

The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 Office of Research and Information Systems
 Higher Education Data System

DUE DATE: DECEMBER 15, 2005

**PERFORMANCE MEASURES REPORT FOR POSTSECONDARY
NON-CREDIT-BEARING VOCATIONAL PROGRAMS - VTEA-2
 FALL 2005 COLLECTION YEAR**

Institution Name	SEDCODE:
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THE INFORMATION PROVIDED ON THIS FORM SHOULD CONTAIN DATA FOR ONLY THE INSTITUTION LISTED ABOVE. If multi-campus institutions have questions concerning which branches to include, please e-mail State Education Department staff at heds@mail.nysed.gov or phone 518-474-5091.

- Institutions are expected to submit forms electronically using the Microsoft Access forms available from the ORIS web site at <http://www.highered.nysed.gov/oris/>. Most forms are available both as paper forms and as electronic forms (Microsoft Access) with built in edits. Electronic forms must first be downloaded in order to enter data and then returned by e-mail to heds@mail.nysed.gov. Three forms are only available in paper format (Word, PDF): Current College Catalog (CATALOG), Audited Financial Statement (F.AUDIT) and Coordinator's Survey (NYSED-SUR1).
- Return completed paper forms by:

Mail:	Or Fax:
NYS Education Department	518-474-1907
Office of Research and Information Systems	
Room 960 Education Building Annex	
Albany, NY 12234	
- With the exception of the Bundy form (NYSED-2) do not make a duplicate paper submission of an electronic data submission. Independent institutions participating in the Bundy program must provide a paper copy printed from their electronic submission in order to affix the required notarized signature and seal.
- Retain a copy of the completed form in your files in case clarification is needed.
- If you anticipate a delay in returning this form, request an extension in writing by e-mail, fax or mail stating the reason for the delay and the anticipated submission date.
- If you have questions regarding completion of the form, please contact the Office of Research and Information Systems at:

E-Mail: heds@mail.nysed.gov
Fax: (518) 474-1907
Phone: (518) 474-5091

IMPORTANT: FOR PAPER SUBMISSIONS PLEASE RETURN THIS COVER PAGE AND ALL PAGES EXCEPT INSTRUCTIONS EVEN IF THEY CONTAIN NO DATA.

VTEA-2: PERFORMANCE MEASURES REPORT FOR POSTSECONDARY NON-CREDIT BEARING
 VOCATIONAL PROGRAMS, FALL 2005 COLLECTION YEAR

SEDCODE:	Institution Name:	Program Name:
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Contact Hours _____	PROGRAM CODE _____	CIP CODE _____
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PART I: ENROLLMENT Information for: 2004-2005 Academic Year - in the Program	<i>(Duplicate this page as required.)</i>
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Type of Student	Line	2004-2005 Total Enrolled (A)	Status of all 2004-2005 Enrollees as of August 31, 2005		
			Persisters/Still Enrolled (B)	Completers (C)	Others/Not Enrolled (D)
Total	1				
Men	2				
Women	3				
American Indian/Alaskan Native	4				
Asian	5				
Black or African American	6				
Hispanic or Latino	7				
Native Hawaiian / Pacific Islander	8				
White	9				
Unknown Race/Ethnicity	10				
Disabled	11				
Displaced Homemaker	12				
Single Parent	13				
Limited English Proficient	14				
Students with other Barriers	15				
Economically Disadvantaged	16				
Special Populations: Unduplicated Total	17				

Note: For each column, lines 2+3 and 4+5+6+7+8+9+10 should equal line 1. For each line, column A = B+C+D.

SEDCODE: _____ **Institution Name:** _____ **DUE DATE: DECEMBER 15, 2005**

Program Name: _____ **Program CODE** _____ **CIP CODE** _____

**PART II: : POST-INSTITUTION STATUS – PLACEMENT WITHIN 6 MONTHS AND RETENTION IN EMPLOYMENT AT 12 MONTHS
of ALL Vocational Education Program Completers between July 1, 2003 and June 30, 2004.**

Type of Student	Line	Total Completers (A)	Status within 6 months							Retention at 12 months	
			Employed		Pursued Additional Education (D)	Entered Military (E)	[Unduplicated Total of B, C, D, & E]	Not Seeking Employment (F)	Seeking Employment (G)	Other/Unknown (H)	# Employed of those Employed within 6 months (I)
			Training Related (B)	Other (C)							
Total	1										
Men	2										
Women	3										
American Indian/Alaskan Native	4										
Asian	5										
Black or African American	6										
Hispanic or Latino	7										
Native Hawaiian / Pacific Islander	8										
White	9										
Unknown Race/Ethnicity	10										
Disabled	11										
Displaced Homemaker	12										
Single Parent	13										
Limited English Proficient	14										
Students with other Barriers	15										
Economically Disadvantaged	16										
Special Populations: Unduplicated Total	17										

Note: For each column, lines 2+3 and 4+5+6+7+8+9+10 should equal line 1. For each line, column A = [Unduplicated Total of B, C, D & E] + F+G+H. Also, I <= B + C.

