



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW

ALBANY, NY 12234

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES Tel: (518) 474-3969
Bureau of Proprietary School Supervision Fax: (518) 473-3644
99 Washington Avenue, Room 1613 OCP Email: bpss@mail.nysed.gov
Albany, NY 12234 Web: www.acces.nysed.gov/bpss/

April 11, 2011 (Update of March 25, 2011 notice)

Re: Occupational Education Data Survey (OEDS) Filing Requirement

Section 5001(4)(e)(i) of the Education Law states, in part,

Licensed private schools and registered business schools shall submit such certified statistical reports and annual financial statements as required by the commissioner. The commissioner may require audited statistical reports upon a determination that a school has provided false or inaccurate certified statistical reports. The financial statements shall be based on the fiscal year of the school and shall also include an itemized account of tuition refunds due and owing to past or presently enrolled students. Statistical reports shall include, but not be limited to, enrollment, completion and placement data... [Emphasis added.]

In the past, the Office of Research Information Systems (ORIS) has solicited, collected, and maintained the OEDS material. As both that office and the Bureau of Proprietary School Supervision (BPSS) were located within the Office of Higher Education (and physically adjacent to each other), this partnership worked well and the Bureau greatly appreciated that service.

As a result of the reorganization of BPSS to the Office of Adult Career and Continuing Education Services (ACCES), the physical relocation of the Bureau to another building, and the loss, without replacement, of ORIS staff, ORIS will no longer collect and maintain this data. ACCES will be exploring its capabilities with regard to performing that function, but no specific plan for that is yet in place.

Unfortunately, ORIS collected data electronically from the schools in an Oracle database. BPSS neither has access to the Oracle database used to collect the data nor has the expertise in Oracle to design, use or maintain such a database. Therefore, all of the OEDS statistics transmitted to us this year must be done by submitting paper forms. If a school does not have a copy of the instructions/ forms for submitting OEDS, that school can download the instructions and forms from our website at <http://www.acces.nysed.gov/bpss/pdf/OEDS-10.pdf> (for the pdf version) or <http://www.acces.nysed.gov/bpss/OEDS-10.doc> (for the Word version).

During this transitional interim, schools are advised to do the following:

- Collect and format the data in the same manner that was done under ORIS. You should have the data for the reporting year from July 1, 2009 to June 30, 2010 ready, should we request it, by May 15, 2011 (a one month extension from the usual April 15 deadline date due to the confusion during the transition).
- Publish your new completion and placement rates (and licensure rates where applicable) as an addendum in your catalog by May 15, 2011 in accordance with Section 126.9(a)(14) which states, in part,

Each licensed private school and registered business school/computer training facility shall publish a catalog or bulletin, which shall be furnished to each prospective or enrolled student, which shall include... (14) data regarding student completion and job placement as set forth in subdivision (f) of section 126.10 of this Part for the two most recent reporting periods.

For the period after May 15, 2011, the two most recent reporting periods will be the period from July 1, 2009 to June 30, 2010 and that from July 1, 2008 to June 30, 2009.

- File a paper copy of your OEDS for the 2009-10 reporting year with the Bureau by June 15, 2011. Be sure to keep a copy of the OEDS in your school administrative files. The form sent to us should be addressed:

OEDS Filing 2009-10
Bureau of Proprietary School Supervision
Room 1613 OCP
99 Washington Avenue
Albany, NY 12234

If you have any additional questions regarding the filing requirements of OEDS during this transition, please direct them to David Sherwood at dsherwoo@mail.nysed.gov.