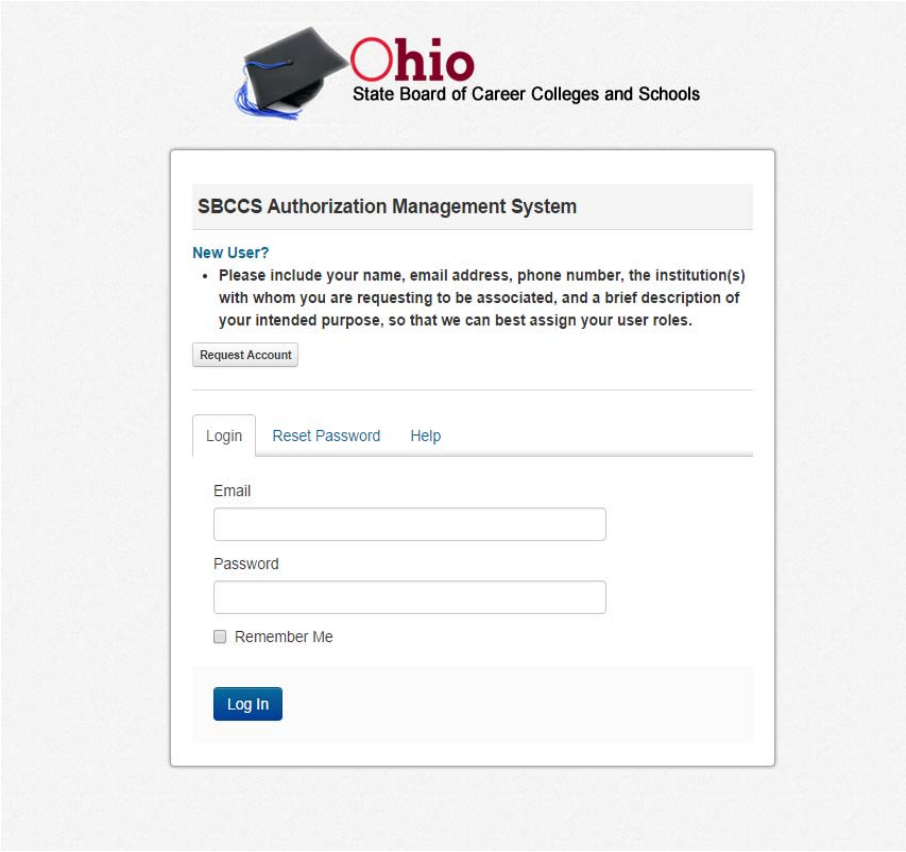
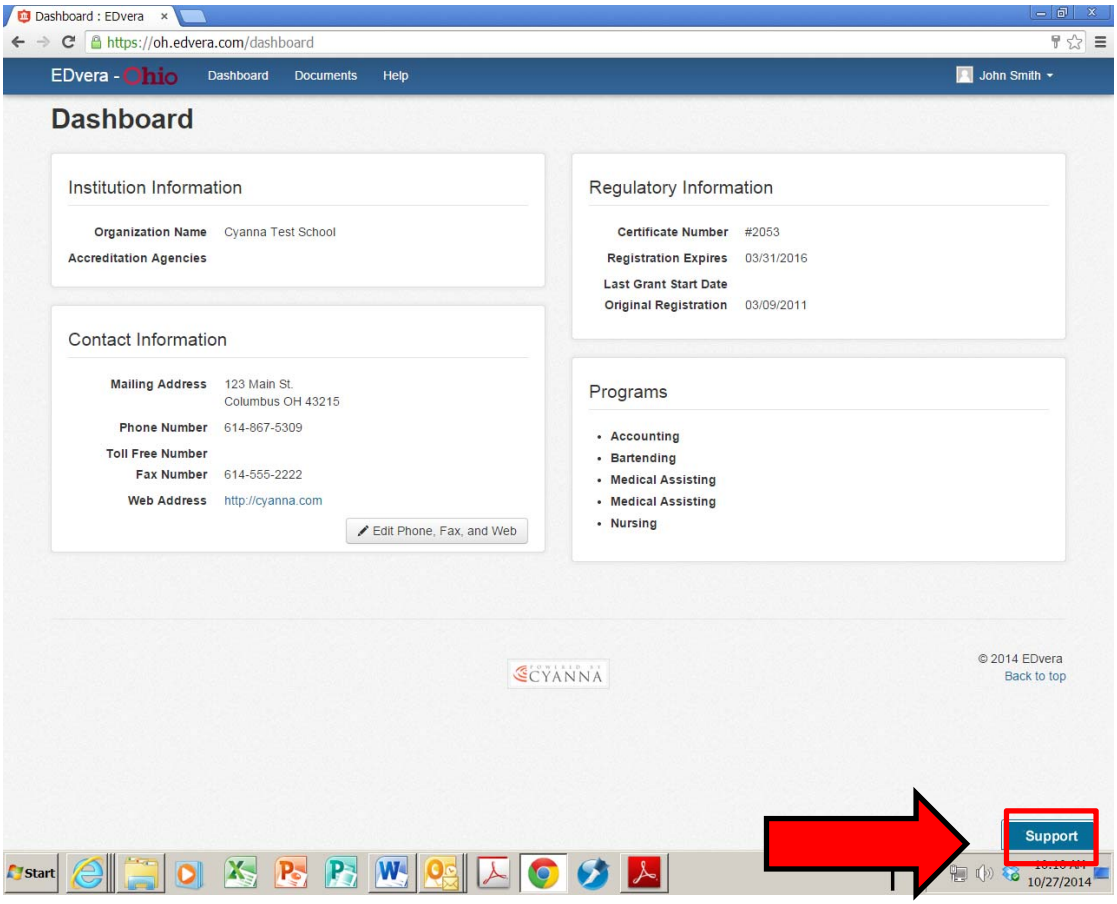
Annual Report Instructions

Log-In Instructions

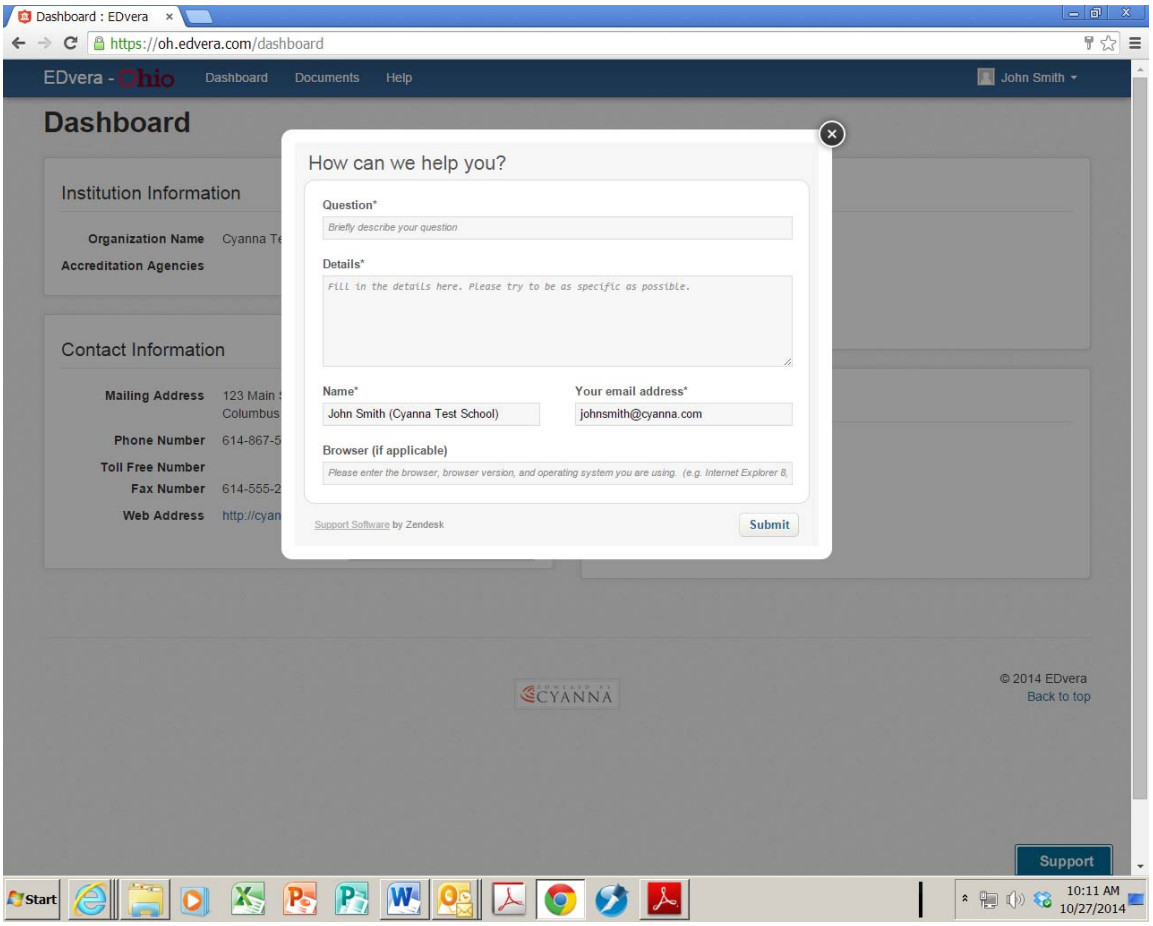
1. Go to https://oh.edvera.com
2. Login Screen (See picture below)
    a. Enter your email address and password (If you previously completed the online Ohio annual report, this would be the same email address and password)
    b. If you have forgotten your password click on the "Reset Password" link to reset your password
    c. If you need to create a new account, click on the "Request Account" tab and the process to create an account will begin [Note it generally takes one (1) business day to create a new account due to security reasons and the need to verify the new user].
3. After you have successfully logged in you should be directed to the main dashboard screen for your school.
4. If you have log-in problems or questions please contact Laura Essman at laura.essman@scr.state.oh.us or 614-466-7833.



