



School Performance Fact Sheet
2016 & 2017 Calendar Years

Administrative Assistant (720 Hours)

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Graduates	Completion Rate
2016	10	10	8	80%
2017	21	21	14	67%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information

Students Completing After Published Program Length (101-150% Completion Rate)

Administrative Assistant (720 Hours)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	10	10	0	0%
2017	21	21	4	19%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information

Job Placement Rates

Administrative Assistant (720 Hours)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate Employed in the Field
2016	10	8	8	7	88%
2017	21	14	10	9	90%

Gainful Employment Categories
Administrative Assistant (720 Hours)

Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2016	1	6	7
2017	2	7	9

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2016	7	0	7
2017	9	0	9

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2016	1	7
2017	0	9

Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2016	0	7
2017	0	9

Student's Initials: _____ Date: _____
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This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____
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License Examination Passage Rates (Not continuously administered examinations)

Administrative Assistant (720 Hours)

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
2016	N/A	N/A	N/A	N/A	N/A	N/A
2017	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: _____ Date: _____
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License Examination Passage Rates (continually administered examinations)

Administrative Assistant (720 Hours)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	N/A	N/A	N/A	N/A	N/A
2017	N/A	N/A	N/A	N/A	N/A

Student's Initials: _____ Date: _____
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Salary and Wage Information

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Administrative Assistant (720 Hours)

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wages Reported Graduates Employed in the Field								
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000	\$40,001 to \$45,000	\$45,001 to \$50,000	\$55,001 to \$60,000	No Salary Information Reported
2016	8	7	0	5	1	0	0	0	0	1	N/A
2017	10	9	0	4	3	2	0	0	0	0	N/A

Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: _____ Date: _____
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Cost of Educational Program:

Total charges for the program for students completing on-time in 2017: \$8,622.00
 Total charges may be higher for students that do not complete on-time.

Student's Initials: _____ Date: _____
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Federal Student Loan Debt

Federal Student Loan Debt at Los Angeles ORT College

Most recent three year cohort default rate, as reported by the United State Department of Education.1	The percentage of enrolled students in 2017 receiving federal student loans to pay for this program	The average amount of federal student loan debt of 2017 graduates who took out federal student loans at this institution	The percentage of graduates in 2017 who took out federal student loans to pay for this program.
6.8%	66%	\$3,941	32%

The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 day (about 9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the US Department of Education.

Student's Initials: _____ Date: _____
Initial only after you have had sufficient time to read and understand the information

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number: (888) 370-7589 or by fax: (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name - Print

Student Signature

Date

School Official

Date

The following are the definitions for the Performance Fact Sheet:

“Number of Students Who Began Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students available for Graduation” is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program lengths, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the number of graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s program.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT’S RIGHT TO CANCEL

Cancellation disclosure from Enrollment Agreement shall be provided on a separate document in 12 point type and 1.15 spacing. Caption shall state “STUDENT’S RIGHT TO CANCEL” in bolded 14 type.