



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

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES
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**Instructions for Completing the Occupational Education Data Survey
(OEDS) Form for the July 1, 2015 to June 30, 2016 Reporting Period
(Due April 15, 2017)**

Non-degree granting proprietary private career schools must submit data regarding completion rates for all of their programs (courses and curricula) as defined in Sections 1 and Section 2 as well as graduate follow up, or placement rates, for all of their curricula (programs of 100 clock hours or more, or where another state agency certifies the individual if program under 100 hours) in Section 1. This is mandated in Education Law Section 5001(4)(e)(i). Statistics for the last reporting period from July 1, 2015 to June 30, 2016 are due on or before April 15, 2017 in order to be considered timely.

Schools may complete the forms by downloading an [Excel spreadsheet](#) provided on our [website](#) or by downloading a [pdf version](#) and filling in the appropriate areas. Please follow the instructions below to upload the OEDS.

- Select “Manage Documents”
- Select “Add Files” (add the saved PDF or Excel version of OEDS)
- Under Category select “Administrative”
- Under Description select “Occupational Educational Data Survey”
- Select “Start”

Once the OEDS have been submitted, schools must incorporate that new reporting period of OEDS forms into their approved catalogs. Schools requiring information on how to do this should contact their Bureau of Proprietary School Education Field Associate for assistance.

After reading the instructions, any schools with additional OEDS related questions may contact Connie Tully at connie.tully@nysed.gov

Section 1 Tab: Curriculum, Admissions, Enrollment and Graduates

Identification Portion: For each curriculum (a program of 100 clock hours or more), include the school's 12 digit Institution ID, the School's licensed or registered name, the curriculum code (begins with "CU" followed by 6 digits – this can be found on the curriculum approval letter issued at the time of curriculum approval), the approved curriculum name, and the approved number of clock hours for the curriculum.

- Line 1: List the total number of individuals who requested admission into the identified curriculum (regardless of whether they actually qualified for enrollment or ultimately chose to attend).
- Line 2: List the total number of individuals whose applications were accepted (those who met the entrance requirements and completed enrollment agreements to begin instruction).
- Line 3: List the total number of individuals whose applications were denied (e.g., those who did not meet entrance requirements, etc.) The sum of the totals for Lines 2 and 3 should equal the total listed in Line 1.
- Line 4: List the total number of the new students who enrolled into this program and began instruction during the period from July 1, 2015 to June 30, 2016.
- Line 5: List the total number of students who are continuing this program from the previous reporting period.
- Line 6: List the total number of students in this program during the period from July 1, 2015 to June 30, 2016. This should be the sum of Lines 4 and 5 and represents everyone receiving instruction in this program at some point during this reporting period.
- Line 7: List the total number of students who are still enrolled and continuing the program into the next reporting period which runs from July 1, 2016 to June 30, 2017. Include students who are on approved Leaves of Absence and due to return to school during the next reporting period.
- Line 8: List the total number of students who are non-completers during the period from July 1, 2015 to June 30, 2016. These include students who have dropped, been terminated by the school, or have ceased instruction in the program by any other manner (e.g., transferred to another curriculum at the school).
- Line 9: List the total number of students who completed all curricular requirements and graduated from the curriculum during the period from July 1, 2015 to June 30, 2016.

Please note that the total number of students who were instructed in the program (Line 6) less the number of students who left the program (Line 8) minus the number of students who graduated the program (Line 9) should result in the number of students continuing instruction into the next reporting period (Line 7).

Graduation Follow Up

- Line 10: List the total number of graduates of this curriculum, during the reporting period, who found employment in a field related to the training provided. Graduates should be considered employed in a related field if the skills obtained through the curricular training are essential and necessary for the employment obtained.
- Line 11: List the total number of graduates of this curriculum, during the reporting period, who found employment in a field slightly related to the training provided. Graduates should be considered employed in a slightly related field if the skills obtained through the curricular training are beneficial and useful for the employment obtained but are not essential or necessary.
- Line 12: List the total number of graduates of this curriculum, during the reporting period, who found employment in an unrelated field to the training provided. Graduates who are employed in any fields that cannot be considered related or slightly related to their instruction should be listed here.
- Line 13: List the total number of graduates of this curriculum, during the reporting period, who joined the military (or continued with military service).
- Line 14: List the total number of graduates of this curriculum, during the reporting period, who are still seeking employment.
- Line 15: List the total number of graduates of this curriculum, during the reporting period, who are pursuing additional education at your school or any other.
- Line 16: List the total number of graduates of this curriculum, during the reporting period, who are unavailable for employment (e.g., medical reasons, foreign visa limitations, etc.)
- Line 17: List the total number of graduates of the curriculum, during the reporting period, whose status is unknown (e.g., the school has lost contact with them, etc.)
- Line 18: The totals here should match the total number of curriculum graduates shown on Line 9.