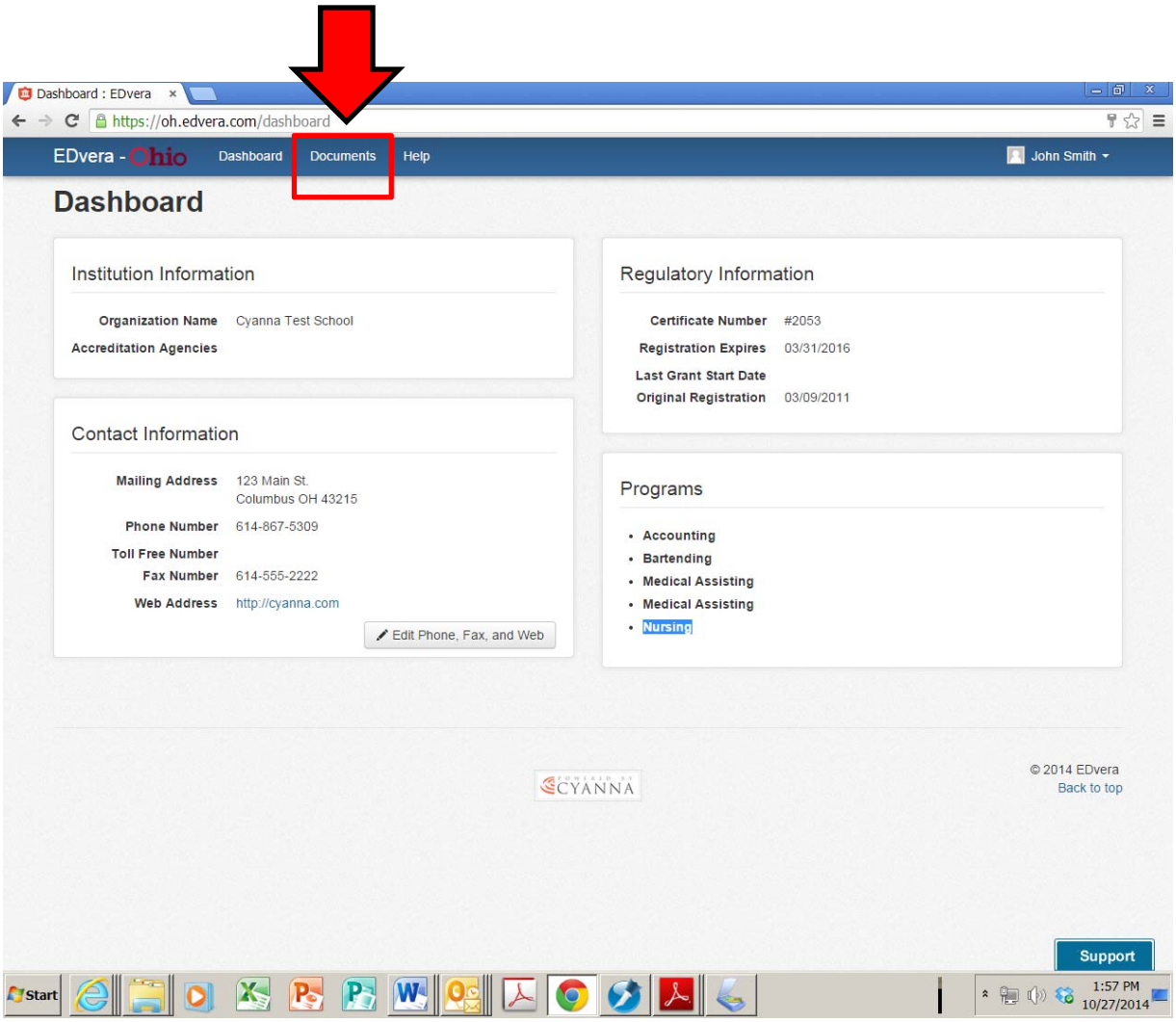
Main Dashboard Screen: This main dashboard screen contains general directory information about your school. Note that some information may be missing and/or incorrect and will be corrected during the data verification process. When you have technical problems with the system you can click on the "Support" tab that appears at the bottom of each page. When you click on support you will see the system support screen (see next page).



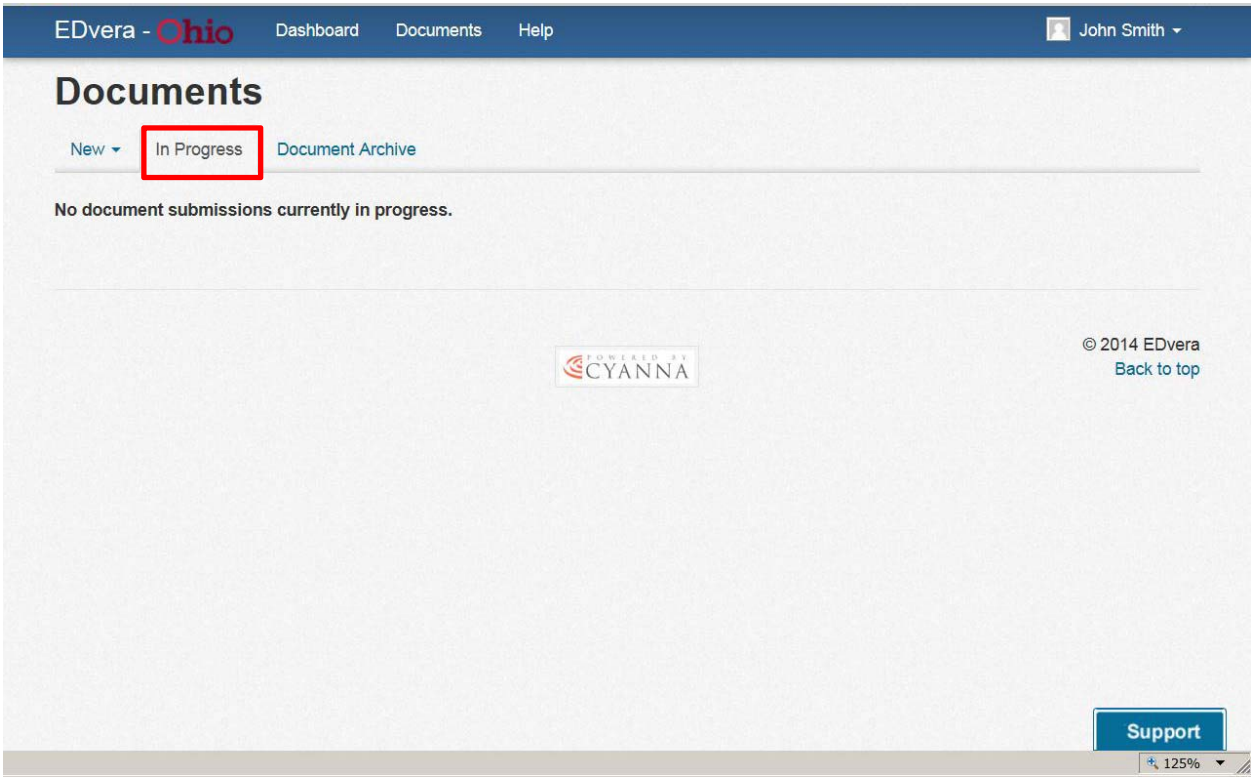
System Support Screen: Please fill in the requested information and you will be contacted via email to resolve your support issue.



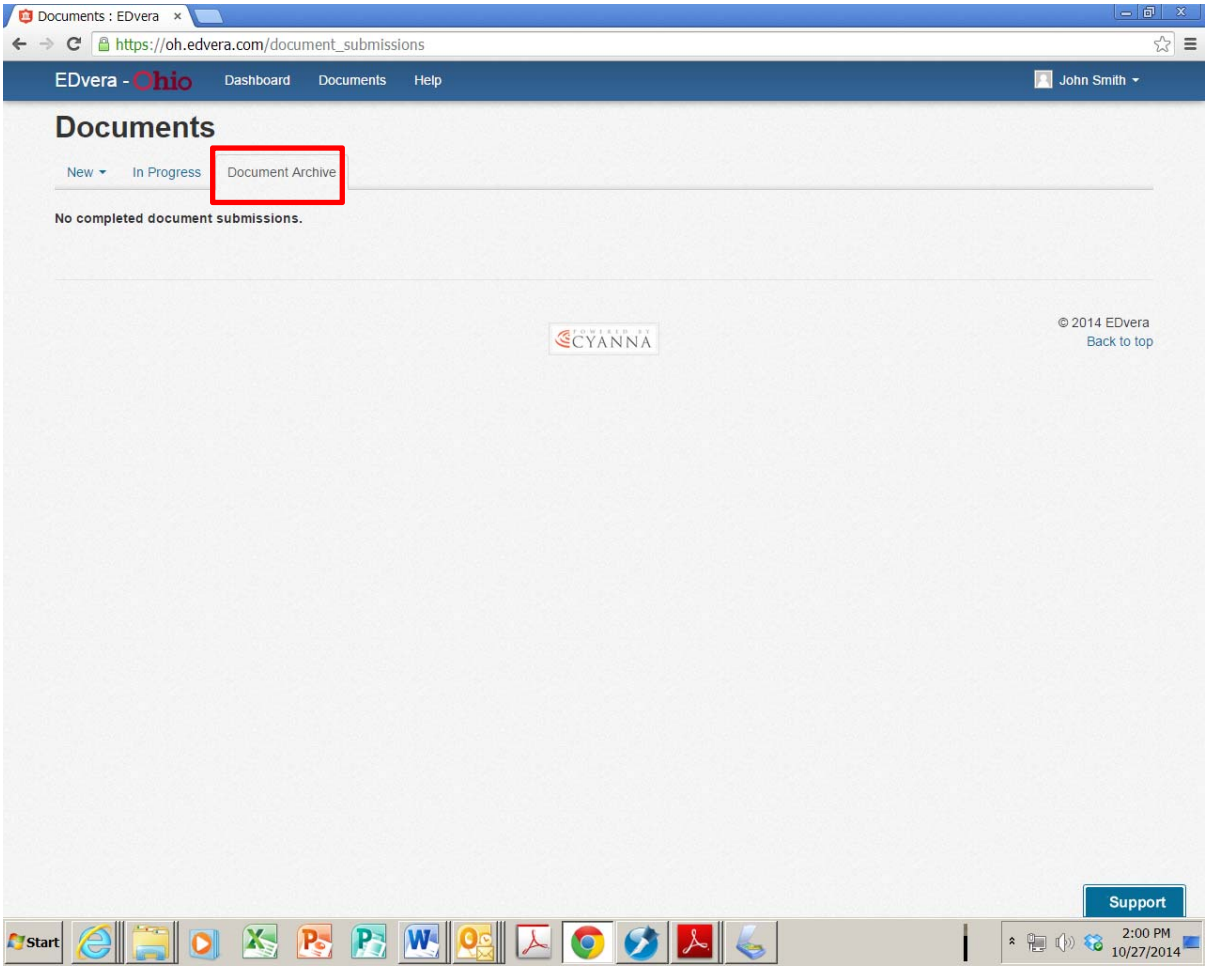
Documents Tab: The first step in completing the Annual Report Form is to click on the "Documents" tab.



