, Section 807.284.

This notice and the PS-072 reporting instruction package contain critical information about submission of your school's annual student completion and outcome reports for your school's vocational programs, which are due **on or before December 1, 2011**. The entire reporting package, including instructions and templates for the reports that must be submitted, are posted online at the Forms webpage: <http://www.twc.state.tx.us/svcs/propschools/propforms.html#schoolForms>.

Reporting expectations have not changed from those of last year, except that the method of reporting has changed from a paper-based to electronic submission. The reporting forms will be completed in an electronic spreadsheet format, encrypted and submitted to TWC on CD or DVD.

Please review the instruction packet right away and ensure that your school's key staff involved in submitting annual reporting forms to TWC have these instructions in order to submit the reports correctly and on time.

We sincerely appreciate your cooperation in gathering this important information on your programs. **If you or your staff have questions, do not hesitate to contact your school's assigned Program Specialist in Career Schools and Colleges at (512) 936-3100 or 1 (866) 256-6333.** We are prepared to assist you in understanding the reporting requirements.

The following are key points about this year's reporting:

1. All licensed schools operating during the reporting period of September 1, 2010 through August 31, 2011 must submit the required reports. If your school was not operating during the reporting period and had no students enrolled at any time during the period, submit a letter stating this to TWC.

2. The reports must be submitted by December 1, 2011. Failure to submit the required reports by that deadline may result in administrative penalties and could ultimately place your school's Certificate of Approval in jeopardy. Early submission of reports is welcome and can offer an opportunity for feedback prior to the deadline.
3. The PS-072 packet represents the complete annual reporting packet for Residence Schools offering vocational programs approved by TWC. The packet contains all forms and instructions needed to complete and submit the required student enrollment, completion and outcome information for vocational programs. Reports must be submitted for all vocational programs approved by TWC at licensed schools during the reporting period of September 1, 2010 through August 31, 2011. The entire PS-072 packet is published online, and includes downloadable, fillable, savable forms.
4. Schools must submit the PS-072 B, C and D forms. The overall approach and content of these forms has not changed, though there are some changes in presentation or explanations to help improve quality of data submitted. The format of the C and D forms used to report the school's data has changed from a text document to a spreadsheet format, and these are to be submitted to TWC as electronic files, rather than as paper forms.
5. Schools must fully complete the PS-072 C and D spreadsheets and save them with encryption onto a CD or DVD. The reporting Cover Sheet (PS-072B) must be fully completed, printed as a physical document, signed with original signature of the School Director attesting to the true and correct nature of the data reported, and notarized by a notary public. This Cover Sheet, along with the CD or DVD containing the saved and encrypted C and D reports (do not include the encryption passwords), must be sent to TWC by U.S. mail, certified mail or delivery service, postmarked no later than December 1, 2011. The encryption password should be sent separately, by email, directly to the school's assigned Program Specialist at Career Schools and Colleges. Full instructions for completing, saving and encrypting these forms onto a CD or DVD are included in the PS-072 packet.

TWC is building an internet-based reporting portal for future use in report submissions. This portal will allow authorized users at each school to complete or upload data through the portal securely, incorporate "edit checks" to help reduce data errors, and provide other useful features. The portal is anticipated to be ready for piloting in the near future, and TWC will be asking a number of schools to assist in piloting this portal.

6. School Directors are responsible to submit the reports with their certification that the information is true and correct, using the report Cover Sheet (PS-072B). Reports will be subject to audit verification. Your school may receive questions from TWC staff about your reports, and you may be asked to substantiate information in your report. TWC staff will advise you of any coding or calculation errors to be corrected in the data you submitted. Ultimately, we expect that submission via the electronic portal will reduce errors.
7. Schools must maintain and have available to provide on request, PS-072A survey forms for each student reported on the PS-072D form. This is critical for your school to be able to substantiate the outcomes you report for the student showing that a student was employed or placed in a job with an identifiable employer in the field for which they were trained.

8. The **employment rate** for a given vocational program is calculated as the number of graduating students who were employed in an occupation for which they were trained by the program, as a percentage of all students who graduated from the program, not counting those who entered another post-secondary education program or the military full-time, were incarcerated, or died.
9. The **minimum employment rate** set by the Texas Workforce Commission for vocational programs is 60%.
 - To give new programs sufficient time to become established, the 60% minimum employment rate requirement is not applied to new programs that have not been in operation for the entire reporting period.
 - The minimum employment rate is also not applied to programs that have 10 or fewer graduates. Every year the employment rate is assessed for each vocational program that has more than 10 graduates from the program during the reporting period.
 - Programs that do not meet the minimum employment rate will be required to submit performance improvement plans. TWC's approval of a program that fails to achieve the 60% minimum rate of employment for three consecutive years will be revoked.
10. Please check to ensure that responsible school staff completing and submitting the reports to TWC clearly understand and follow the instructions provided.