DUE DATE: DECEMBER 15, 2005

SEDCODE: _____ Institution Name: _____
Program Name: _____ Program Code _____ CIP CODE _____
PART III (Optional): STUDENT PERFORMANCE IMPACTS (to be completed by your Perkins Grants Officer)
Describe events, initiatives or variables that significantly impacted (increased or decreased) the outcomes performance for any of the student categories identified in Part I or Part II of this report. Specify the outcomes measure being addressed (completion, placement, or employment retention) as well as the student category affected. The outcome measure of nontraditional completion may be addressed under the completion category. Provide your description in the space below:
COMPLETION:
PLACEMENT:
EMPLOYMENT RETENTION:

The University of the State of New York
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**PERFORMANCE MEASURES REPORT FOR POSTSECONDARY
NON-CREDIT BEARING VOCATIONAL PROGRAMS - VTEA-2
 FALL 2005 COLLECTION YEAR**

This form has been designed to collect information on program performance as required by the Carl D. Perkins Vocational and Technical Education Act. Completion and submission of this form is one of the required conditions of participation in this program.

This form should be submitted electronically by downloading and completing the Microsoft Access version from the ORIS web site, <http://www.highered.nysed.gov/oris/>, and following the instructions for submitting the Access file with built-in edits by e-mail. Or this form can be submitted on hard copy by returning one completed form for **each** vocational education program to the State Education Department. Retain a copy of each form in your files in the event your institution needs to be contacted for clarification. The originals should be mailed or faxed on or before **December 15, 2005** to:

New York State Education Department
 Office of Research and Information Systems
 Room 960 EBA
 Albany, New York 12234

Fax: 518-474-1907

If you have questions about completing the form, or you need additional copies, please call (518) 474-5091 or e-mail request to heds@mail.nysed.gov. If you anticipate a delay in returning the form by the due date and/or require a reasonable extension in time, a written request should be submitted prior to the due date; the reason for the delay and the anticipated submission date should be included. This correspondence can be mailed to the address indicated above, e-mailed, or faxed to (518) 474-1907.

NOTES

- **Special Populations** - The Carl D. Perkins legislation enacted in 1998 includes special population categories and ethnicity *categories*, as shown in the **DEFINITIONS** section of this form. Please note that you are required to report data on special populations in both a disaggregated and an aggregated format in the Fall 2005 collection. The numbers reported on lines 11-16 of Parts I and II are not mutually exclusive, and should be duplicated as needed. The numbers reported on line 17 of Parts I and II should be reported as an unduplicated total of special populations.
- **Placement** - The numbers reported for columns B-E on Part II are not mutually exclusive and should be duplicated as needed. The column which follows column E, [Unduplicated Total of B, C, D, & E], should include an unduplicated total of placements.
- **Program Code** - Your institution is responsible for the completion of this information for each program (see specific instruction #3 on the next page). Once a code is assigned to a particular program, that same code must appear on that program every year the program is reported, and that code must not be used for any other program.
- **Submission Requirement** - For each vocational program reported, Parts I, II and III of this form must be collated and submitted together, even if they contain no data for the respective vocational program. Forms not properly collated will be returned to the institution.

GENERAL INSTRUCTIONS

1. Reporting performance assessment information under the provision of the Perkins Act is a required condition of participation. Reporting is required for **both** credit and non-credit bearing vocational programs. This includes reporting for **all** vocational programs, not only vocational programs that receive Perkins funding support. Reporting on **completion, placement and employment retention** of graduates (post completion status) is required.
2. Report on all program completers and non-completers (see Definitions) enrolled in non-credit vocational programs of **100 contact hours or more** offered by your institution. **A list of programs on which your institution must report should be returned with your form.**
3. Review the definition of enrollee prior to completing this form. While information on total enrollment is not requested, a student must fit the description of an enrollee in order to be reported in the other categories (i.e., a number of students may be taking vocational courses who should not be included in this reporting).
4. **Part I** of this form requests information on the number of enrollees in the program during the **2004-2005** academic year. **Part II** of this form requests placement and retention information on all vocational education program completers between July 1, **2003** and June 30, **2004**. **Part III** of this form is optional, requesting descriptions of events that increased or decreased student performance. If used, **Part III** should be completed by your Perkins grants officer.