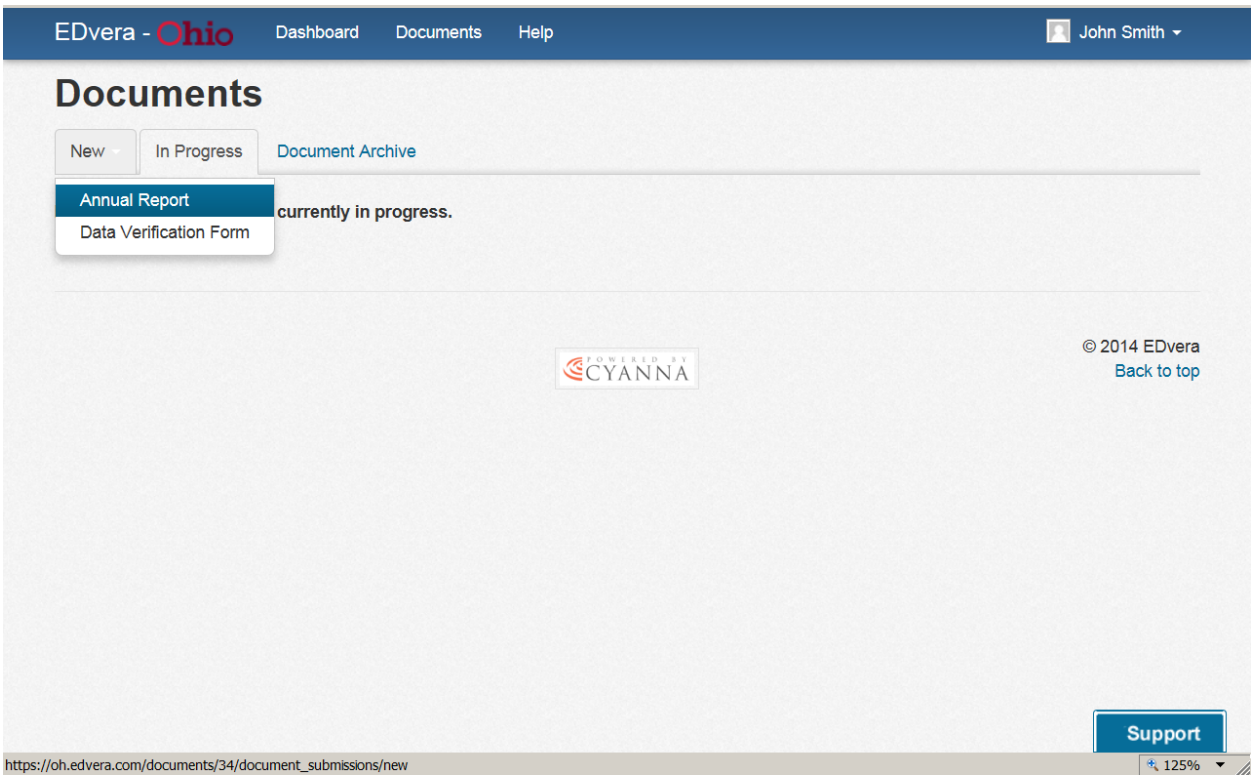
Documents Tab (Continued): The Documents tab contains three headings: "New", "In Progress", and "Document Archive". In the example below, we are looking at the "In Progress" tab. (Please note that you may see some documents already in progress for your school). Under the "In Progress" heading the user will see documents that have been created but have not yet been submitted, as well as documents that have been submitted but not yet approved.



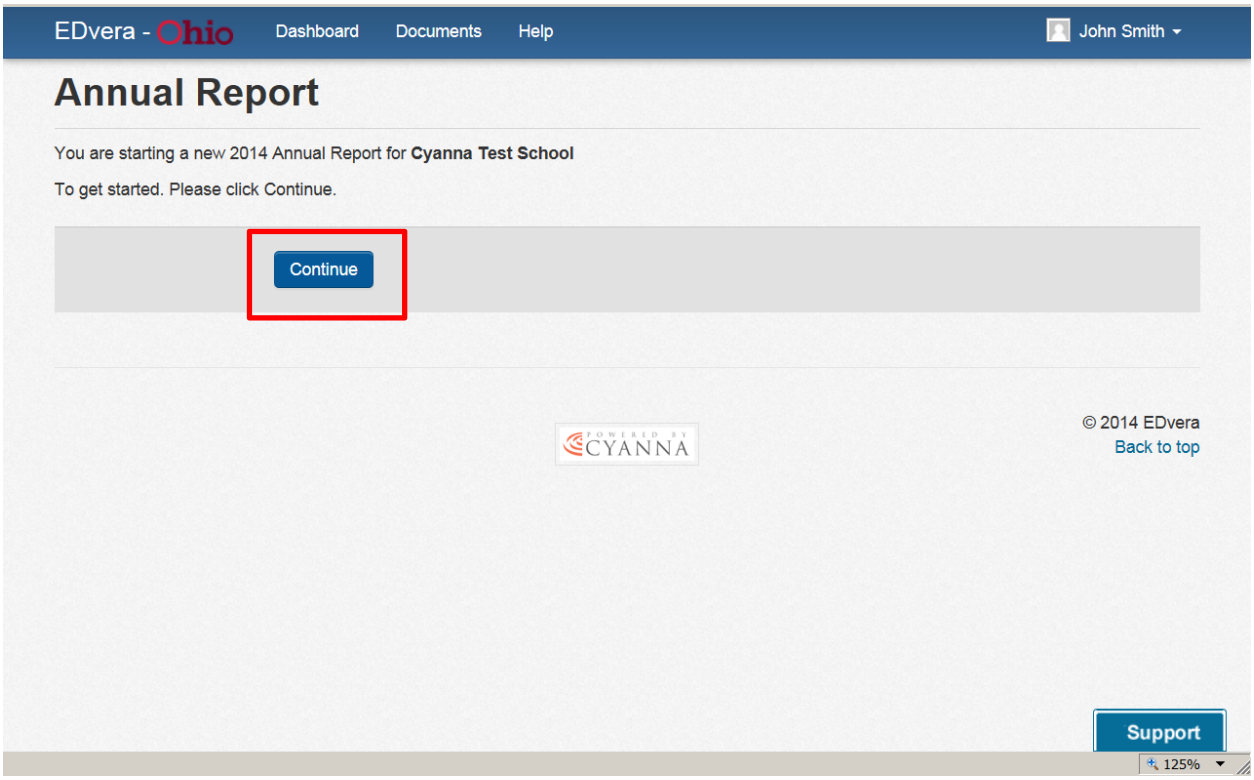
Documents Tab (Continued): The Documents tab also contains a heading for "Document Archive". Under this heading the user will see previously submitted documents that were completed and approved.



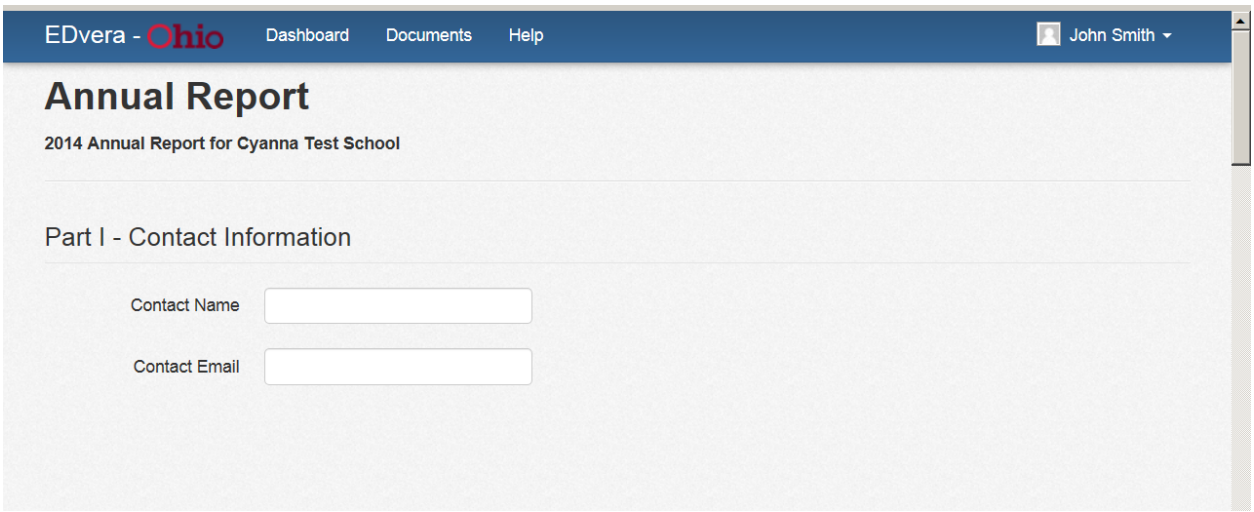
Documents Tab (Continued): The Documents tab also contains a heading for "New" documents. If the user clicks on that heading, the user will see two choices: Annual Report or Data Verification Form. In the future you will see other options here including new program, school renewal, agent application, etc. For this example you should click on "Annual Report".



Annual Report: To start a new Annual Report Form, click on the "Continue" tab.



Annual Report (Part I): In this section, enter the name and email address of the person who should be contacted if there are questions about the annual report.



Annual Report (Part II): Enter the information as defined below in Part II.

Enrollment (A): All students who were enrolled in a program any time between July 1, 2013 through June 30, 2014 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, 2013 through June 30, 2014 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, 2013 through June 30, 2014, must be counted and reported.