If you need clarification, please do not hesitate to contact your school's assigned Program Specialist in Career Schools and Colleges. We are prepared to assist you in understanding the reporting requirements. Staff may be contacted at:

career.schools@twc.state.tx.us
(512) 936-3100
(866) 256-6333

Texas Workforce Commission
Career Schools and Colleges
101 East 15th Street, 226T
Austin, Texas 78778-0001

Thank you for your attention to this matter.

Sincerely,



Lauren M. Biscoe
Deputy Director, Workforce Development Division

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Instruction Packet -- Annual Enrollment and Outcome Reporting Residence Schools -- Vocational Programs

Fiscal Year 2011 (September 1, 2010 – August 31, 2011 Reporting Period)

Dear School Owner and School Director:

This notice and package contains critical information about submission of your school's annual student completion and outcome reports, due December 1, 2011. These materials are provided to assist you in complying with Title 3, Texas Education Code, Section 132.055(b)(15) and Title 40, Texas Administrative Code, Section 807.284, which requires all schools to report employment and placement data on an annual basis for each approved course at your school.

Please review this information and ensure that any key staff involved in submitting annual reporting forms to TWC has the information and skills needed to complete and submit the reports correctly and on time on your school's behalf.

Although the required data to be reported has not changed from last year, the method of reporting has changed to an electronic submission.

If you or your staff have questions, do not hesitate to contact your school's assigned Program Specialist in Career Schools and Colleges at (512) 936-3100 or 1 (866) 256-6333. Staff will be happy to assist you in understanding the reporting requirements.

We sincerely appreciate your cooperation in gathering this important information on your programs.

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|-----------------------|--|
| DUE DATE: | <ul style="list-style-type: none">• December 1, 2011 (U.S. mail, certified mail, or delivery service, with postmark no later than December 1, 2011) |
| SUBMIT TO TWC: | <ul style="list-style-type: none">• PS-072B, Cover Sheet (notarized document with original signature of Director)• PS-072C, Enrollment and Outcome Report (one electronic spreadsheet file will include all programs)• PS-072D, Student-Level Completer Information (one electronic spreadsheet file will include all programs) |

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SEE ALSO:

Form PS-072A, Completer Follow-Up Survey	<i>(text document)</i>
Form PS-072B, Cover Sheet for Annual Enrollment and Outcome Report	<i>(text document)</i>
Form PS-072CW, Worksheet for Annual Enrollment and Outcome Report	<i>(text document)</i>
Form PS-072C, Annual Enrollment and Outcome Report	<i>(spreadsheet)</i>
Form PS-072D, Student-Level Completer Report	<i>(spreadsheet)</i>

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Reporting Errors to Avoid

- Failure to ensure that school staff completing the reports have adequate technical skills and understanding of the reporting requirements to be able to complete the reports accurately;
- Failure to contact TWC-CSC for clarification when needed, regarding reporting instructions/forms – Please contact:
 1. Your school’s Program Specialist (you should have their email address and telephone number), or
 2. The CSC team at: career.schools@twc.state.tx.us -or- (512) 936-3100 -or- 1-(866) 256-6333
- Failure to submit the required reports by the December 1, 2011 deadline;
- Submitting the PS-072C or PS-072D reports in a format other than the required spreadsheet files;
- Failure to include all approved vocational programs at the school in the PS-072 C and D reports, even if there were no students enrolled during the reporting period;
- Using program names listed on the PS-072C and PS-072D which are not the same as those approved by TWC;
- PS-072C - column number 2 (Number of Students Enrolled Prior to Start of Reporting Period) is not correct (please use the number from column 12 from last year’s report);
- Calculation errors on PS-072C (numbers not adding up correctly according to the instructions);
- Missing PS-072D or incomplete or missing information on the PS-072D – this spreadsheet contains required fields that must be completed for each student listed;
- On the PS-072D other Completer Outcome responses are used in place of the required codes listed on the PS-072D (Completer Outcome – Index);
- Number of completers reported in column 13 of the PS-072C does not match the list of completers listed on the PS-072D;
- Failure to properly save and encrypt the PS-072C and PS-072D reports onto a CD or DVD prior to sending to TWC;
- Failure to include a properly completed and notarized PS-072B with the submitted reports, providing the School Director’s certification that all data submitted is true and correct;
- Sending the reporting package to the wrong address – the package should be sent to:
 - Enrollment & Outcome Coordinator
 - Texas Workforce Commission
 - Career Schools and Colleges
 - 101 East 15th Street, **Room 226T**
 - Austin, Texas 78778-0001
- Failure to send the encryption password by email to the school’s designated Program Specialist at TWC Career Schools and Colleges.

