STATE BOARD OF CAREER COLLEGES AND SCHOOLS

30 East Broad Street, Suite 2481, Columbus, OH 43215
(614) 466-2752 · Fax (614) 466-2219 · Toll Free (877) 275-4219
E-mail: bpsr@scr.state.oh.us · Website: http://scr.ohio.gov/

Instructions for Completion of FY 2015 Annual Report

General Instructions:

The Fiscal year ("FY") 2015 annual report is to completed via the online annual report portal ("Edvera") that can be found here: http://oh.edvera.com/ Once your data has been completed and submitted to the Board for review, it will be either accepted or it will be reverted back to the school to correct any errors that have been identified. For instructions on how to logon to the EDvera system please refer to the next page of this document. Any questions concerning the annual report should be addressed to Laura Essman at the State Board office at laura.essman@scr.state.oh.us or 614-466-7833.

Please complete the FY 2015 Annual Report form by **October 23, 2015**. Reports must be in conformance with the following instructions. The reports that do not conform to the instructions will be returned to the submitting school for corrections. If you have any questions concerning the Annual Report, please refer to the instructions contained herein.

The following schedule of late fees will be assessed to schools who fail to file their FY 2015 Annual Report by **October 23, 2015**:

AFTER OCTOBER 23, 2015	**$100.00**
AFTER NOVEMBER 13, 2015	**$500.00**
AFTER NOVEMBER 27, 2015	**NO REPORTS ACCEPTED**

Submission of the Annual Report is not an OPTION.
The Report is mandated by Ohio Administrative Rule 3332-1-23.

Edvera Logon Instructions

To log into the EDvera system you may use the same username (school director's email address) and password that were used to complete the 2014 Annual Report or Data Verification Process (or submit any other online application). If you did not complete the 2014 Annual Report you can submit a request for a new Edvera account to Laura Essman at the State Board office < laura.essman@scr.state.oh.us >.

Once you have logged on the Edvera the annual report submission portal can be found by doing the following:

1. Click on the “Documents” tab.
2. Click on the “New” tab and select “Annual Report”
3. Enter the data requested for submission of the 2015 Annual Report.

Resetting a Password

If you have forgotten your password (or never received a password) you may reset your password by going to http://oh.edvera.com and doing the following:

1. Click the "click here to log in" link
2. Click the "Reset password" link under the login button
3. Enter your email and click the "Send me password reset instructions" button
4. In the email you receive, click on the link
5. In EDvera, enter your new password, confirm, and click the "Update my password and log me in" button
6. Your password is now updated and you are logged into EDvera

Annual Report Data Submissions

Part I - School Information

Contact Name and Email: List the name/email of the contact person who should be contacted if there is a question about the annual report.

Part II - Summary of Annual Placement Report

List total number of approved programs even if no students are enrolled in the programs. Complete each appropriate program level for your school (i.e. Advanced Degree, Associate, Diploma, or Certificate). Total all columns for a grand total of all programs. **NOTE**: Out-of-state schools need to list Ohio students only.

Enrollment (A): All students who were enrolled in a program any time between July 1, 2014 through June 30, 2015 must be counted. If a student enrolled in a program and dropped out (for any reason) then re-enrolls, during the period, the student should NOT be counted again.

Withdrawals (B): Students who are dismissed or withdraw, for any reason, during the period of July 1, 2014 through June 30, 2015 must be counted and reported. However, if the same student re-enrolls, and then withdraws, the student should NOT be counted.

Completions (C): All students who completed a program during the period of July 1, 2014 through June 30, 2015, must be counted and reported.

Still Enrolled (D): All students still enrolled at the end of the reporting period.

Placed Related (E): The number of students who completed a program during the reporting period, who were employed in a job following graduation that was directly related to their program of instruction at the school.

Placed Unrelated (F): The number of students who completed a program during the reporting period, who were employed in a job following graduation that was NOT directly related to the program of instruction at the school.

Not Placed (G): Students who were seeking employment, but were not employed following graduation.

Not Available for Placement (H): The number of students who, for whatever reason, are unavailable for placement. These could be students who are already employed or due to medical or other personal reasons are not seeking placement. Also, this number could include students who have failed to report their placement status to the school.

Part III - School Employee Profile

Report and categorize all school employees. Out-of-state schools should report only agents and/or other employees who are working in the state of Ohio. Categorize employees according to their major job duties. This is done with the definitions listed below.

Types of Employees:

Administrative: Director, President, Vice President, Assistant Director, Director of Education, and other similar positions.

Instructor: Classroom teachers.

Professional: Financial Aid Officer, Placement Officer, Counselor, Psychologist, Registrar, Treasurer, Comptroller, and other similar positions.

Agent: Student Recruiters and Admissions representatives.

Other: Clerical, Maintenance Personnel, Drivers, and other whose jobs require only basic skills.

Employee Status:

Full-time: Those employees who work 30 or more hours per week.

Part-time: Those employees who work 29 or less hours per week.

Part IV - Total Annual Wages of all School Employees

Compute the total annual wages of all employees that work for the school. Out-of-state schools should report only report agents and/or other employees who are working in the state of Ohio. Use wages paid to all individuals during the entire year.

Schools may report their annual wages for either Fiscal Year July 1, 2014 through June 30, 2015, or for the calendar year January 1, 2014 through December 31, 2014.

Part V - Income and Expenditures

Report the school's gross estimated income and expenditures for either the period of Fiscal Year July 1, 2014 through June 30, 2015, or for the calendar year January 1, 2014through December 31, 2014.

Some schools are a part of a larger enterprise or corporation. The gross income and expenditures reported should be for the school only, not the enterprise or corporation.

Part VI - Enrollment Totals

List the number of new students enrolled during either the period July 1, 2014 through June 30, 2015. Do not include continuing students that enrolled during previous years.

List the average number of students enrolled during an academic term.

Part VII - Directory Information

List the average tuition and fee charge for full-time students during an academic term (Quarter, Semester). For schools with only one academic term, list the average tuition and fee charge for the program.

List the total dollar amount of institutional grant and scholarships awarded by the school during the period July 1, 2014 through June 30, 2015.

List the person whom students should contact for admissions information.

List the names of employers of recent graduates of your school (please separate names by commas).

List the types (sources) of financial assistance available for students. This may include federal financial aid (federal student loans and pell grants), state grants, private financial aid (SLM Loans, Key Bank, etc), BVR funding, VA funding, etc. (please separate types of assistance available by commas).