PLEASE NOTE: For each vocational program reported, Parts I, II and III of this form must be collated and submitted together, even if they contain no data for the respective vocational program. Forms not properly collated will be returned to the institution.

SPECIFIC INSTRUCTIONS - Refer to the **Definitions** section regarding terms used in these instructions.

1. **Program Name.** On the line provided, include the name of the non-credit vocational program on which your institution must report. Report on all non-credit vocational programs, including programs that have been added during the reporting period. If a program has no enrollees during the reporting period but will continue to be offered, include the name of the program with “no enrollees” indicated next to the name. Use a separate form for each program.
2. **Contact Hours.** **Indicate the total number of contact hours in the program.** Contact hours are the total classroom or instructional hours in the program. One contact hour is 50-70 minutes of scheduled instruction.
3. **Program Code.** Your institution is responsible for providing institutional specific program codes. Please refer to the list of the assigned numbers reported by your institution last year, and continue to add new numbers for new non-credit programs at your institution. (For example: assign codes beginning with N00001 for the first program and continue to number sequentially for subsequent programs (N00002, etc.). Once a code is assigned to a particular program that same code must appear on that program every year the program is reported, and that code must not be used for any other program. **Forms received without Program Codes will be returned.**
4. **Classification of Instructional Programs (CIP).** For each program, include the appropriate six-digit CIP code. **The correct CIP code is important because performance standards are established by CIP area. Forms received without CIP codes will be returned.** CIP codes can be found at <http://nces.ed.gov/pubs2002/2002165.pdf>.

PART I: ENROLLMENT - Information for 2004-2005 Academic Year in the Program

Provide the following data for **each type of student** specified in **lines 1-17**.

5. **Column A (2004-2005 Total Enrollment):** Report the total number of enrollees in the program between September 1, 2004 and August 31, 2005.
6. **Column B (Persisters/Still Enrolled):** Report the number of students from Column A who did not receive their credential by August 31, 2005, but who were still enrolled, either full or part-time in this program as of August 31, 2005 (re-registered for the Fall, 2005 semester).
7. **Column C (Completers):** Report the number of students from Column A who completed the program between September 1, 2004 and August 31, 2005.
8. **Column D (Others/Not Enrolled):** Report the number of students from Column A who are no longer enrolled in the program. This may include students who have dropped out of the program, stopped taking course temporarily, or whose status is unknown.

Provide the following data on the **status of students** as specified in **Columns A-D**: For each line, the sum of Columns B-D should equal the number reported in Column A (2004-2005 Total Enrollment).

9. **Line 1:** Report the August 31, 2005 status of total enrollees indicated in Column A.
10. **Lines 2-3: Indicate** the gender of the enrollees reported on lines 1 (Columns A-D).
11. **Lines 4-10:** Indicate the race/ethnicity of the enrollees reported on line 1 (Columns A-D).
The racial/ethnic categories listed on lines 4-10 are mutually exclusive; numbers reported on these lines should be unduplicated.
12. **Lines 11-17:** For each type of student in lines 11-16, report the number of enrollees indicated on line 1.
The special population categories listed on lines 11-16 are not mutually exclusive; numbers reported on these lines can be duplicated. Students who qualify in more than one category should be reported in each category that applies.
13. **Line 17:** Report the unduplicated_total for the Special Populations listed on lines 11-16.

For each column, the sum of lines 2 and 3 should equal the number reported in line 1. Similarly, for each column, the sum of lines 4-10 should equal the number reported in line 1. For each line, the sum of Columns B-D should equal the number reported in Column A (2004-2005 Total Enrollment).

PART II: POST-INSTITUTION STATUS - Placement With 6 Months and Retention in Employment at 12 Months of ALL Vocational Education Program Completers Between July 1, 2003 and June 30, 2004.