Instructions for Form PS-072A, Completer Follow-Up Survey

GENERAL DEFINITIONS

Form PS-072A, must be completed for each student who completes a vocational training program during the reporting period.

The PS-072A must be on file at the school, is subject to audit by TWC, and must be provided upon TWC request.

1. *Who is a **completer**?*

A completer is a student who:

- completed a vocational training program intended to lead to an entry-level job **and** graduated (received a certificate of completion or degree) from the school during this reporting period.

2. *What is meant by **employed**?*

For purposes of determining the employment rate of a vocational program, its completers can be counted as employed if, after completing the program, they were employed in an occupation closely related to that for which they were trained by the program.

For a completer to be counted as employed, the employment information on the PS-072D reporting spreadsheet must be complete, including a verifiable employer name and job title. TWC will evaluate this information in order to determine which completers were employed in an occupation closely related to the occupation for which they were trained. Self-employed is valid employment.

Students who the school can demonstrate either entered another post-secondary education program, the military, or incarceration; or died, will not be included in the calculation of the employment rate. Information on acceptable documentation to substantiate these outcomes for students is provided in the instructions for the PS-072D form.

3. *What is meant by **placed**?*

If a school made an active effort (i.e., arranged an interview, contacted potential employers, brought potential employers to the school) to help the completer obtain a job related to his/her training **and** if the completer obtained that job as a result of this assistance, then that completer can be counted as placed by the school.

Posting job notices, providing students published job information, or offering job search classes are **not** considered placement.

INSTRUCTIONS

1. *What forms should be used to conduct the surveys of completers?*

Form PS-072A, Completer Follow-Up Survey, with all the required data elements in the form completed, **must** be maintained in the school file for each completer to verify compliance with *Title 40, Texas Administrative Code, Section 807.284 (b)*. You may duplicate and use the form as needed. File the survey forms by program for each annual reporting period. **Do not send the surveys to TWC, but be prepared to provide them upon request.**

2. *What if my school already documents enrollment, employment, and placement information on similar forms? Do I still have to keep a copy of form PS-072A on file for each completer?*

Yes, you must use TWC's form PS-072A, Completer Follow-Up Survey to ensure the proper data elements are collected required to substantiate student outcomes, and ensure uniformity in data collection and in records across all schools. You may, however, transfer the data from your records to the TWC form without contacting the student again.

3. *How should the survey forms be used to gather information?*

You may conduct surveys by mailing the PS-072A, Completer Follow-Up Survey to the completers by contacting completers by telephone and referring to the form during the phone call, by transferring the data from your records to TWC's forms, or by using both the TWC's form and your own form. If the completer cannot be contacted, a telephone interview may be conducted with the completer's employer. On the form, document the person placing the call, the person receiving the call, and the date of the call.

Before surveying the completer, enter the student's name, completion date, and social security number as well as the name of the program exactly as approved. In the upper right corner of the form, note the survey method used (i.e., mail, phone, etc.)

Schools are strongly encouraged to develop a strong follow-up contact program for their graduates with ground work prepared prior to graduation and follow-up contact post-graduation made on a regular basis so that the school can maintain contact with graduates, keep track of their employment outcomes, and have the capability to report data on student completers that is accurate, complete, and submitted on time.

4. *How long may I continue to survey completers?*

You may continue to survey completers until the report is due. For the 2010 - 2011 reporting period, the due date is December 1, 2011 and all employment reportable by that date can be considered in the calculation of the program's employment rate. If a completer is unemployed after graduation, but finds employment just before the report is due and you can include the required information on that employment in your report submitted by December 1, you may count the completer as employed.

Instructions for
Form PS-072B, Cover Sheet for Annual Enrollment and Outcome Report

School Directors are responsible to submit their school's reports with their personal certification that the information submitted for their school is true and correct via the report Cover Sheet (PS-072B).

The Cover Sheet (PS-072B) should be fully completed, printed as a physical document, signed with original signature of the School Director attesting to the true and correct nature of the data reported, and notarized by a notary public.

The school should make and retain a copy of this form and send the original copy to TWC which contains the Director's original signature and the notary public's seal and original signature.

