

**COMPLETION AND PLACEMENT STATISTICS - DEFINITIONS
AND EXPLANATIONS**

This document will be maintained by the institution and submitted by May 1st of each year to ACCET unless otherwise directed by ACCET in writing. In accordance with ACCET Document 2 - Standards for Accreditation, Section VIII-E and ACCET Document 28 – Completion and Placement Policy, the institution must review its placement data regularly, at least quarterly, to assess, document, and validate employment for all students in a given scheduled-to-graduate cohort. Accordingly, the final calculations may be delayed for up to four months after the scheduled graduation date of the student cohort. Refer to ACCET Document 28 for further information and guidance.

I/II. **CALENDAR YEAR: 20__** **MONTHLY UPDATE OF STATISTICS AS OF __/20__**
(self-explanatory) (self-explanatory) **MO./YR.**

III. **MAIN CAMPUS: ____** **BRANCH/AUX. CAMPUS: __**

Each main (free-standing) or branch campus will document the completion and placement information for that location on separate forms. Auxiliary Classrooms and Classroom Extensions are combined with main or branch campuses to which they are attached as they are considered part of a specified main or branch campus.

IV. **PROGRAM/COURSE TITLE:**

Completion and placement data are documented for each ACCET approved program/course taught and completed in the designated calendar year.

V. **CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP) CODE:**

Each program must also be identified by the Classification of Instructional Program (CIP) Code which is the U.S. Department of Education's standard educational program classification system. This code is utilized by ACCET to assist in collecting, verifying, interpreting, and reporting instructional program data, including completion and placement data.

VI. **STATISTICAL DATA FORMAT:**

1. **TOTAL # OF STARTS SCHEDULED TO GRADUATE:** A start is defined as any student who begins the program. (No shows or early withdrawals, supported by institutional policy, who receive a 100% refund of all tuition and applicable fees are not considered as starts.)

Gross = Total number of students who started the program.

Net = Gross starts + total # enrollee transfers "in" and/or – total # of enrollee transfers "out".

2. **START:** Month (Mo) and year (Yr) of each cohort start.

3. **SCHEDULED GRADUATION:** (Mo) and (Yr) using 100% of the published length of the program.

4. **ENROLLEE TRANSFERS.**

Enrollee Transfer In/Out columns are used for tracking those students whose expected graduation date or program/session changes during their course of study.

IN: # of students who transfer into a scheduled graduation cohort from another program/session/cohort, or through the application of its transfer of credit policy to matriculated students from another institution.

OUT: # of students who transfer out of their scheduled-to-graduate cohort and into another program or cohort offered by the institution.

A clear and comprehensive audit trail must be consistently maintained for the tracking of all transfer in/transfer out students.

5. **# OF COMPLETIONS:**

Column A. # of students completing the program at the 100% point of the scheduled graduation mo/yr. (Note: total number of completions may be adjusted to include students completing the program within the maximum timeframe of the scheduled graduation mo/yr (enrollee transfers in), as indicated by institutional policy).

Column B. # of students who dropped the program, but were placed in training-related positions.

6. **% OF COMPLETIONS:** Total of 5A + 5B / # of Net Starts in the specified mo/yr x 100.

7. **# OF WAIVERS:** # of students who waived placement assistance (requires graduate signed/dated documentation) up to 15% of eligible completers, in accordance with Document 28.

8. **% OF WAIVERS:** # of Waivers / Total # of Completions in Column 5A x 100.

9. **# OF ELIGIBLE COMPLETIONS:** Total # of Completions in Column 5A minus (-) # of documented Waivers

10. **TOTAL # OF PLACEMENTS:** # of Eligible Completions placed in training-related employment. A graduate is considered placed when employed for 30 days in a paid training-related position. Training-related is defined by the vocational objectives of the program for which the graduate was enrolled, consistent with the program length, job title, and responsibilities. For example, a graduate of a Licensed Vocational Nurse program would be considered placed if he/she were employed for 30 days in a Vocational Nurse position. He/she would not be considered placed if employed as a Certified Nurse Assistant, Medical Assistant, Home Health Aide, or a Self-Employed Care Giver. Supporting documentation including the job description of a program graduate must demonstrate that the placement is training-related and consistent with the vocational objectives, content, and length of the graduate's program.