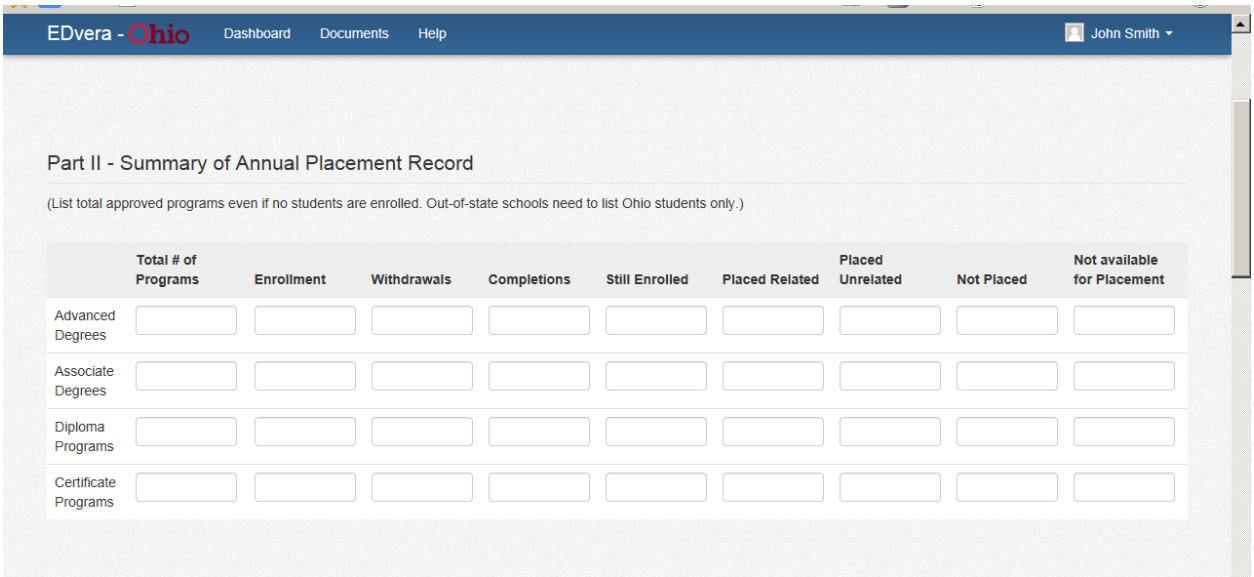
Still Enrolled (D): All students still enrolled at the end of the reporting period (June 30, 2014)

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.



Annual Report (Part III) School Employees: 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. **Note:** Full-time employees are generally considered an employee who works 30 or more hours per week.

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

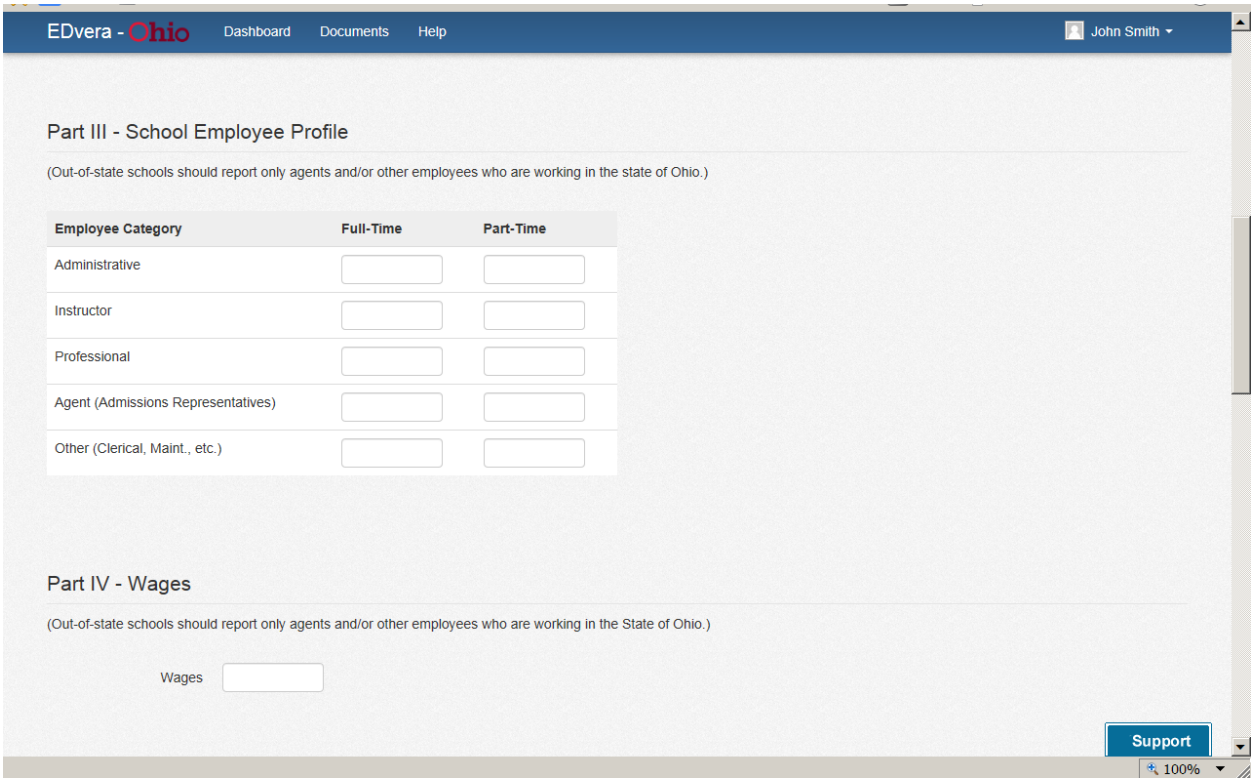
Instructor: Classroom teachers.

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

Agent: Student Recruiters and Admissions representatives.

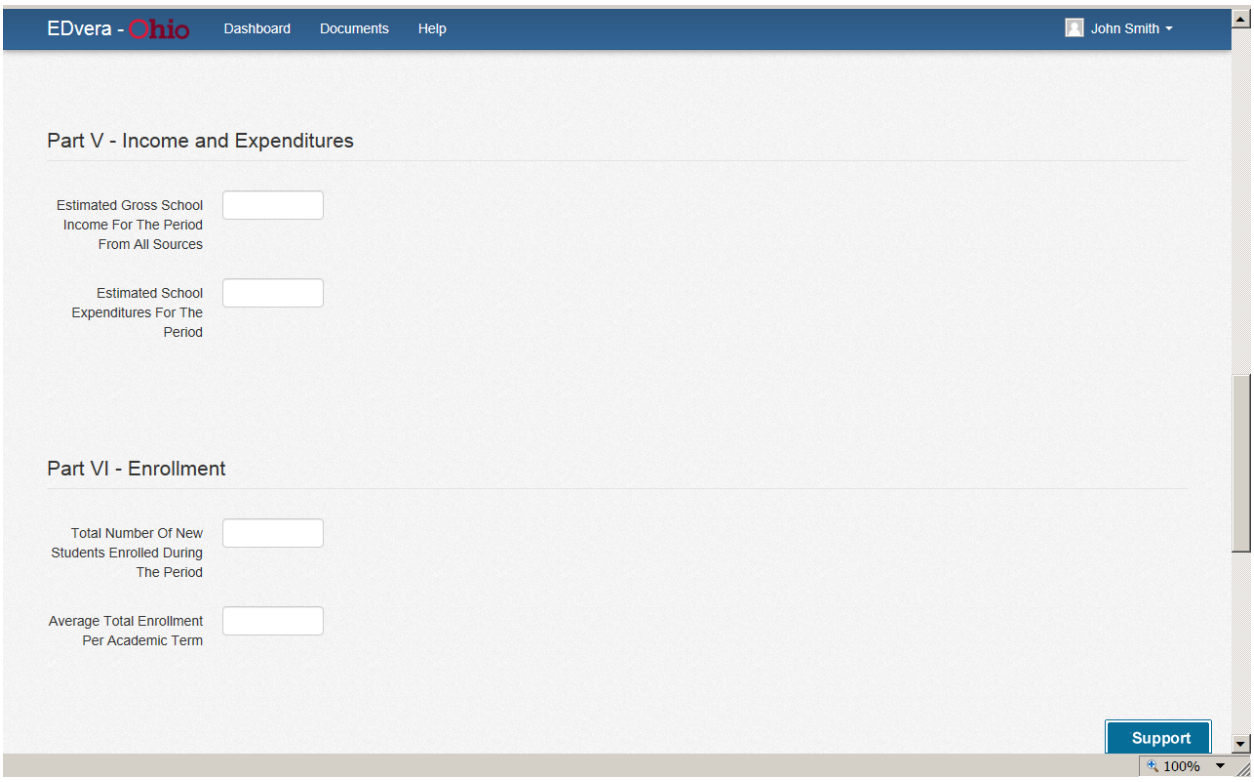
Other: Clerical, Maintenance Personnel, Drivers, and other whose jobs require only basic skills.

Annual Report (Part IV) - Wages: 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, 2013 through June 30, 2014, or for the calendar year January 1, 2013 through December 31, 2013.



Annual Report (Part V) Income and Expenditures: Report the school's gross estimated income and expenditures for either the period of Fiscal Year July 1, 2013 through June 30, 2014, or for the calendar year January 1, 2013 through December 31, 2013. Some schools are a part of a larger enterprise or corporation. The gross income and expenditures reported should be for the individual school only, not the larger enterprise or corporation.

Annual Report (Part VI) Enrollment: List the number of new students enrolled during either the period July 1, 2013 through June 30, 2014. Do not include continuing students that enrolled during previous years. List the total number of students enrolled during a typical academic term for the period July 1, 2013 through June 30, 2014.



Annual Report (Part VII) Directory Information: Please provide the following directory information:

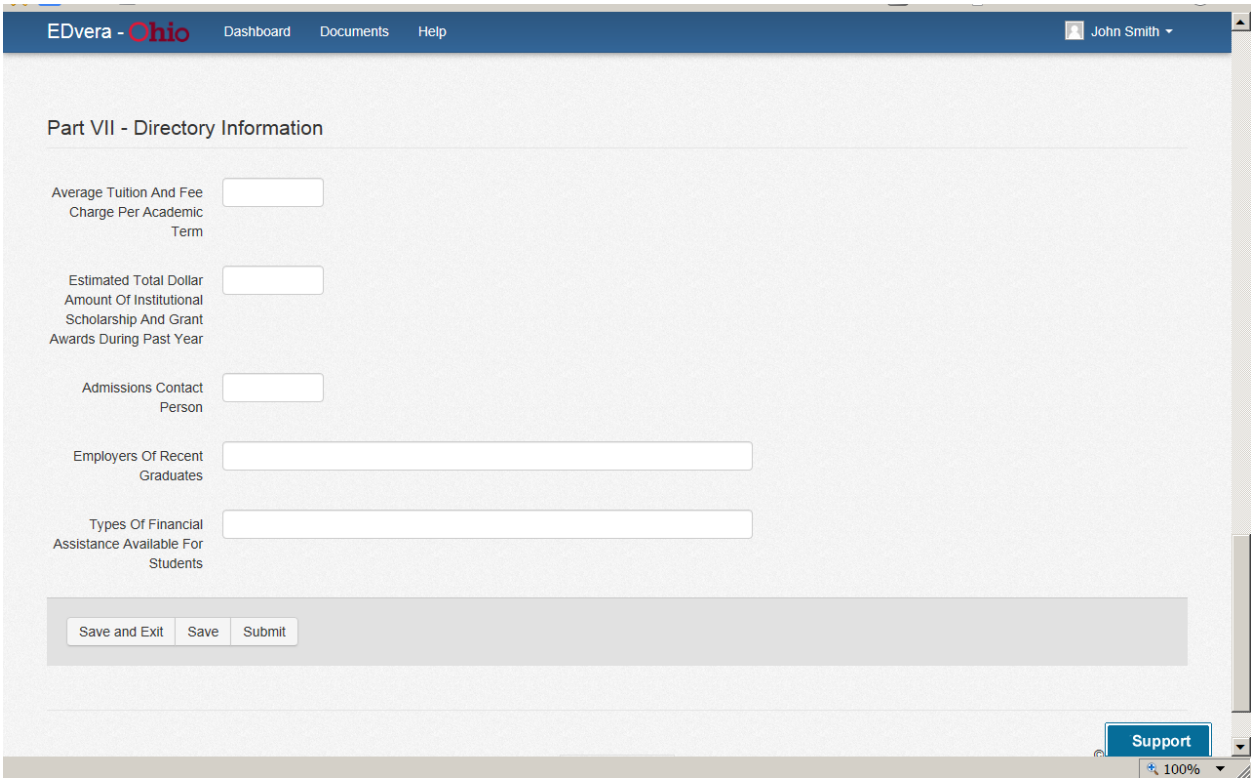
Tuition and Fees: List the average tuition and fee charge for full-time students during an academic term (Quarter, Semester). For schools with only one academic term, list the average tuition and fee charge for the program.