The Cover Sheet should be mailed to TWC with the PS-072C and PS-072D electronic spreadsheets, correctly completed and saved with encryption onto a CD or DVD, and mailed to TWC, if that is the method of reporting used. For more details, see **Instructions for Securely Saving and Submitting the Reports.**

Instructions for Form PS-072C, Annual Enrollment and Outcome Report

Complete this reporting spreadsheet for all the school's vocational programs approved during the reporting period, which are shown on the List of Approved Courses of Instruction. This includes any programs discontinued during the reporting period and any programs that were approved during the reporting period, but had no enrollment. You will use the PS-072C spreadsheet to report data on each vocational program's beginning and end of year enrollment numbers, and the numbers of students who leave or complete the program. The employment outcomes for each individual completer are recorded on the PS-072D report.

Previously, PS-072C was a one-page text document completed multiple times, once for each program. In this year's reporting packet, that document is a worksheet (PS-072CW) for optional use in calculating the data for the PS-072C for each program.

This year, the PS-072C is a spreadsheet into which you will enter data for all your programs. The spreadsheet is provided in MS Excel 2007 (PC) format. If you have another version of Microsoft Office or Excel, it should be able to open the file. The *Instructions for Securely Saving and Submitting the Reports* in this packet provides instructions for various versions of Excel.

The data fields included in PS-072C and CW have the same column number labels as last year. In previous years, columns 1 through 20 were entered, and these still appear on the Worksheet (PS-072CW). This year, the data to be entered into the PS-072C spreadsheet stops at column 13. The remaining columns deal with completer outcomes, which are captured on the PS-072D spreadsheet, so they do not need to be repeated on the C spreadsheet. Finally, one subtotal column has been added, Total Leavers.

Completing the Spreadsheet

You will need to retrieve last year's reviewed and approved PS-072C, Annual Enrollment and Outcome Report for all programs, in order to retrieve the numbers from column (12). That number should be recorded in column (2) of this year's C report.

Locate and save the empty PS-072C-D spreadsheet on your computer system and open it, ready for data entry. This spreadsheet is "protected" such that it allows you to enter data only fields that are meant for data entry. Some columns will automatically calculate values for you. Numerical fields have been formatted so that standard number dividers used, such as slashes, dashes, or parentheses, appear automatically when you enter the relevant numbers. Please check to ensure that these numbers appear to have been entered correctly. The spreadsheet contains enough rows all your programs can be entered.

First, record the school's number, complete name as approved by TWC, and complete physical address where the school operates, including the city, state and zip code. Then complete the following:

SECTION I: PROGRAM

Column (1): Program Name

List all programs *exactly* as they appear on the school's List of Approved Courses of Instruction.

If no students were enrolled in a program at any time during the reporting period, record zeroes in columns 1 through 20.

SECTION II: ENROLLMENT & COMPLETER STATUS

Column (2): Students still enrolled (still in school) at the end of the previous reporting period (carry-over from last year)

Record the student enrollment (the total number of students still enrolled in the program) **prior to September 1, 2010**. This number **must be the same number as column (12)** of last year's Enrollment and Outcome Report **if** your school was open during the 2009 – 2010 reporting period and you submitted a report for that period.

Column (3): New Starts

Record the number of students who started classes in the program for the **first time** at your school during the period September 1, 2010 – August 31, 2011.

Column (4): Re-entries

Record the number of students who **withdrew from the program prior to September 1, 2010** and have **re-enrolled** (re-entered) in the program for instruction during the period September 1, 2010 – August 31, 2011.

Column (5): Transfers from another program

Record the number of students who **transferred in from another program at your school** during the period September 1, 2010 – August 31, 2011.

Column (6): Total Enrolled

This field will automatically calculate the sum of columns (2), (3), (4), and (5) to show the **total** number of students who attended classes in the program at some time during the period September 1, 2010 – August 31, 2011.

*Note: The sum of columns (2), (3), (4) and (5) **must total** the same number placed in **column (6)**.*

Non-Graduating Leavers:

In this set of columns, record the number of non-graduating students who **dropped out of or withdrew from** the program during the September 1, 2010 – August 31, 2011 period and **never returned** to the same program during the period September 1, 2010 – August 31, 2011. If a student dropped out during the reporting period and later returned to complete the same program during the same reporting period, count them as a completer (column 13), not as a non-graduating leaver.

Column (7): Transferred to another program

Record the number of students who **transferred out of that program** and transferred into another program at your school within the period September 1, 2010 – August 31, 2011.

Column (8): Non-graduating Students that leave due to active military service

Record the number of students who had been in the program during the period September 1, 2010 – August 31, 2011 but then joined any branch of the United States Military for **full-time** active duty during the period September 1, 2010 – August 31, 2011 and never returned to the program, during the period September 1, 2010 – August 31, 2011. The school must have a copy of the military orders on file at the school and must provide it to TWC, if requested.