11. **% OF PLACEMENTS:** Total # of Placements / # of Eligible Completions x 100

Accrediting Council for Continuing Education & Training

Completion and Placement Statistics (Document 28.1)

Calendar Year: 2014

Location: Meredith Manor International Equestrian, Waverly, WV (Main)

Update as of: 02:24 PM EDT on 27 Apr 2015

Program: Comprehensive Riding Master III

Meredith Manor International Equestrian Centre, ACCET ID: 242

147 Saddle Lane

Waverly WV 26184

Program status: Active

Full-Time: Yes Part-Time: Title IV: Yes International Students: Yes

Classification of Instructional Programs (CIP) Code: 01.0507

(1) TOTAL # STARTS SCHED TO GRAD		(2) START	(3) SCHEDULED GRADUATION	(4) ENROLLEE TRANSFERS		(5) TOTAL # OF COMPLETIONS		(6) % OF COMPLETIONS	(7) # OF WAIVERS	(8) % OF WAIVERS	(9) # OF ELIGIBLE COMPLETIONS	(10) TOTAL # OF PLACEMENTS	(11) % OF PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
		Apr 2015	Jan 2014										
		Apr 2015	Feb 2014										
7	7	Jun 2013	Mar 2014	4	4	4		57.14%	1	25.00%	3	3	100.00%
		Apr 2015	Apr 2014										
		Apr 2015	May 2014										
12	17	Sep 2013	Jun 2014	11	6	10	2	70.59%	1	10.00%	9	9	100.00%
		Apr 2015	Jul 2014										
14	12	Nov 2013	Aug 2014	5	7	9		75.00%	1	11.11%	8	5	62.50%
		Apr 2015	Sep 2014										
		Apr 2015	Oct 2014										
6	16	Mar 2013	Nov 2014	13	3	8	2	62.50%	1	12.50%	7	5	71.43%
		Apr 2015	Dec 2014										
39	52	Summation:		33	20	31	4	67.31%	4	12.90%	27	22	81.48%
		Adjusted Placement:											

Accrediting Council for Continuing Education & Training

Completion and Placement Statistics (Document 28.1)

Calendar Year: 2014

Location: Meredith Manor International Equestrian, Waverly, WV (Main)

Update as of: 02:24 PM EDT on 27 Apr 2015

Program: Comprehensive Riding Master VI

Meredith Manor International Equestrian Centre, ACCET ID: 242

147 Saddle Lane

Waverly WV 26184

Program status: Active

Full-Time: Yes Part-Time: Title IV: Yes International Students: Yes

Classification of Instructional Programs (CIP) Code: 01.0507

(1) TOTAL # STARTS SCHED TO GRAD		(2) START	(3) SCHEDULED GRADUATION	(4) ENROLLEE TRANSFERS		(5) TOTAL # OF COMPLETIONS		(6) % OF COMPLETIONS	(7) # OF WAIVERS	(8) % OF WAIVERS	(9) # OF ELIGIBLE COMPLETIONS	(10) TOTAL # OF PLACEMENTS	(11) % OF PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
		Apr 2015	Jan 2014										
		Apr 2015	Feb 2014										
	4	Jun 2013	Mar 2014	4		3		75.00%		0.00%	3	1	33.33%
		Apr 2015	Apr 2014										
		Apr 2015	May 2014										
	4	Sep 2013	Jun 2014	4		4		100.00%		0.00%	4	4	100.00%
		Apr 2015	Jul 2014										
	5	Nov 2013	Aug 2014	6	1	4	1	100.00%	1	25.00%	3	3	100.00%
		Apr 2015	Sep 2014										
		Apr 2015	Oct 2014										
	3	Mar 2014	Nov 2014	3		3		100.00%		0.00%	3	3	100.00%
		Apr 2015	Dec 2014										
	16	Summation:		17	1	14	1	93.75%	1	7.14%	13	11	84.62%
		Adjusted Placement:											

Accrediting Council for Continuing Education & Training

Completion and Placement Statistics (Document 28.1)

Calendar Year: 2014

Location: Meredith Manor International Equestrian, Waverly, WV (Main)

