



Accreditor Placement Rate Methodology

Las Vegas College follows the prescribed methods of its accreditor, **Accrediting Commission of Career Schools and Colleges (ACCSC)** during this reporting period for calculating completion and placement statistics. The following outlines the guidelines set forth by ACCSC.

Accrediting Commission of Career Schools and Colleges (ACCSC)

ACCSC calculates the placement rate as follows:

EMPLOYMENT RATE: The school's official rate of graduate job attainment for each cohort and for the program for the reporting period. The school's official rate of employment is that which is used to determine compliance with accreditation requirements.

Employment Rate is calculated by dividing the number of **Graduates - Employed in Field** by the number of **Graduates Available for Employment**.

ACCSC applies the following rules and definitions to that calculation:

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.

Available for Employment: The total number of students available for employment. Available for Employment = Number of Graduates within 150% of Program Length - Graduates Further Education - Graduates Unavailable for Employment.

Graduates within 150% of Program Length: The number of students who graduated from the program within 150% of the stated program length.

Graduates - Unavailable for Employment: This category removes from the employment 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.

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.

The reporting period used to determine each program's employment rate is determined by taking the program's normal length of completion (including vacations and holidays rounded to the nearest whole number) in months multiplied by 150 percent and adding three (3) months for employment. From the current Report Date of July 2016, ACCSC counts back the number of months (program length in months x 150% + 3 months) to establish the Ending Date of a reporting period. From the Ending Date, ACCSC counts back an additional twelve (12) months to determine the Beginning Date of the reporting period.

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 employed at the time of graduation¹ 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 (e.g., home phone number, mobile phone number, email address, etc.);
 - Date of Initial Employment;
 - Place of Employment;
 - Employer Address;
 - Employer Contact Person/Supervisor and direct contact information (e.g., phone number, e-mail address, etc.); 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.