SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2014 & 2015

Administrative Office Professional – 40 weeks

On-Time Completion Rates (Graduation Rates)
Includes data for the two calendar years prior to reporting

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>On-Time Graduates</th>
<th>On-Time Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>9</td>
<td>9</td>
<td>5</td>
<td>56%</td>
</tr>
<tr>
<td>2015</td>
<td>13</td>
<td>13</td>
<td>10</td>
<td>77%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>150% Graduates</th>
<th>150% Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>89%</td>
</tr>
<tr>
<td>2015</td>
<td>13</td>
<td>13</td>
<td>10</td>
<td>77%</td>
</tr>
</tbody>
</table>

Student’s Initials: ________ Date: ________________
Initial only after you have had sufficient time to read and understand the information.
### Job Placement Rates

Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.

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

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Graduates in Calendar Year</th>
<th>Number of Graduates Taking Exam</th>
<th>Number Who Passed First Available Exam</th>
<th>Number Who Failed First Available Exam</th>
<th>Passage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.

Student’s Initials: ________ Date: ________________
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Cost of Educational Program

Total charges for the program for students completing on-time in 2015: **$15,825.00**
Additional charges may be incurred if the program is not completed on-time.

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

Federal Student Loan Debt

<table>
<thead>
<tr>
<th>Most recent three-year cohort default rate, as reported by the United State Department of Education (^1)</th>
<th>The percentage of enrolled students in 2015 receiving federal student loans to pay for this program</th>
<th>The average amount of federal student loan debt of 2015 graduates who took out federal student loans at this institution</th>
<th>The percentage of graduates in 2015 with federal student loans as calculated by the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.6%</td>
<td>38%</td>
<td>$7,281.00</td>
<td>40%</td>
</tr>
</tbody>
</table>

\(^1\)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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

________________________________________   ___________________________________
Student Name - Print          Date

________________________________________
Student Signature

________________________________________   ___________________________________
School Official          Date

Published: November 21, 2016
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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 months 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.