Update as of: 02:24 PM EDT on 27 Apr 2015

Program: Riding Master I-VI

Meredith Manor International Equestrian Centre, ACCET ID: 242

147 Saddle Lane

Waverly WV 26184

Program status: Active

Full-Time: Yes Part-Time: Title IV: International Students: Yes

Classification of Instructional Programs (CIP) Code: 01.0507

(1) TOTAL # STARTS SCHED TO GRAD		(2) START	(3) SCHEDULED GRADUATION	(4) ENROLLEE TRANSFERS		(5) TOTAL # OF COMPLETIONS		(6) % OF COMPLETIONS	(7) # OF WAIVERS	(8) % OF WAIVERS	(9) # OF ELIGIBLE COMPLETIONS	(10) TOTAL # OF PLACEMENTS	(11) % OF PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
		Apr 2015	Jan 2014										
		Apr 2015	Feb 2014										
7	7	Nov 2013	Mar 2014	7	7	5		71.43%		0.00%	5	4	80.00%
		Apr 2015	Apr 2014										
		Apr 2015	May 2014										
6	4	Mar 2014	Jun 2014	8	10	3		75.00%		0.00%	3	2	66.67%
		Apr 2015	Jul 2014										
1	8	Jun 2014	Aug 2014	11	4	6		75.00%		0.00%	6	4	66.67%
		Apr 2015	Sep 2014										
		Apr 2015	Oct 2014										
4	4	Sep 2014	Nov 2014	6	6	4		100.00%	2	50.00%	2	2	100.00%
		Apr 2015	Dec 2014										
18	23	Summation:		32	27	18		78.26%	2	11.11%	16	12	75.00%
		Adjusted Placement:											

Accrediting Council for Continuing Education & Training

Completion and Placement Statistics (Document 28.1)

Calendar Year: 2014

Location: Meredith Manor International Equestrian, Waverly, WV (Main)

Update as of: 02:24 PM EDT on 27 Apr 2015

Program: Equine Science Master

Meredith Manor International Equestrian Centre, ACCET ID: 242

147 Saddle Lane

Waverly WV 26184

Program status: Active

Full-Time: Yes Part-Time: Title IV: Yes International Students: Yes

Classification of Instructional Programs (CIP) Code: 01.0507

(1) TOTAL # STARTS SCHED TO GRAD		(2) START	(3) SCHEDULED GRADUATION	(4) ENROLLEE TRANSFERS		(5) TOTAL # OF COMPLETIONS		(6) % OF COMPLETIONS	(7) # OF WAIVERS	(8) % OF WAIVERS	(9) # OF ELIGIBLE COMPLETIONS	(10) TOTAL # OF PLACEMENTS	(11) % OF PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
		Apr 2015	Jan 2014										
		Apr 2015	Feb 2014										
4	4	Jun 2013	Mar 2014			1		25.00%		0.00%	1		0.00%
		Apr 2015	Apr 2014										
		Apr 2015	May 2014										
10	8	Sep 2013	Jun 2014		2	7		87.50%		0.00%	7	6	85.71%
		Apr 2015	Jul 2014										
5	5	Nov 2014	Aug 2014	1	1	4		80.00%	2	50.00%	2	2	100.00%
		Apr 2015	Sep 2014										
		Apr 2015	Oct 2014										
2	3	Mar 2014	Nov 2014	2	1	3		100.00%		0.00%	3	3	100.00%
		Apr 2015	Dec 2014										
21	20	Summation:		3	4	15		75.00%	2	13.33%	13	11	84.62%
		Adjusted Placement:											

Accrediting Council for Continuing Education & Training

Completion and Placement Statistics (Document 28.1)

Calendar Year: 2014

Location: Meredith Manor International Equestrian, Waverly, WV (Main)

Update as of: 02:24 PM EDT on 27 Apr 2015

Program: Shoeing Short Course

Meredith Manor International Equestrian Centre, ACCET ID: 242

147 Saddle Lane

Waverly WV 26184

Program status: Active

Full-Time: Yes Part-Time: Title IV: International Students: Yes

Classification of Instructional Programs (CIP) Code: 01.0507

(1) TOTAL # STARTS SCHED TO GRAD		(2) START	(3) SCHEDULED GRADUATION	(4) ENROLLEE TRANSFERS		(5) TOTAL # OF COMPLETIONS		(6) % OF COMPLETIONS	(7) # OF WAIVERS	(8) % OF WAIVERS	(9) # OF ELIGIBLE COMPLETIONS	(10) TOTAL # OF PLACEMENTS	(11) % OF PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
		Apr 2015	Jan 2014										
		Apr 2015	Feb 2014										
1	1	Nov 2013	Mar 2014			1		100.00%		0.00%	1	1	100.00%
		Apr 2015	Apr 2014										
		Apr 2015	May 2014										
2	2	Mar 2014	Jun 2014			1		50.00%		0.00%	1	1	100.00%
		Apr 2015	Jul 2014										
		Apr 2015	Aug 2014										
		Apr 2015	Sep 2014										
		Apr 2015	Oct 2014										
		Apr 2015	Nov 2014										
		Apr 2015	Dec 2014										
3	3	Summation:				2		66.67%		0.00%	2	2	100.00%
		Adjusted Placement:											