

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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June 2, 2011

TO: Chief Executive Officers
Chief Information Systems Officers
Chief Student Services Officers
Chief Instructional Officers

FROM: Linda Michalowski, Vice Chancellor, Student Services and Special Programs
Patrick Perry, Vice Chancellor, Technology, Research and Information Systems

SUBJECT: Federal "Gainful Employment" Regulations Summary and Webinar Announcement

On October 29, 2010, the U.S. Department of Education published final regulations that contain specific 1) disclosure and 2) reporting requirements "for programs that prepare students for gainful employment in a recognized occupation." Implementation of these regulations is a condition of maintaining institutional eligibility to participate in the federal Title IV student financial aid programs. Although the regulations were widely reported to be focused on for-profit vocational institutions at which most students borrow through the federal student loan programs to pay institutional charges, the Gainful Employment disclosure and reporting requirements apply to all colleges and universities that offer non-degree career-technical education programs.

The Chancellor's Office has carefully reviewed the regulations and follow-up guidance from the U.S. Department of Education to determine the extent to which we can help colleges comply with the new requirements. We anticipate that the Chancellor's Office will be able to take care of the new Gainful Employment **reporting requirements** for all colleges, utilizing Curriculum Inventory, IPEDS and MIS data. The Chancellor's office is *not* able to provide the required data or support for implementing the Gainful Employment **disclosure requirements**, however, because we do not have access to the necessary information. Please see the brief summary of the required disclosure items below and note the urgency of this matter; the disclosure requirements become effective on July 1, 2011.

The Chancellor's Office will be hosting two webinars on Wednesday June 8, 2011, for Institutional Researchers, Information Systems staff and FA program 'designated coordinating officials'. The webinars are designed to provide an overview of the USDE Gainful Employment Program disclosure requirements and help colleges understand what is required. Webinar details follow at the end of this memorandum.

The Gainful Employment (GE) Program **disclosure requirements** require your *immediate* attention.

The following is a bulleted list of disclosures that colleges must provide for all affected programs by July 1, 2011. If you have not done so already you should immediately begin efforts to gather and prepare the following data for disclosure to your students.

For each non-degree CTE program:

- The name and U.S. Department of Labor Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with links to Labor's O*Net site, or its successor site.
- The on-time graduation rate for students completing the program.
- The tuition and fees the institution charges a student for completing the program within the normal time frame.
- Other program costs such as books and supplies, and on-campus room and board if applicable
- The median debt incurred by students who completed the program (separated by Title IV loans and other debt)

The USDE is creating a disclosure form that, once approved, must be used by all institutions for disclosing the above information. A draft of that disclosure form can be found at the following link: http://edicsweb.ed.gov/edics_files_web/04561/Att_1845-0107%20v2%20Gainful%20Employment%20Disclosure%20Template%20Draft.pdf

The regulations also require colleges to report the job placement rate for students completing the program. However, as clarified in a webinar held by the USDE on May 25, 2011, since our colleges are not currently required by an accrediting or state agency to collect and report this data, colleges may leave the placement rate information blank (if using the template) at this time.

The Gainful Employment Program *reporting requirements* are effective October 1, 2011. We anticipate that these requirements can be handled by the Chancellor's Office, pending final details. USDE has indicated final record layouts for the GE program data file will be available in the next week. Once the department has released the data element definitions and record layouts, we will be reviewing this information carefully to make sure we can meet the requirements for the first GE Program data submission. At that point we will also be able to determine whether additional data will be required.

The CCCConfer webinars are scheduled for:

- 9am to 10am on Wednesday, June 8, 2011
- 2pm to 3pm on Wednesday, June 8, 2011
- The second webinar will be recorded for use by college staff members that are unable to attend one of the two live presentations.

PARTICIPANT DETAILS for both Calls:

1. Dial telephone conference line: (888) 886-3951
2. Enter passcode: 633286
3. Go to www.cccconfer.org.
4. Click the Participant Log In button under the Meet & Confer logo
5. Locate your meeting and click Go.
6. Fill out the form and enter the password: 633286

We will share additional information as it becomes available. Please continue to monitor the email lists for announcements. Feel free to contact Rhonda Mohr at rmohr@cccco.edu or Myrna Huffman at mhuffman@cccco.edu with any additional questions.

Resource Links:

<http://ifap.ed.gov/GainfulEmploymentInfo/index.html>

Webinar content will cover:

- GE Chronological timeline
- GE Correspondence Index
- GE Resources & Contacts
- Identifying GE programs
- GE Disclosure requirements
- GE Disclosure responsibility
- GE reporting requirements
- GE Data Elements & Record Layouts
- GE Reporting responsibility