Column (9): Non-graduating Students that leave due to incarceration

Record the number of students who left the program during the period September 1, 2010 – August 31, 2011 then were **incarcerated** and never returned to school during the period September 1, 2010 – August 31, 2011. The school must have a copy of the arrest record, police report or booking/intake documentation on file at the school and provide it to TWC, if requested.

Column (10): Non-graduating Students due to death

Record the number of students who had been in the program during the period September 1, 2010 – August 31, 2011, did not complete, and died during the period September 1, 2010 – August 31, 2011. The school must have a copy of the death certificate or death notice on file at the school and must provided it to TWC, if requested.

Column (11): All Other Non-graduating Student Leavers

Record the number of all remaining students **not already mentioned in columns 7, 8, 9, or 10** who **dropped out of (withdrew from) or were terminated by the school from the program** during the period September 1, 2010 – August 31, 2011, and never returned to the school during the period September 1, 2010 – August 31, 2011.

Total Non-Graduating Leavers

This column will automatically calculate the number of students who left the program during the period September 1, 2010 – August 31, 2011 due to any of the reasons identified in columns (7) through (11).

Graduating Leavers:

Column (13): Completers

Record the number of students who **completed** the program during the period September 1, 2010 – August 31, 2011.

(**REMINDER:** A *completer* is a student who completed a program of subjects and received a certificate of completion or degree, i.e. graduated.)

*Note: The sum of columns (7), (8), (9), (10), (11), (12) and (13) **must total** the same number placed in **column (6)**.*

All completers must be on the PS-072D spreadsheet. Ensure that the completers listed on the D spreadsheet for a given program number in total equal the number of completers shown in column 13 on the C spreadsheet for that program.

Still Enrolled:

Column (12): Students still enrolled at End of Reporting Period

The column will automatically calculate the number of students who were **still attending classes** in and **had not yet completed** the program as of August 31, 2011. This number will equal the Total Enrolled (Column 6), minus Total Leavers (Column L), minus Total Completers (Column 13).

REMINDER: This number will also be needed for the starting population in column (2) for next year's 2011-2012 report.

Saving and Encrypting the Spreadsheet – SEE Instructions for Securely Saving and Submitting the Reports, page 11.

Instructions for Form PS-072D, Student-Level Completer Report

Complete this reporting spreadsheet for all the school's vocational programs approved during the reporting period, which are shown on the List of Approved Courses of Instruction. This includes any programs discontinued during the reporting period and any programs that were approved during the reporting period, but had no enrollment.

You will use the PS-072D spreadsheet to report data on each student who completed a vocational program, including:

- their name, social security number, and dates of program start and completion;
- whether or not they were employed after completing the program, and if so, their employer's name, city, and phone number; job title and, if available, entry level wage; and whether the school actively assisted the student to get the job;
- if applicable, that they enrolled full-time in an accredited postsecondary education institution after completing the program, with the city and name of program or major enrolled in and the student's telephone number;
- if applicable, that they entered full-time military service after completing the program, and if so, the branch of service, city and phone number;
- if applicable, whether the student was incarcerated or died after completing the program

The total number of completers recorded in the PS-072D spreadsheet for each program should match exactly the number of completers reported for that program on the PS-072C spreadsheet.

Previously, the PS-072D was a text document that had to be duplicated and completed for each program. This year, the PS-072D is a spreadsheet into which you will enter data for all your programs. The spreadsheet is provided in MS Excel 2007 (PC) format. If you have another version of Microsoft Office or Excel, it should be able to open the file. The *Instructions for Securely Saving and Submitting the Reports* in this packet provides instructions for various versions of Excel.

The same data is collected as in the PS-072D report as last year, but there are some changes to presentation or description to increase accuracy. The Title/label of some columns has changed slightly to more accurately reflect the contents. The instructions provided for each column are somewhat more detailed to help improve clarity. The Student Name column is now two separate columns for the student's first and the last names, and the "Employer Name/City" column is now two separate columns for name and city. The location of the Completer Outcome column has moved from the last column to a more logical location in the middle of the spreadsheet, since values in the following columns are dependent on the response for Completer Outcome.

Schools should be aware that the personally identifiable information about students that schools submit to TWC in the PS-072D is sensitive information that must be protected. **All schools must take care to ensure PS-072D files are encrypted prior to sending the reporting files to TWC.** See the *Instructions for Securely Saving and Submitting the Reports* included in this packet for more information on how to save encrypted files so they are protected.

