



## **Placement Rate Methodology**

National Tractor Trailer School's placement rates are based on information submitted in the Annual Report to the Accrediting Commission and Career Schools of Colleges in the form of Graduation and Employment Charts. The charts are the Commission's mechanism for collecting student achievement data and schools must provide this information in accordance with the prescribed requirements described below.

### **Guidelines for Employment Classification\***

The school must be able to justify the classification of each graduate as employed in a training related field and maintain verifiable employment records using the following guidelines. In accordance with *Section I (A)(1)(d) Substantive Standards, Standards of Accreditation*, the school should have and adhere to policies or protocols in regard to these guidelines (reasonable time period, sustainability, relatedness, etc.).

1. The employment classification is appropriate and reasonable based on the educational objectives of the program.
2. The employment is for a reasonable period of time, is based on program objectives, and can be considered sustainable (e.g., not a single day of employment).
3. The employment is directly related to the program from which the individual graduated, aligns with a majority of the educational and training objectives of the program, and is a paid position.
4. The employment classification is verified by the school (and verifiable by third parties such as the Commission) as follows:
  - a. Regular Employment:
    - i. The school secures written documentation from the employer verifying the employment and that the employment is related to the student's program of study at the school; or
    - ii. The school secures written documentation from the graduate verifying the employment and that the employment is related to the student's program of study at the school; or
    - iii. In cases where a school can show diligent efforts have been made to secure such written documentation without success, the school maintains employment verification records that include a) the graduate's and employer's name and contact information, b) a signature of school staff attesting to verbal employment verification with the employer and the graduate, and c) the date(s) of verification are acceptable.

b. Self-Employment:

The school secures written documentation from the self-employed graduate verifying that the employment is valid including, at a minimum, a statement signed by the graduate which includes the following:

- The graduate's name and contact information;
- An attestation that the self-employment is aligned with the individual's employment goals, is vocational, and is based on and related to the education and training received;
- An attestation that the graduate is earning training-related income; and
- In cases where licensure is required for employment, an attestation that such licensure has been achieved.

c. Career Advancement:

Students that are already at the time of graduation<sup>1</sup> can be considered employed when completing the program of study as follows:

- i. The school shows with written documentation from the employer or the graduate that the training allowed the graduate to maintain the employment position due to the training provided by the school; or
- ii. The school shows with written documentation from the employer or the graduate that the training supported the graduate's ability to be eligible or qualified for advancement due to the training provided by the school.

5. A verifiable employment record includes the following information:

- Graduate Name and Contact Information;
- Date of Initial Employment;
- Place of Employment;
- Employer Address and Phone Number;
- Employer Contact Person/Supervisor; and
- Descriptive Job Title and Duties.

In addition to these guidelines, the Commission expects that schools will regularly gather information from employers as a means to assess the preparedness of graduates for employment and make program modifications as may be necessary based on that feedback.

<sup>1</sup>The intent of this provision does not apply in cases where a student secures employment toward the end of the program but prior to graduation, where the employment is based on the near anticipated completion of the program (e.g., externship to hire prior to graduation).

For additional reference, please see attached Graduation and Employment Chart along with the Glossary of Terms Used.

## Graduation and Employment Chart

School #:  Name of School:  Report Date:

City:  St:  Zip:  Phone:  Email:

Program Title:  Program Length in Months:

Beginning Date of 12 Month Reporting Period:  Ending Date of 12 Month Reporting Period:

1	Class Start Date (month/year)																	<b>TOTAL</b>	<b>%</b>	<b>%=</b>
2	Number Started																	<b>0</b>	100%	
3	Transfers to Another Program																	<b>0</b>		3/2
4	Transfers from Another Program																	<b>0</b>		4/2
5	Total Starts plus/minus Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>	100%		
6	Unavailable for Graduation																	<b>0</b>		6/5
7	Students Available for Graduation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>		7/5	
8	Withdrawn/Terminated Students																	<b>0</b>		8/5
9	Graduates within 150% of Program Length	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>		9/7	
10	<b>GRADUATION RATE</b>	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	<b>#####</b>		9/7	
11	Graduates - Further Education																	<b>0</b>		11/9
12	Graduates - Unavailable for Employment																	<b>0</b>		12/9
13	Graduates - Available for Employment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>		13/9	
14	Graduates - Employed in Field																	<b>0</b>		14/9
15	<b>EMPLOYMENT RATE</b>	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	<b>#####</b>		14/13	
16	Graduates - Unrelated Occupations																	<b>0</b>		16/13
17	Graduates - Unemployed																	<b>0</b>		17/13
18	Graduates - Unknown																	<b>0</b>		18/13

