

NOTICE

TO: All Private Occupational School Directors
FROM: Lorna Candler, Director, Division of Private Occupational Schools
DATE: July 30, 2015
RE: Enrollment and Placement Statistics

Please be advised, all schools holding a Certificate of Approval with the Division of Private Occupational Schools are required by Statute 12-59-105.4, and Rule V of the Rules and Regulations to provide the Division with the following information:

Enrollment and Placement Statistics

1. Each school which offers or advertises placement assistance for any course or instruction shall file with the Division its placement statistics for each program for the preceding year.
2. Schools shall submit the following placement assistance data with their annual surety proposals or renewal applications:
 - a) The number of graduates who requested placement assistance.
 - b) The number of graduates who received job offers for which they were trained.
 - c) The number of graduates who received job offers in related areas for which they were trained.
3. For schools offering and marketing placement assistance, data on such activities shall be submitted on or before July 31st.

Although this rule has been in effect for some time, the Division has not been requiring the reporting of these statistics.

Please be advised that pursuant to the statute and rule cited above all schools will be required to track student enrollment and placement statistics beginning July 1, 2015, to be reported to the Division by July 31, 2016, or with their renewal packets for the next renewal cycle.