Once received by TWC, students' personal information becomes confidential information protected from disclosure to the public.

Completing the Spreadsheet

Locate and save the empty PS-072D spreadsheet on your computer system and open it, ready for data entry. As you are completing the PS-072D spreadsheet, refer to the field definitions and instructions below and please attend carefully to **required** fields and applicable definitions for certain categories of completers. Some fields in the spreadsheet are pre-formatted to accept certain types of values, or to calculate summary data (such as the index box, top right). This spreadsheet is "protected" such that it allows you to enter data only fields that are meant for data entry. Please refrain from changing the formatting of the sheet or you may corrupt the formatting of the file.

Additional rows can be inserted to the spreadsheet to accommodate additional students. You can do this by using the *Highlight Row-Insert Row* function, or the *Highlight Rows-Copy--Insert Copied Cells* function. If you need assistance with the spreadsheet, please contact staff at TWC Career Schools and Colleges and we will coach you.

First, record the school's number, complete name as approved by TWC, and complete physical address where the school operates, including the city, state and zip code. Then complete the following:

Program Name: Record the name of the program **exactly** as it appears on the school's List of Approved Courses of Instruction. Schools with degree programs may abbreviate the degree type (AAS, AAA, etc.).
(required field)

Student First and Last Names
(required field)

Record the first and last name of each student who **completed** the program between September 1, 2010 and August 31, 2011. The total number of completers recorded in the PS-072D spreadsheet for each program should match exactly the number of completers reported for that program on the PS-072C spreadsheet.

SSN:
(required field)

Record the social security number of each completer. *Enter the nine digits of the SSN only.*

Program Start Date:
(required field)

Record the month and year the student **entered** the program in **mm/yyyy** format (i.e., 10/11). The field will automatically add the slash between digits for “mm” and “yyyy”.

Program Graduation Date: (required field)

Record the month and year the student **completed and graduated** from the program in mm/yyyy format (i.e., 06/11). The field will automatically add the slash between “mm” and “yyyy”.

Completer Outcome:
(required field)

Record the appropriate letter-code appropriate to the Completer Outcome. These codes are defined below and displayed on the Index box at the top right of the PS-072D. Do not enter anything other than these specified codes. To count a student as employed, whether Placed (P) or Not Placed (NP), as in Postsecondary Education (PE), or in Military Service (MS), other specific fields in the data row of the spreadsheet must be also completed with requested information. If you are unsure of the appropriate Completer Outcome for a student, carefully review the definitions and instructions below. If necessary, contact your school’s Program Specialist for clarification.

The values recorded for the Completer Outcome field are based on data and supporting documentation available on PS-072A forms that must be available on file at the school for each student. If a student can be counted in more than one of the Completer Outcome categories (for example: was employed without school assistance (NP) in a relevant job, then joined full time military service (MS), the school may choose the category it wishes to use for that student.

Record a “P” (Placed) if the completer was **actively** assisted by the school to obtain a job related to his/her training. *Refer to definitions of Employed and Placed on page 3.* The data row for this student must also provide the name of the employer, the city, the job title, the telephone number of the employer, and if available the entry level wage of the student in the job. This outcome must be substantiated with a form PS-072A on file at the school which indicates “YES”, the completer did get employed, with an identified employer and in a job with job title/duties indicating the job is in an occupation related to that for which the student was trained. The PS-072A must also indicate a response showing active assistance of the school in placing that student in the job, which meets the criteria in the definition for Placed.

Record a “NP” (Not Placed) if the completer found his/her own job related to training and was **not actively** assisted by the school to get the job. *Refer to definitions of Employed and Placed on page 3.* The data row for this student must also provide the name of the employer, the city, job title, the telephone number of the employer, and if available the entry level wage of the student in the job. This outcome must be substantiated with a form PS-072A on file at the school which indicates “YES”, the completer did get employed, with an identified employer and in a job with job title/duties indicating the job is in an occupation related to that for which the student was trained.

Record a “PE” (Postsecondary Education) if the completer **continued his/her education** on a full-time basis at an accredited institution of higher education. The data row for this student must also provide the name of the postsecondary institution, the city, the name of the educational program or major, and the telephone number of the student. This outcome must be substantiated with a form PS-072A on file at the school which indicates the completer did enroll in full-time in postsecondary education at an accredited institution, and there must be proof of enrollment on file and provided to TWC if requested.

Record an “MS” (Military Service) if the completer joined any branch of the United States Military for **full-time** active duty. The data row for this student must also provide the name of the branch of military service, the city, and military duty phone number of phone number of recruiting office. This outcome must be substantiated with a form PS-072A on file at the school which indicates the completer did enter military service full-time, and there must be a copy of the military orders on file and available to provide to TWC upon request.