<b>If there is a value other than zero in any of these fields, then there is an error in the data:</b>																		
Checking Calculation of Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Checking Calculation of Available for Employment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Checking Placement Accountability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

19	Non-Graduated Students Who Obtained Training Related Employment																	<b>0</b>		19/5
20	<b>Employment Rate with Non-Graduated Students Who Obtained Training Related Employment</b>	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	<b>#####</b>			

<b>If the value is greater than zero in any of these fields, then there is an error in the data.</b>																		
Checking Calculation of Non-Graduated Students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Glossary of Terms Used on the Graduation and Employment Chart

### All Data Included in the Graduation and Employment Chart Must Be Verifiable Through Appropriate Documentation

1. **Class Start Date:** The month and year each student cohort, or groups of student cohorts students started (a group of student cohorts occurs when there are multiple class starts within a single month).
2. **Number Started:** The number of students who started in the program for each start date in the period, including students entering with advanced placement.  
**Start:** Students are considered to have been in attendance for reporting purposes (Start) if, as a result of their attendance, they incur a tuition/fee or other financial obligation as specified by the institution's refund policy. Fees or other obligations (i.e., uniforms, tools, etc.) are only those associated with actual attendance; not those considered part of the application for admission or enrollment process. In any event, any student enrolled 15 days from the scheduled start date of the program must be classified as a "start" for the purpose of reporting students on the Graduation and Employment Chart.
3. **Transfers to Another Program:** The total number of students who transferred out of this program and into another program at the school.
4. **Transfers from Another Program:** The total number of students who transferred into this program from another program at the school, and whose progress in the program is concurrent with the students in this class start date.
5. **Total Starts plus/minus Transfers (Line 5 = 2-3+4):** The total number of students who started, minus those who transferred out, plus those who transferred in. This is the total number of students on which graduation will be based.
6. **Unavailable for Graduation:** This category removes from the graduation rate calculation students who fall into one of the following classifications: death, incarceration, active military service deployment, or the onset of a medical condition that prevents continued enrollment.
7. **Available for Graduation (Line 7=5-6):** The total number of student available for graduation from the program.
8. **Withdrawn / Terminated Students:** The number of students who withdrew or were terminated, within 150% of the program length, from the program. This number does not include the student classified as "Unavailable for Graduation" (Line 6).
9. **Graduates within 150% of Program Length:** The number of students who graduated from the program within 150% of the stated program length.
10. **GRADUATION RATE:** The school's official graduation rate for each cohort and for the program for the reporting period (Line 10 = 9/7).
11. **Graduates - Further Education:** The number of graduates that continue on with education in an accredited institution of higher education (postsecondary) on at least a half-time basis.
12. **Graduates - Unavailable for Employment (formerly "other unavailable"):** This category removes from the graduation rate calculation graduates who fall into one of the following categories: death, incarceration, active military service deployment, the onset of a medical condition that prevents employment, or international students who have returned to their country of origin.
13. **Available for Employment (Line 13 = 9-11-12):** The total number of students available for employment.
14. **Graduates - Employed in Field:** The number of graduates employed in jobs for which the program trained them. NOTE: Graduates classified as employed must be supported by documentation showing position obtained, date employed, employer, and employer contact person, address, and phone.
15. **EMPLOYMENT RATE:** The school's official rate of graduate job attainment for each cohort and for the program for the reporting period (Line 15=14/13). The school's official rate of employment is that which is used to determine compliance with accreditation requirements.
16. **Graduates in Unrelated Occupations:** The number of graduates employed in jobs not related to the training obtained from the school's program.
17. **Graduates Unemployed:** The number of unemployed graduates.
18. **Graduates Unknown:** The number of graduates for which no information about employment or unemployment is available.
19. **Non-Graduated Students Who Obtained Training Related Employment:** The number of withdrawn/terminated students from Line 8 who obtain employment in a field related to the program in which the student was enrolled and based upon the training provided by the school.
20. **Employment Rate with Non-Graduated Students Who Obtained Training Related Employment:** The school's supplemental employment rate which calculates the total number of graduated and non-graduated students who obtained training related employment.