

**PE-39**  
**Commission on Proprietary Education**  
**Job Placement Reporting Form**

All schools licensed by the Commission on Proprietary Education shall complete this form per program and submit to the Commission by January 15 each year.

**The Job Placement Rate in the Field of Study for the program shall be calculated as follows:**

1. Determine the total number of students who, during the immediately preceding July 1-June 30 period, graduated from the program.

Program Title: \_\_\_\_\_  
Program Level: \_\_\_\_\_  
CIP code: \_\_\_\_\_

Total Graduates: \_\_\_\_\_

2. Of the total number determined under paragraph (1.), determine the number of graduates who the school has documented as not available for employment due to health-related issues for individual or family member, death, active military duty, spouse or dependent of military personnel relocated due to military transfer, incarceration, visa restrictions, or continuing education at least half-time.

Of the total number of Graduates, how many students were not available for placement due to:

Health-related issues for individual or family member: \_\_\_\_\_

Death: \_\_\_\_\_

Active military duty, spouse or dependent of military personnel relocated due to military transfer: \_\_\_\_\_

Incarceration: \_\_\_\_\_

Visa restrictions: \_\_\_\_\_

Continued postsecondary education at least half-time: \_\_\_\_\_

Total Not Available for Employment: \_\_\_\_\_

3. Subtract the total number of graduates not available for employment in paragraph (2.) from the total number of graduates under (1.) of this section. This difference shall be the denominator for the equation.

Placement Rate Denominator: \_\_\_\_\_

4. Of the total number determined under paragraph (3.), determine the number of graduates who obtained Job Placement in a Position in the Field of Study as defined in (VII.) and (VIII.). This shall be the numerator for the equation.

Placement Rate Numerator: \_\_\_\_\_

5. Divide the number of students determined under paragraph (4.) of this section by the difference found in (3.) of this section. This quotient converted to a percentage is the Job Placement Rate.

Job Placement Rate: \_\_\_\_\_ %

**For purposes of the Job Placement Rate calculation:**

- I. The school shall obtain the placement data by contacting employers or graduates to obtain the relevant information under the definitions in (VII.) and (VIII.). Such contact and information shall be documented in writing, and shall include:
  - (A) Name of the employer;
  - (B) Name of the graduate;
  - (C) Addresses and telephone numbers of graduate and employer;
  - (D) Title of employment;
  - (E) Duties of employment;
  - (F) Length of employment;
  - (G) Total hours worked per pay period;
  - (H) Name and title of the person(s) providing the information to the school;
  - (I) Name and title of the person(s) at the school who received and recorded the information;
  - (J) The date the information was provided.
  - (K) When the schools obtains the relevant information by telephone or personal contact, as opposed to a written document, the school shall send a confirming letter to the provider of the information setting-forth in specific detail the information provided and the date it was provided. The school shall maintain a copy of the confirming letter and evidence it was sent.
  - (L) Statement whether the school designated the graduate as placed in field or not.
- II. All data and information used by a school to support the Job Placement Rate, including any information that the graduate is not available for employment, shall be reliable, verifiable, and documented in writing.
- III. Documentation supporting Job Placement Rates for each applicable period for each program shall be maintained by the school in a retrievable and well-organized manner.
- IV. The Job Placement Rates calculated by the school and the underlying documentation shall be subject to review and audit by the commission and the costs for such shall be paid by the school. This may include requiring the school to:
  - a. submit graduate data to the Kentucky Center for Education and Workforce Statistics to include a graduate's name, date of birth, social security number, gender, ethnicity, residency at point of graduation, and the CIP code and level of the program from which the student graduated; and
  - b. have a certified public accountant report on the school's calculation based on performing an attestation engagement in accordance with the Statements on Standards for Attestation Engagements of the American Institute of Certified Public Accountants (AICPA).
- V. Nothing herein shall prevent any other state agency from investigating, reviewing or auditing the underlying documentation and the rates provided hereunder in accordance with any appropriate law, including the Kentucky Consumer Protection Act, KRS 367.110 et seq.

VI. A school that operates a program that is intended to and only provides continuing education courses to attendees for the purpose of the attendee maintaining current licensure shall so certify to the commission. Such school shall also obtain written statements from all attendees affirming that the person's purpose in attending courses offered by the school is to maintain current licensure. Such school's certification to the commission and underlying written affirmations shall suffice for the calculation of job placement rates for that continuing education program.

VII. Job Placement means--

- a. Within 180 days of graduating from the program the graduate has been employed for at least 30 days with the employer in a full-time paid Position in the Field of Study.
- b. If a license or certification is required or generally requested for positions in the occupation, then within 180 days after the results are available from the first exam that the graduate would have been able to take after completing the program, the graduate has been employed for at least 30 days with the employer in a full-time paid Position in the Field of Study.
- c. In addition to (a.) or (b.), for a part-time Position in the Field of Study to be considered Job Placement, the school shall possess a handwritten statement from the graduate at time of completion that part-time employment is the graduate's objective for employment including a general explanation for such objective.
- d. For Self-Employment to be considered as Job Placement, the school shall possess a handwritten statement from the graduate (1)describing the work and demonstrating that it is in a Position in the Field of Study; (2) that the graduate has received compensation in return for services provided in connection with the self-employment; and (3) that the graduate has completed at least 675 hours of work in connection with the graduate's self-employment, including time spent marketing the business, cultivating clients, negotiating contracts, and initiating or completing the work.

VIII. Position in Field of Study means—

- a. The graduate's employment is a position included in the most recent National Center for Education Statistics and US Bureau of Labor Statistics CIP-SOC Crosswalk for the program studied identified by the six digit U.S. Department of Education classification of instructional program code, and the routine work predominantly requires using the core skills and knowledge expected to have been taught in the program and the position requires education beyond high school level; OR
- b. In instances where graduates are continuing in prior employment, the graduate's prior employment position shall be reasonably related to the program training and the graduate attests in the graduate's handwriting at the time of enrolling in the program and upon completion of the program, with reference to a specific written policy of the employer, to the benefit of the training as a catalyst for maintaining or advancing in a position.