Record an “IN” (Incarcerated) if the completer was **incarcerated** after graduating. For each student counted as Incarcerated, this must be substantiated with a form PS-072A on file at the school which indicates the completer was incarcerated, and there must be a copy of the arrest record, police report or booking/intake documentation on file and available, upon TWC request.

Record a “D” (Deceased) if the completer was **deceased** after graduating. For each student counted as deceased, this must be substantiated with a form PS-072A on file at the school which indicates the completer was deceased, and there must be a copy of the of the death certificate or death notice on file and available, upon TWC request.

Record an “O” (Other) for **all** completers whose status **does not** fall into any of the above categories. This may include students who completed the program but who:

- * Worked full or part-time in jobs that were **NOT** related to the field of training;
- * Were **NOT** in the labor force, i.e., NOT actively looking for employment because of choice, illness, pregnancy, retirement, etc;
- * Were **unemployed** but actively seeking employment;
- * The school believes the student was employed, but cannot substantiate this by providing the employment information particularly employer name and contact information and the student’ job title, to substantiate the student was actually employed in an occupation related to that for which s/he was trained.
- * **No data could be collected** for the student ("status unknown"). The school perhaps did not make active attempts to maintain follow up contact with students in order to track their possible employment. Perhaps the school made attempts, but was unsuccessful in contacting the student.
- * Any other completer who does not fall into the P, NP, PE, MS, D, or IN categories.

**Name of Employer,
Educational Inst. or
Branch of Military:**

(required field if student is reported as P, NP, PE, or MS)

If the completer is employed (either Placed or Not Placed), record the **employer’s** name.

If the completer is enrolled full-time at an accredited institution of higher education, record the name of the **institution**.

If the completer has joined any branch of the United States Military for full-time duty, record the name of the **branch of service**.

City

(required field if student is reported as P, NP, PE, or MS)

If the completer is employed (either Placed or Not Placed), record the city of the **employer**.

If the completer is enrolled full-time at an accredited institution of higher education, record the city location of that **institution**.

If the completer has joined any branch of the United States Military for full-time duty, record the city location of the **branch of service**.

Job Title:

(required field if student is reported as P, NP, or PE)

If the completer is employed (either Placed or Not Placed), record the exact job title of their job.

Do not record the name of the school’s training program.

If the completer is enrolled full-time at an accredited institution of higher education, record the name of the academic major or occupational program the student is enrolled in.

Starting Wage:

(optional field if student is reported as P or NP)

If available, record the starting **hourly wage** for each employed completer in whole dollars and cents in decimal format (##.##). Example: \$12.50 per hour would be entered as: 12.50. TWC is aware that some employers may be reluctant to share this information, and for this reason the data item is optional

**Phone Number:
with area code**

(required field if student is reported as P, NP, PE, MS, or O)

Enter all 10 digits of the telephone number with area code, without dashes or spaces.

If the completer is employed (Placed or Not Placed), record the employer’s phone number.

If the completer is self employed, enrolled full-time at an accredited institution of higher education, or reported as **Other**, record the completer’s home phone number.

If the completer has joined any branch of the United States Military for full-time duty, record the phone number of the local recruiting office or the military duty phone number .

Saving and Encrypting the Spreadsheet – SEE Instructions for Securely Saving and Submitting the Reports, page 11.

Instructions for
Securely Saving and Submitting the Reports on CD/DVD

The PS-072C and PS-072D electronic forms must be correctly completed and saved, **with encryption** onto a CD or DVD, and mailed to TWC with the Cover Sheet (PS-072B). The encryption is very important in order to protect the security of the data, particularly the student personal information contained.

Follow these steps to save and encrypt the data:

Step 1 – Correctly complete and save your school’s reports using the published electronic versions of the PS-072C and PS-072D electronic forms contained with this packet, carefully following the instructions elsewhere in this packet for completion of each form. Save a copy of these files at your school, in a secure manner that protects it from access by unauthorized persons.

Step 2 – Encrypt the files. To ensure that your school’s report and the student personal information copied onto a CD or DVD can’t be viewed by an unauthorized person, make sure that the report files you save onto the CD/DVD for sending to TWC have been encrypted. Refer to the encryption instructions listed below, using those appropriate to the type of software you are using.

It is very important that you write down the password you create when you encrypt the files, and save it in a secure location for your records so that you can retrieve it. You will share this password with TWC, and you may need to access the files you have saved at your school with encryption.

