



ACCET Document 12.b – Annual Report and Enrollment Statistics

Institution Name:

ACCET ID:

Policy Requirements: Institutions accredited by ACCET must submit annual reports and related documentation on a timely basis for review in order to assess ongoing compliance with standards, policies, and procedures. Document 12.b – Annual Report and Enrollment Statistics is due thirty (30) days after the closing date of an ACCET-accredited institution's fiscal year. The information contained in this report will be used to assess ongoing compliance, update records, establish the proportionate level of sustaining fees, and provide for a periodic review of changes in institutional characteristics.

Legal/Regulatory Status

1. Have there been any complaints, legal actions, judgments, or involuntary liens filed against the institution?

Yes () No ()

If yes, provide a description of the outcome or a status update.

2. Have any federal reviews/audits been conducted.

Yes () No ()

If yes, provide a description of the outcome or a status update.

3. Have there been any reviews/audits conducted by any state agency or any accrediting agency other than ACCET?

Yes () No ()

If yes, provide a description of the outcome or a status update.

4. Is the institution under investigation by any state or federal agency?

Yes () No ()

If yes, provide a description of the outcome or a status update.

Enrollment Data

Calculate and record the participant clock hours separately for the main campus and each branch. Include the participant clock hours for any auxiliary classrooms and/or temporary avocational classrooms with the total participant clock hours reported for the affiliated main or branch campus.

For the fiscal year reported, include **all** participants whose program start date(s) occurred during the fiscal year by program or course. Include hours for all programs and standalone courses/classes (e.g., workshops for completion of CEUs, contractual training for avocational purposes).

- For each program/course (except language programs/courses), report the total number of participant hours, as follows: # Participant Clock Hours = (# enrollees) times (approved program length in clock hours).
- For language programs/courses, the total number of participant hours may be determined based on booking weeks, as follows: # Participant Clock Hours = (# booking weeks for all enrollees) times (# scheduled hours @ week)

Note: When participant clock hours and/or revenues reported for the current year deviate from the prior year by plus (+) or minus (-) 20% or more, a written explanation for these changes must be provided.

Title(s): Course or Program	Prior Year Number of enrollees	Prior-Year Length in scheduled clock hours	Prior Year Number of participant clock hours equal enrollees times length	Current Year Number of enrollees	Current Year Length in scheduled clock hours	Current Year Number of participant clock hours equal enrollees times length
Example:						
Management Course	200	30	6,000	250	30	7,500
Computer Office Program	75	330	24,750	82	330	27,060
Total Participant Hours	275		30,750	332		34,560
Totals						
Total Tuition Revenue Reported Prior Year				\$		
Total Tuition Revenue Report Current Year				\$		