Grants and Scholarships: List the total dollar amount of institutional grant and scholarships awarded by the school during the period July 1, 2012 through June 30, 2013.

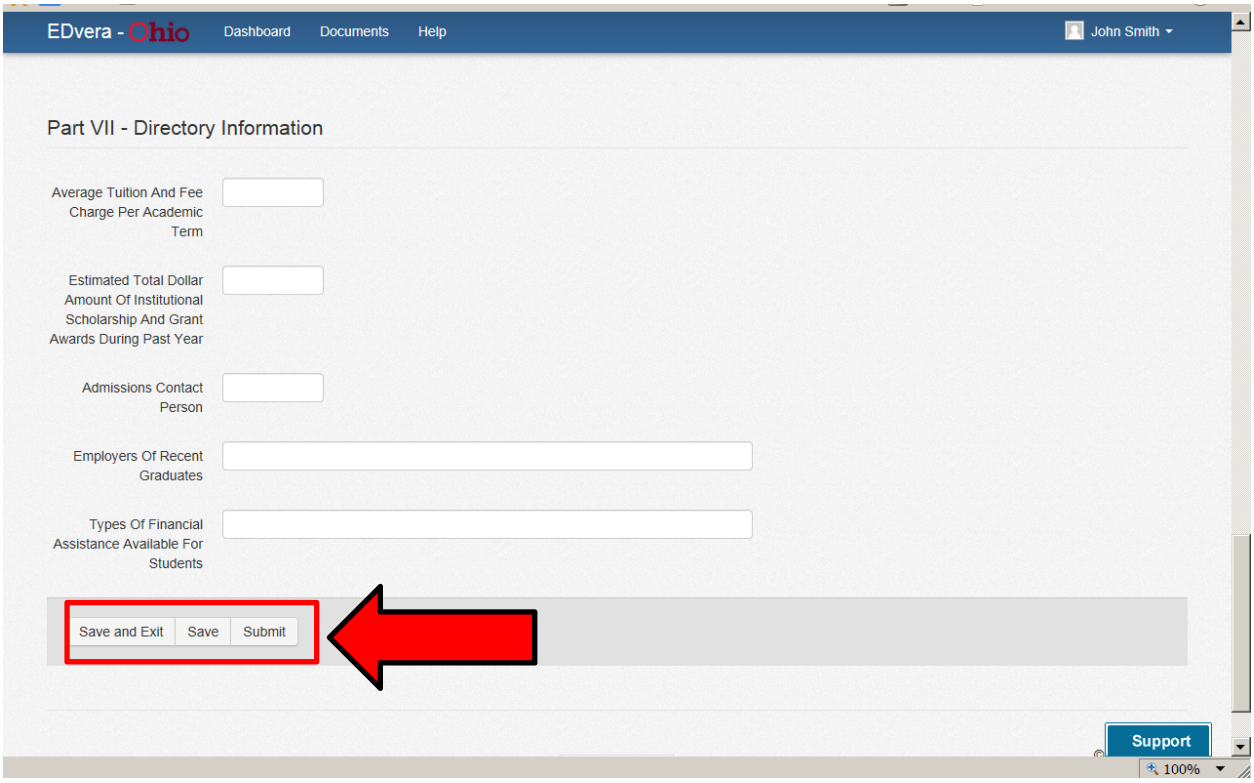
Admissions Contact: List the person whom students should contact for admissions information.

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

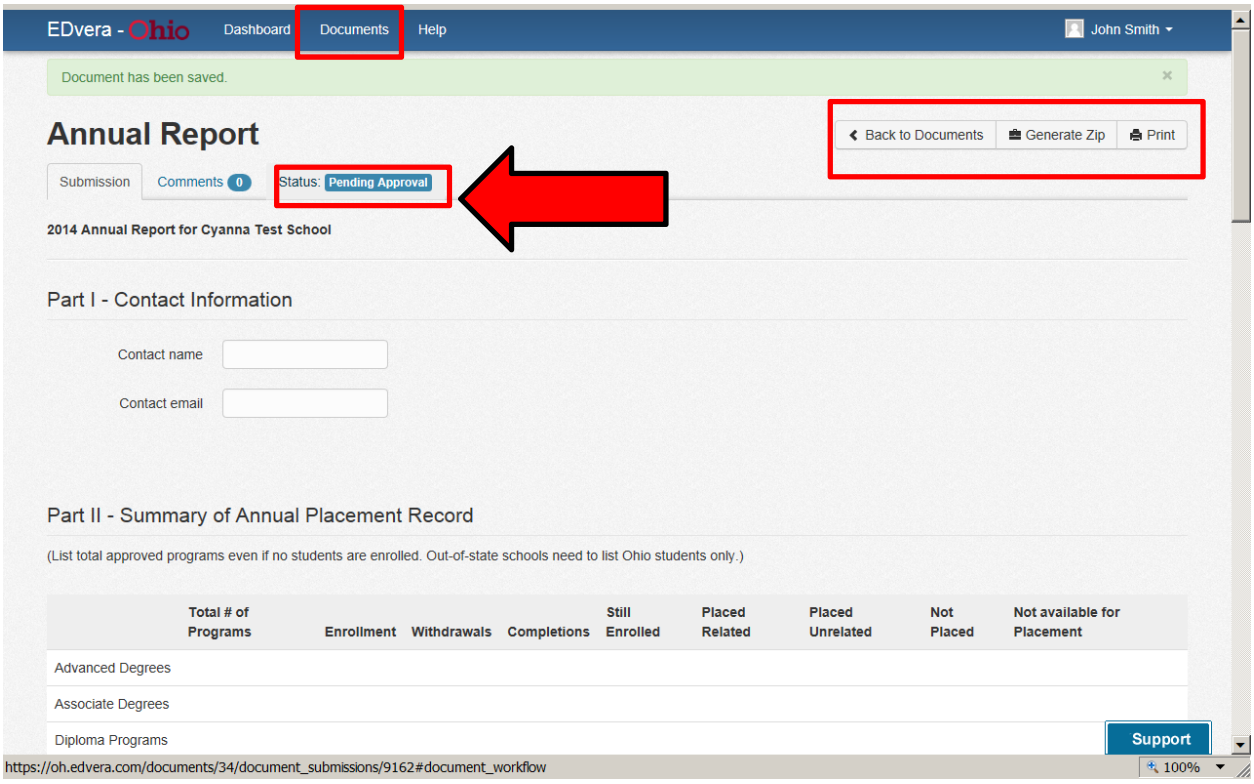
Financial Aid: List the types (sources) of financial assistance available for students. This may include federal financial aid (federal student loans and pell grants), state grants, private financial aid (SLM Loans, Key Bank, etc), BVR funding, VA funding, etc. (please separate types of assistance available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



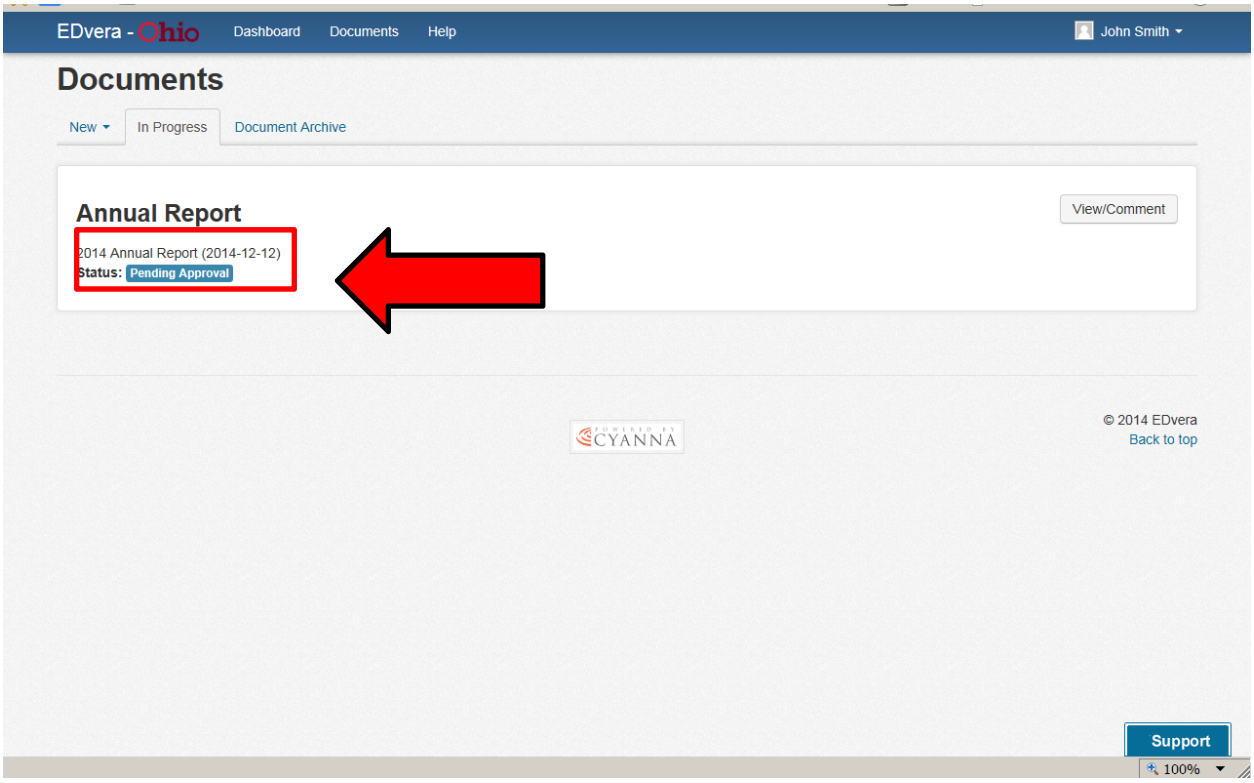
Annual Report (Submitting Your Report): Once the user is finished entering the information into the annual report form, the user can scroll to the bottom of the page and click on either "Save and Exit" or "Submit". The user should only "Submit" the Annual Report Form if you are finished entering all the information for this particular program. For the first example, the user in this case will click on "Submit".



