

# Career Development Institute

1335 N. Plaza Drive Visalia, CA 93291 | (559)-651-1425 | Cdivisalia.com

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## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2015 & 2016

Office Automation-16 Weeks

### **On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Dates
2015	16	15	15	100%
2016	12	12	11	100%

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have sufficient time to read and understand the information.**

### **Students Completing Within 150% of the Published Program Length**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2015	16	16	0	0
2016	12	12	0	0

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Job Placement Rates (including data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2015	16	15	15	11	73%
2016	12	12	12	9	75%

You may obtain from the institution a list of employment positions determined to be in the field for which a student received education and training. A list of employers of the graduates employed in the field can be obtained from.

<http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSSelection.asp?menuChoice=occExplorer>

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

### Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2015	3	8	11
2016	1	8	9

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2015	11	0	11
2016	8	1	9

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## Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2015	0	0
2016	0	0

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2015	NA	NA
2016	NA	NA

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passes First Available Exam	Number Who Failed First Available Exam	Passage Rate
2015	NA	NA	NA	NA	NA
2016	NA	NA	NA	NA	NA

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:** \_\_\_\_\_

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## **Salary and Wage Information (includes data for the two calendar years prior to reporting)**

### **Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001. -	\$35,001 -	\$40,001 -	\$45,001 -	No Salary Information Reported
			\$25,000	\$40,000	\$45,000	\$50,000	
2015	15	11	7	2	0	0	2
2016	11	9	5	1	2	0	1

A list of sources used to substantiate salary disclosures is available from the school. Students can view a list of the objective sources of information used to substantiate the salary disclosure at: <http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSselection.asp?menuChoice=occExplorer>

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## **Cost of Educational Program**

Total charges for the program for students completing on-time in 2015: \$5,600. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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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 satisfactory 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](http://www.bppe.ca.gov), toll-free telephone (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name – Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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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 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 Employment 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.

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- "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 Passes 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.

## **STUDENTS RIGHT TO CANCEL DISCLOSURE**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation of this agreement can occur up to: \_\_\_\_\_

Date

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: CAREER DEVELOPMENT INSTITUTE, 1335 N. Plaza Dr., Visalia CA 93291. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.