Step 3 – The Cover Sheet (PS-072B) should be fully completed, printed as a physical document, signed with original signature of the School Director attesting to the true and correct nature of the data reported, notarized by a notary public, and included in the package to be sent to TWC which includes the encrypted reports on CD or DVD.

Step 4 – DO NOT include the encryption password on or in the package with the CD you mail to the Career Schools and Colleges department. The password should be transmitted separately to TWC, **preferably via an email to your school’s Program Specialist**, alerting him or her that you have mailed the packet and identifying the password that will open the encrypted files.

Step 5 - Send the packet by U.S. mail, certified mail or delivery service, **postmarked by December 1, 2011**, to:

Enrollment & Outcome Coordinator	For Questions:
Texas Workforce Commission	career.schools@twc.state.tx.us
Career Schools and Colleges	(512) 936-3100 or 1-(866) 256-6333
101 East 15th Street, Room 226T	
Austin, Texas 78778-0001	

Encryption Details: follow instructions appropriate to the type of software used:

Excel 2003 (PC)

1. Open the Excel document
2. Select **Tools** menu on the toolbar
3. Select **Options...**
4. Select the **Security** tab
5. For the **‘Password to open:’** field, enter a password with which to encrypt the document. For more on selecting a secure password, go to Microsoft Safety & Security web site at <http://www.microsoft.com/security/online-privacy/passwords-create.aspx>
6. Click **Advanced...** next to the **Password to open** field
7. The **Encryption Type** dialog box will open, scroll down and select **RC4, Microsoft Enhanced RSA and AES Cryptographic Provider (Prototype)**
8. For the **Choose a Key Length**, set the key length to **128** bits
9. Ensure that **Encrypt document properties** checkbox is checked
10. Click **OK**
11. Click **OK**
12. Microsoft Excel will prompt you for your password to keep the document open.
13. Enter the password selected in step 5 above

Excel 2007 (PC)

1. Open the Excel document
2. Click the **Office button**
3. Select **Prepare**
4. Click **Encrypt Document**
5. Enter a password with which to encrypt the document. For more on selecting a secure password, go to Microsoft Safety & Security web site at <http://www.microsoft.com/security/online-privacy/passwords-create.aspx>
6. Click **OK**
7. Reenter the password again
8. Click **OK**
9. Microsoft Excel will prompt you for your password to keep the document open.

Excel 2010 (PC)

1. Open the Excel document
2. Click File
3. Click **Info**
4. Click **Protect Document**
5. Click **Encrypt with Password**
6. Enter a password with which to encrypt the document. For more on selecting a secure password, go to Microsoft Safety & Security web site at <http://www.microsoft.com/security/online-privacy/passwords-create.aspx>
7. Click **OK**
8. Reenter the password again
9. Click **OK**

Excel 2004 (Mac)

1. Open the Excel document
2. Select **Excel** menu on the toolbar
3. Select **Preferences...**
4. Select **Security**
5. For the '**Password to open:**' field, enter a password with which to encrypt the document. For more on selecting a secure password, go to Microsoft Safety & Security web site at <http://www.microsoft.com/security/online-privacy/passwords-create.aspx>
6. Click **OK**
7. Reenter the password again
8. Click **OK**

Excel 2008 (Mac)

1. Open the Excel document
2. Select **Excel** menu on the toolbar
3. Select **Preferences...**
4. Select **Security**
5. For the '**Password to open:**' field, enter a password with which to encrypt the document. For more on selecting a secure password, go to Microsoft Safety & Security web site at <http://www.microsoft.com/security/online-privacy/passwords-create.aspx>
6. Click **OK**
7. Reenter the password again
8. Click **OK**

Excel 2011 (Mac)

1. Open the Excel document
2. Click **Review tab**
3. Select **Passwords**, under the **Protection** section
4. Select **Security**
5. For the '**Password to open:**' field, enter a password with which to encrypt the document. For more on selecting a secure password, go to Microsoft Safety & Security web site at <http://www.microsoft.com/security/online-privacy/passwords-create.aspx>
6. Click **OK**
7. Reenter the password again
8. Click **OK**

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Calculation of Completion, Employment and Placement Rates

TWC will review the data submitted by the school on the PS-072 C and D reports, and calculate the resulting completion, employment and placement rates for each program. These will be provided to the school by TWC on the printed Summary of Completion and Placement/Employment report.

These reported rates are to be used in sharing information on the program with prospective students prior to enrollment. They must be used on Form PS-005, Receipt of Enrollment Policies, **as soon as the Enrollment and Outcome Report is returned to the school by TWC.**

The usage of these rates will be reviewed during TWC's annual on-site visit and may be audited at any other time.