

Completion, Placement, and Licensure Tracking Plan

The Institution's Completion, Placement and Licensure Tracking plan has the purpose to ensure the graduation and completion rates for all the institution programs. Graduation and completion rates are monitored on a quarterly basis, and any needed adjustments are done to operations and academics in order to maintain satisfactory rates with all regulatory agencies.

RESPONSIBLE AUTHORITY

School President

INSTITUTION'S PERSONNEL THAT FOLLOW-IMPLEMENT THIS PLAN

School President, Student Services, Career Services

PLAN

- Benchmarks
- Completion Tracking
- Placement Tracking
- Licensure Tracking
- ATB Students Tracking
- Reporting Status in Quarterly Meetings
- Process of Corrective Actions
- Reporting to Regulatory Agencies

Benchmarks

Our institution's benchmark for completion is 60%

Our institution's benchmark for placement is 70%

Our institution's benchmark for licensure is 70%

Our institution benchmarks are in compliance with all the regulatory agencies that presently guide our institution's regulations and operations.

Completion Tracking

Our institution tracks on a quarterly basis the current status of the completion rate for each program as well as the overall graduation rate for the institution, following the SAP policy included in the Catalog.

Placement Tracking

Our institution tracks on a quarterly basis the current status of the placement rate for each program as well as the overall graduation rate for the institution.

Licensure Tracking

Our institution tracks on a quarterly basis the current status of students taking the DBPR licensing examinations in order to obtain a license to work.

ATB Student Tracking

A quarterly report is prepared and presented in the strategic and academic meetings to see these students are progressing as expected. Any changes necessary are recommended and implemented as documented in the corresponding meetings.

Reporting Status in Quarterly Meeting

An updated status report on completion, placement and licensure rates is presented at the quarterly meetings conducted at our institution.

Process of Corrective Action

Our institution maintains an on-going process of corrective action and improvement to assure the completion rate and placement rates are maintained up to compliance with all regulatory agencies.

In the case the completion or placement rates happen to fall under the established benchmark, the topic is brought forward to the Strategic and Academic quarterly meetings to analyze and propose a corrective course of action. All corrective action as well as the follow-ups are included in the meeting minutes and distributed as appropriate.

Reporting to Regulatory Agencies

Our institution complies on providing all regulatory agencies (CIE, COE) on an annual basis the required information on graduation, placement, licensure and withdrawals.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment required to implement this plan is a responsibility of the School Director, who coordinates any repairs, purchases or updates required. Expenses for equipment repair, maintenance, replacement are included in the budget allocated to Student Services. Such requests are to be made directly to the School Director and will be dealt accordingly.

BUDGET

This plan budget is allocated under the line item "Student Services"

EVALUATION

This plan is evaluated:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meeting
- Annually at the Institutional Advisory Committee meeting
- By students through the student surveys
- By employees and faculty through the employee survey

PROGRAM EFFECTIVENESS

Student and employee survey's information collected is presented at the following meetings where actions are taken when necessary to improve this policy effectiveness:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meetings
- Annually at the Institutional Advisory Committee meeting

PLAN AVAILABILITY

Policies and procedures as well as all publications are available for review, comments and suggestions by administrative staff, faculty, students and Advisory Board members in a binder accessible upon request at our student services office.