Section 2 Tab: Course Enrollment, Graduates, and Non-Completers

Identification Portion: List the School's licensed or registered name and include the school's 12 digit Institution ID.

Column A: List the approved course name.

Column B: List the course code which begins with CO followed by six digits which can be found on the course approval letter. If the course is part of an approved curriculum and is being offered through the enrollment agreement approval process, list the approved curriculum code of which this course is a component.

Column C: List the clock hours for which the course is approved. Note that all courses are less than 100 clock hours in length.

Column D: List the total number of students enrolled in the course from the previous reporting period (July 1, 2014 – June 30, 2015).

Column E: List the total number of new students enrolled in the course during the July 1, 2015 – June 30, 2016 reporting period.
Please note that the total of Columns D and E represent all of the students who were instructed in the course during the reporting period.

Column F: List the total number of non-completers during the July 1, 2015 – June 30, 2016 reporting period. Any student who did not graduate and is no longer attending should be counted here. However, students who are on approved Leaves of Absence at the end of the reporting period should be counted in Column H.

Column G: List the total number of students who completed all course requirements and graduated from the course during the period from July 1, 2015 to June 30, 2016.

Column H: List the total number of students enrolled in the courses who are continuing into the next reporting period (July 1, 2016 – June 30, 2017). This includes students who are on approved Leaves of Absence.

Please note that Columns F and G represent students who left or completed the course during the reporting period. Therefore, all of the students receiving instruction in the course (Columns D plus E) minus all of the students who left or completed instruction (Columns F and G) results in the number of students who must be continuing on into the next enrollment period (Column H).

Row indicating Unduplicated Count of students reported in all courses listed above:

Due to the short nature of courses, the same student may have enrolled in and been instructed in more than one course at your school during this reporting period. In the boxes above, that student is listed as a separate student in each course. However, for this unduplicated count of students, please do not list the same student twice. For each column, this number should represent the total number of individuals in all of your courses. This number will not be the total of the numbers listed in the column above unless you had no students take more than one course at your school during this reporting period.

Section 3 Tab: Financial Assistance

Identification Portion: List the School's licensed or registered name and include the school's 12 digit Institution ID.

- Line 19: For students who receive Tuition Assistance Program funding at your school, list the number of full time students receiving such (column A), part time students receiving such (column B), and the total (columns A plus B).
- Line 20: For students who receive federal guaranteed student loan funding at your school, list the number of full time students receiving such (column A), part time students receiving such (column B), and the total (columns A plus B).
- Line 21: For students who receive Pell Grant funding at your school, list the number of full time students receiving such (column A), part time students receiving such (column B), and the total (columns A plus B).
- Line 22: For students who receive Special Education Opportunity Grant (SEOG) funding at your school, list the number of full time students receiving such (column A), part time students receiving such (column B), and the total (columns A plus B).
- Line 23: For students who receive Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR) funding at your school, list the number of full time students receiving such (column A), part time students receiving such (column B), and the total (columns A plus B).
- Line 24: For students who receive Workforce Investment Act (WIA) funding at your school, list the number of full time students receiving such (column A), part time students receiving such (column B), and the total (columns A plus B).
- Line 25: For students who receive any other State or Federal funding at your school, list the number of full time students receiving such (column A), part time students receiving such (column B), and the total (columns A plus B).

Line 26: For students, at your school, who are receiving funding from private student loans, identify the name of the lender, then list the number of full time students receiving such (column A), part time students receiving such (column B), and the total (columns A plus B) for each lender.

Line 27: Often students fund their education through a combination of funding sources listed in the table. Therefore, the same student may be represented under more than one funding category. However, for the unduplicated count of students, do not count a student more than once. List the number of individual full time students receiving any funding listed above (column A), individual part time students receiving any funding listed above (column B), and the total number of unduplicated students who receive any of the above listed funding (columns A plus B).

Note: Payment plans offered by schools are not considered loans unless promissory notes are formally executed with the terms of the loan stated. Therefore, do not include ordinary payment plans in your financial assistance reporting