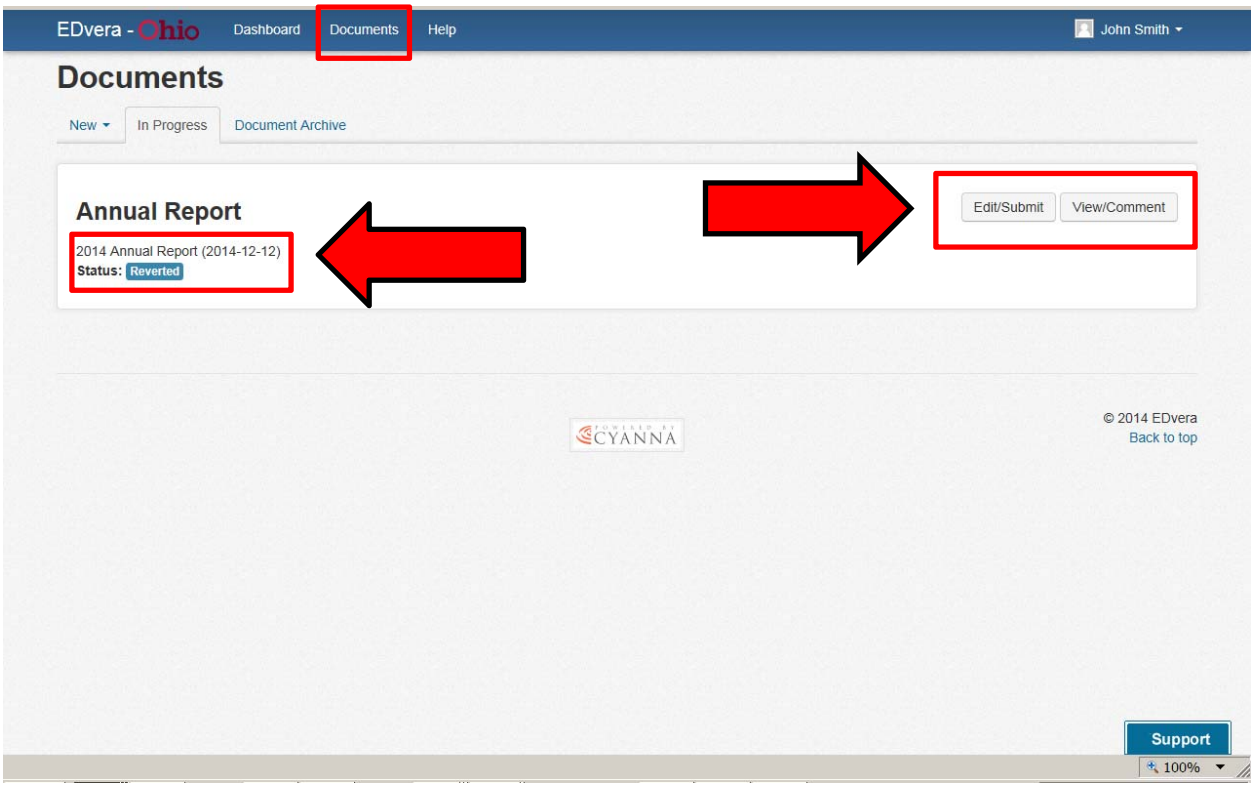
Annual Report (Submitting Your Report): Once the user has submitted the form it will be listed as "Pending Approval" (see below). The user can also print the form or save an electronic zip file of the form on this page. To return to the main documents page you can click on the "Back to Documents" tab on the right side of the page or the 'Documents" tab at the top of the page.



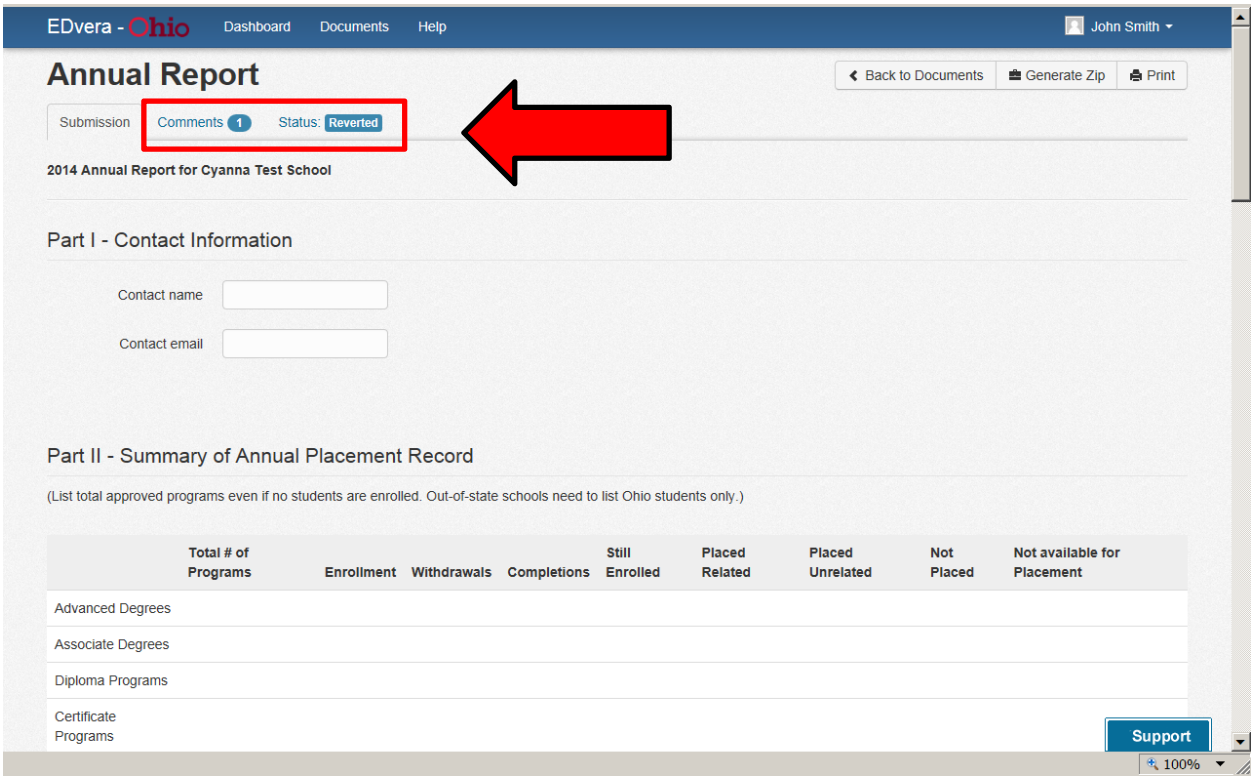
Annual Report (Submitting Your Report): When the user returns to the documents section, the user will now see the Annual Report Form is "Pending Approval". When the user has reached this point, the next step will be to wait until the form has been reviewed by the SBCCS office. Once the form has been reviewed, the user will receive an email notice and you can log back into the system to assure that the Annual Report Form has been accepted and/or to correct any errors or omissions.



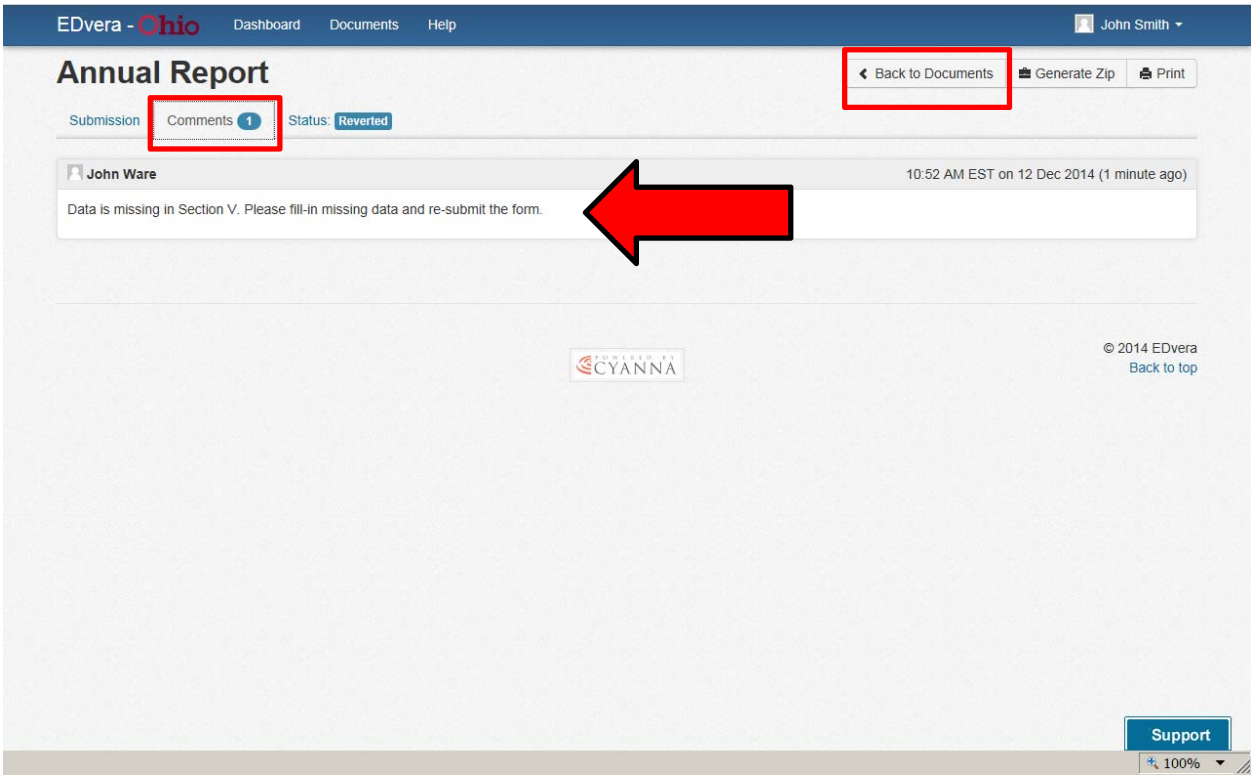
Annual Report (Submitting Your Report): After the Annual Report Form has been reviewed, the user can log back into the system and return to the Documents section to review the status of the pending documents. In the example below, the status of the Annual Report Form has changed to "Reverted". This means that the user will need to correct the reverted forms. To make corrections, the user should click on the "View/Comment" button.



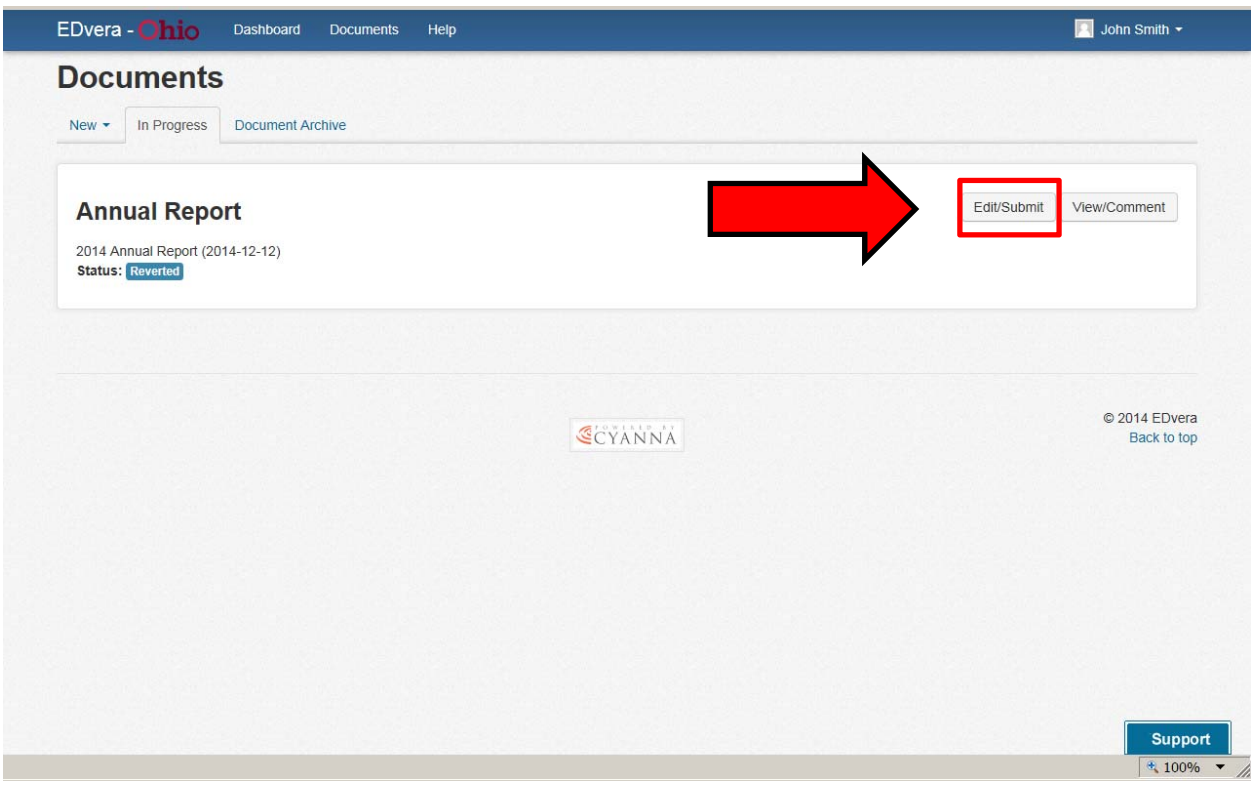
Annual Report (Submitting Your Report): When the user clicks on the "View Comment" button they will be returned to the Annual; Report Form. There are three tabs at the top of the form: "Submission", "Comments" and "Status". In the example below the user is currently looking at the "Submission" section which shows the information that has been submitted. [Note: No edits to the submission can be done in this section. The user must return to the previous page and select "Edit'/Submit" to edit the information.] In the "Comments" there is a "1" indicating that a comment has been made. To read the comment click on the "Comments" tab.



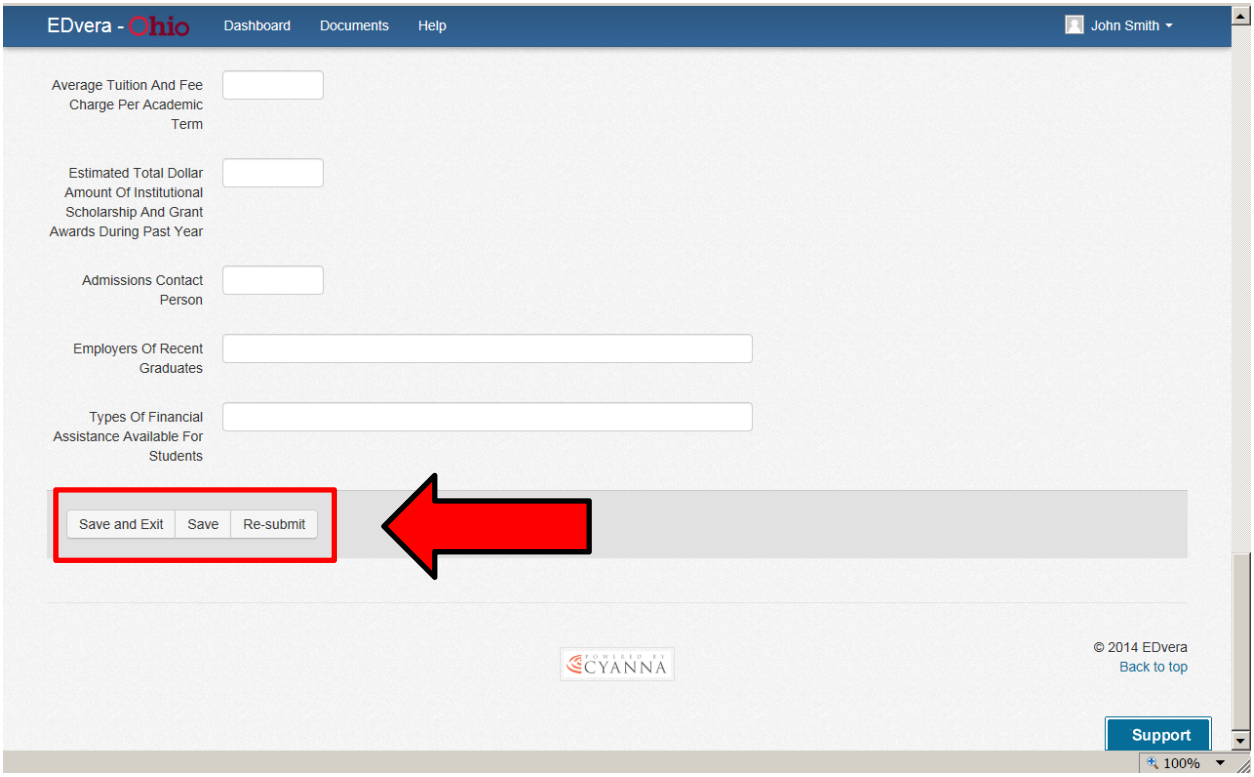
Annual Report (Submitting Your Report): When the user clicked the "Comments" tab they are brought to this page that shows the comment that was made. The comment below instructs the user as to what corrections need to be made to this Annual Report Form. In order to make the corrections the user will need to return to the "Documents" section.



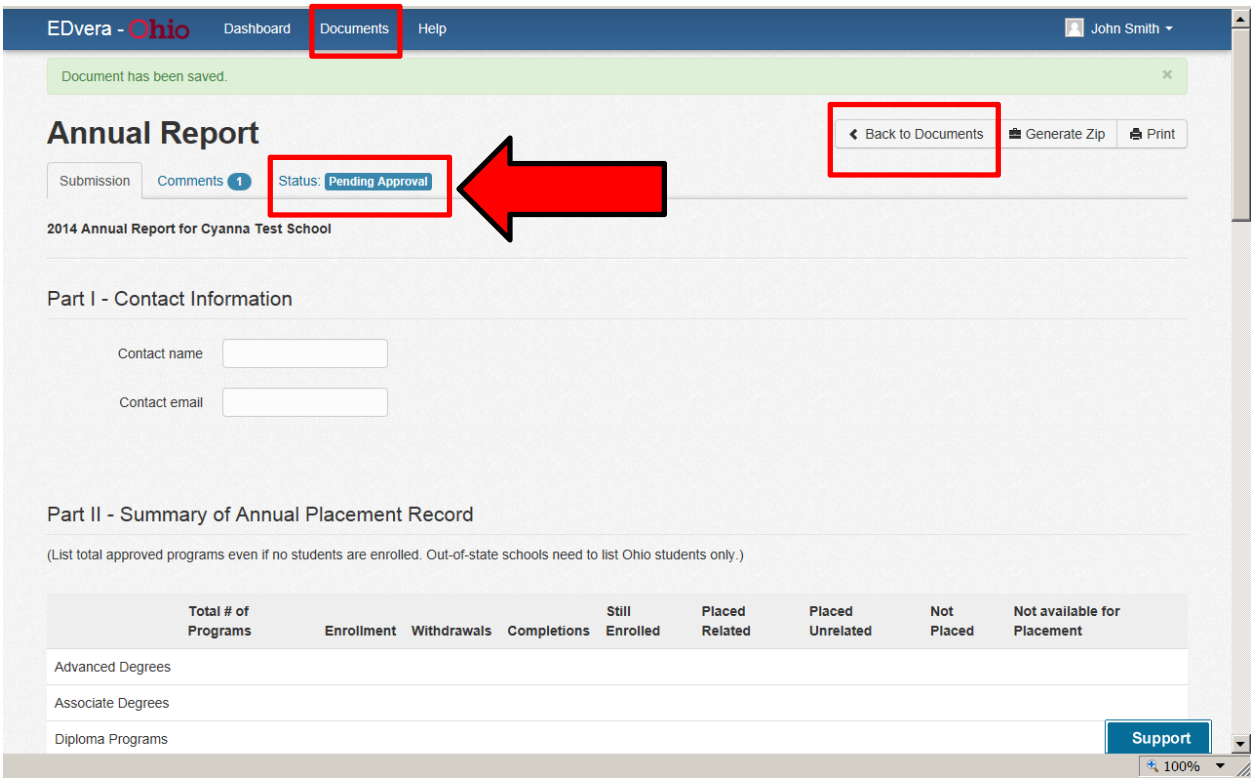
Annual Report (Submitting Your Report): To make corrections to any of the forms the user needs to click on the "Edit/Submit" button next to the form which will return the user to the Annual Report form so changes can be made.



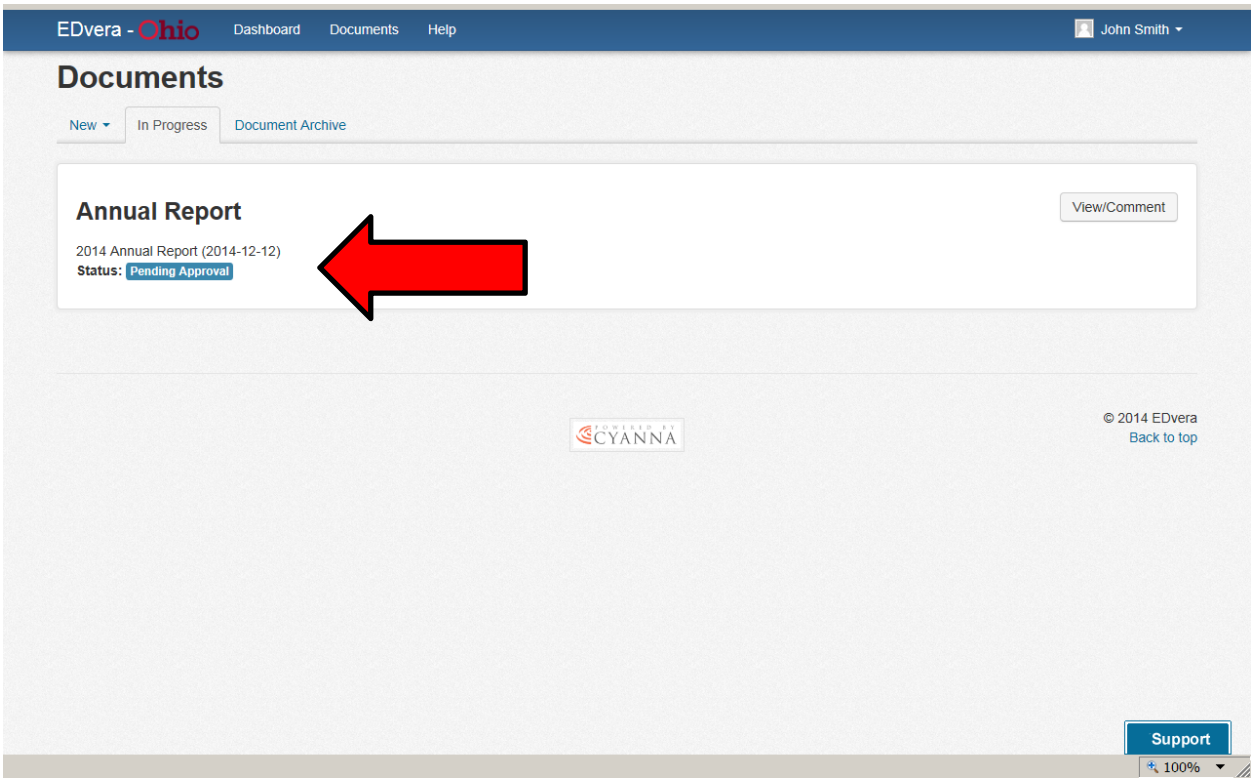
Annual Report (Submitting Your Report): Once the user has made the necessary corrections, the user should scroll to the bottom of the page and click on "Re-Submit". [The user can also click on "Save" or "Save and Exit" if they are not ready to Re-Submit.]



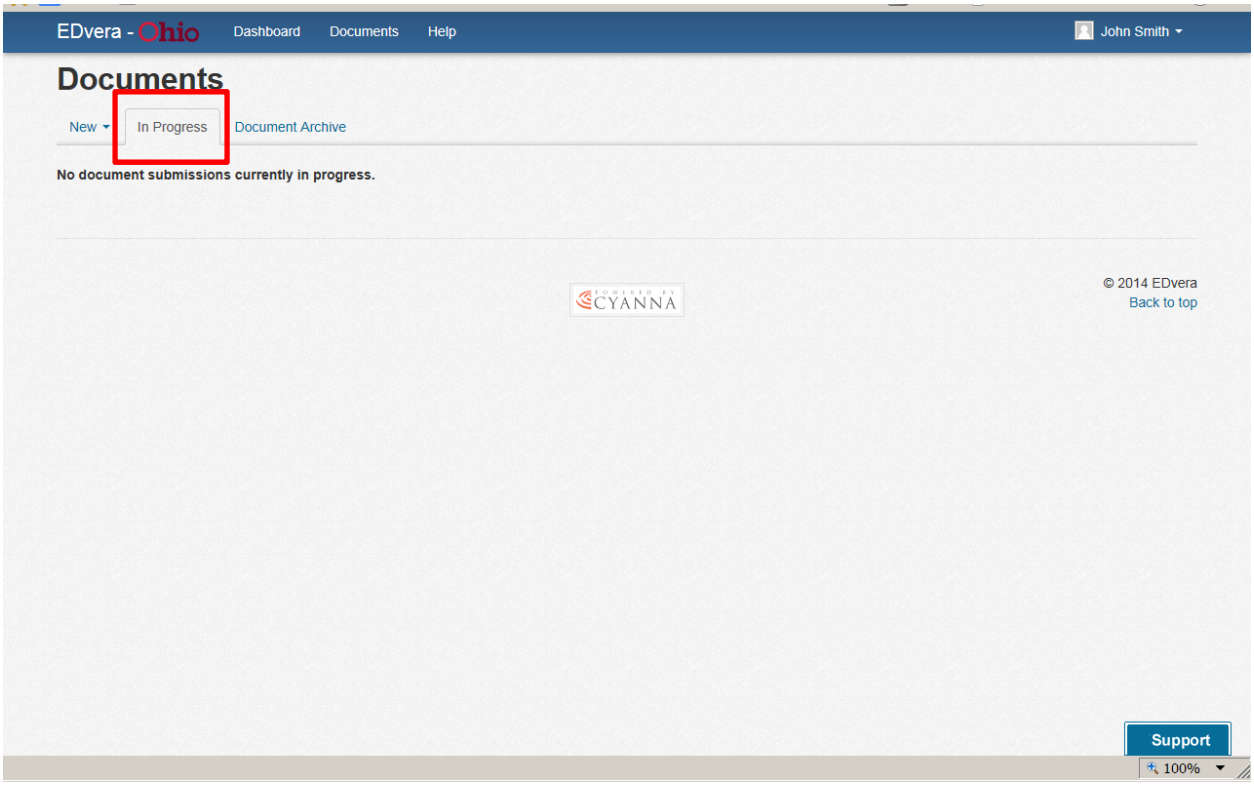
Annual Report (Submitting Your Report): When the user clicked on "Re-Submit" they are taken back to the page below that shows that the Annual Report Form is now "Pending Approval" again. The user can return to the documents section by clicking on the "Back to Documents" tab on the right side of the screen or the "Documents" tab at the top of the page.



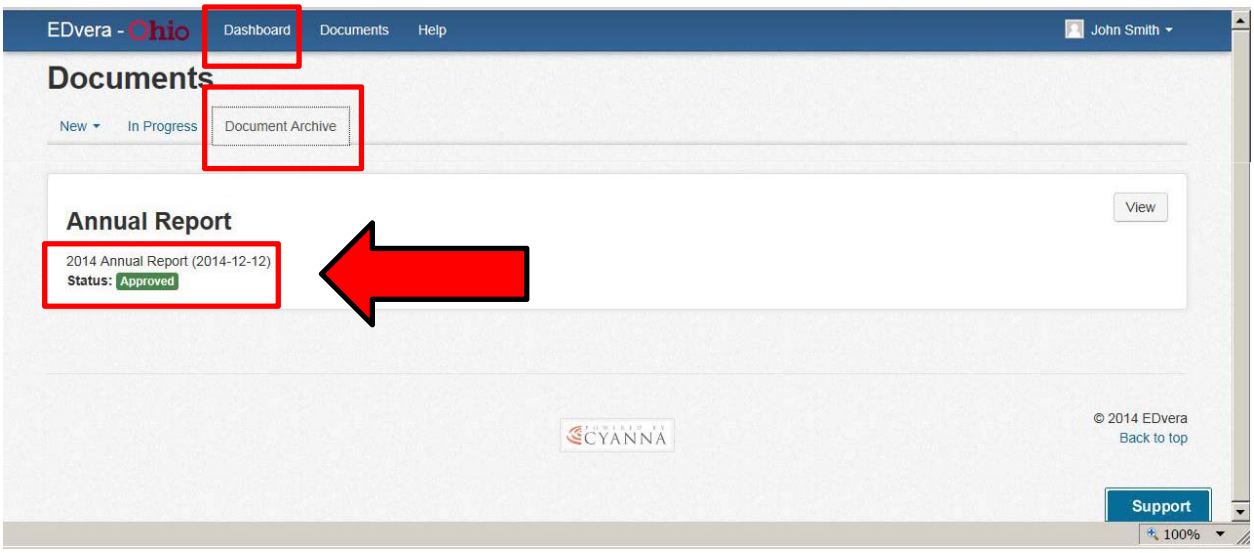
Annual Report (Submitting Your Report): When the user returns to the documents section, the user will now see the Annual Report Form is "Pending Office Operations Approval" again. The form will be reviewed again by SBCCS staff. If additional corrections are needed, the form will be reverted to the user again. If no additional corrections are necessary, the form will be approved.



Annual Report (Submitting Your Report): Once the user has made all the necessary corrections and the Annual Report Form has been approved by the SBCCS staff, the process is now complete and the user will see the information on the page below under the "In Progress" tab of the Documents section.



Annual Report (Submitting Your Report): If the user wants to review the submitted and approved Annual Report Form, the forms can be viewed under the "Document Archive" tab in the Documents section. The Annual Report process is now complete. In addition, if the user wants to return to the main school page they can click on the "Dashboard" tab at the top of the page.



Notes