In lines 1-17, provide information based on a follow-up of students who completed the program as reported on line 1. Report on the employment or education status of each student 180 days from the date that the student completed the program regardless of when your institution actually surveys the students. Numbers reported for columns B-E can be duplicated as appropriate (for example, a graduate who is

Employed and also pursuing additional education can be reported in both categories). **Data should be provided for each type of student specified in lines 1-17, as follows:**

14. **Column A (Total Completers):** Report the total number of enrollees who completed the program between July 1, 2003 and June 30, 2004.
15. **Column B (Employed in Training Related Field):** Report the number of program completers from Column A who obtained unsubsidized employment in a field in which the skills acquired in the program are essential and directly related to satisfactory job performance. This includes completers who are in full-time training related employment (at least 35 hours a week), completers who are in part-time training related employment, and completers who are in training related employment and who are also pursuing additional education.
16. **Column C (Employed in Other Field):** Report the number of program completers from Column A who obtained unsubsidized employment, but not in a field related to the skills acquired in the program of study, or obtained employment in a field in which the skills acquired in the program are partially or slightly related to satisfactory job performance. This includes completers who are in full-time non-training related employment (at least 35 hours a week), completers who are in part-time non-training related employment, and completers who are in non-training related employment and are pursuing additional education.
17. **Column D (Pursued Additional Education):** Report the number of program completers from Column A who were accepted in another educational program, either at the original school or at another school offering postsecondary or adult education programs, within 180 days of completion. If a completer is both employed and pursuing additional education they can be reported under both categories.
18. **Column E (Entered Military):** Report the number of program completers from Column A who, within 180 days of completion, entered the military.
19. **[Unduplicated Total of Columns B, C, D and E].** Report the unduplicated total number of graduates from Column A who obtained unsubsidized employment in either a training-related or other field, pursued additional education, or entered the military within 180 days of receiving their credential.
20. **Column F (Not Seeking Employment):** Report the number of program completers from Column A who, within 180 days of completion, indicated they were not seeking employment.
21. **Column G (Seeking Employment):** Report the number of program completers from Column A who, within 180 days of completion, were unemployed but indicated they were seeking employment
22. **Column H (Other/Unknown):** Report the number of program completers from Column A about whom nothing is known regarding their employment or education status. Schools with large numbers of students in the status unknown category for any program will be contacted and asked to identify program outcomes for these students.
23. **Column I (Retention at 12 months):** Report **only** the number of program completers from Column A still employed at 12 months that were **also** employed at 6 months (180 days). This item is a sub-set of the 6-month placement status and is designed to measure retention in employment.

Provide the following data on the placement and retention of students as specified in Column A-I. For each line, the sum of the Unduplicated Totals of Columns B-E and Columns F-H should equal the total number reported in Column A.

24. **Line 1:** For each category (Columns A-I), report the total number of graduates, both full-time and part-time, who received their credential in this program between July 1, 2003 and June 30, 2004.
25. **Lines 2-3:** Indicate the gender of the graduates reported on line 1. The sum of lines 2 and 3 should equal the numbers reported on line 1 for each column.
26. **Lines 4-10:** Indicate by race/ethnicity the number of graduates reported on line 1. The sum of lines 4-10 should equal the numbers reported on line 1 for each column. The racial/ethnic categories listed on lines 4-10 are mutually exclusive; numbers reported on these lines should be unduplicated.
27. **Lines 11-16:** Indicate by type the graduates reported on line 1. The special population categories listed on lines 11-16 are not mutually exclusive; numbers reported on these lines can be duplicated. Students who qualify in more than one category should be reported in each category that applies.
28. **Line 17:** Report the unduplicated total for the Special Populations listed on Lines 11-16.

For each column, the sum of lines 2 and 3 should equal the number reported on line 1. Similarly, for each column, the sum of lines 4-10 should equal the number reported on line 1. For each line, the sum of the Unduplicated Total of Columns B-E and Columns F-H should equal the number reported in Column A (Total Completers). The number reported in Column I should be the same or less than the sum of Columns B and C.

DEFINITIONS FOR VTEA-2

Completers – A student who completes all of the requirements of a non-credit vocational education program. For programs for which SED registration is not required, the total contact hours in each program that are required for completion will be updated annually through this form. Generally, completion entails the award of some type of certificate, which satisfies industry standards in an occupational field for which the skills were acquired.

Contact Hour - A unit of measure that represents an hour (50-70 minutes) of scheduled instruction given to students.

Employed Training Related (at 6 months) – A student who, within 180 days of completing the program, obtains unsubsidized employment, in a field in which the skills acquired in the program are essential and directly related to satisfactory job performance.

Employed in Other Field (at 6 months) – A student who, within 180 days of completing the program, obtains unsubsidized employment, but not in a field related to the skills acquired in the program of study.

Enrollee – A student who has made it known, through a declaration of intent, payment of enrollment fees, registration, or by some other means, that he/she intends to complete a vocational education program or who has completed over 50 percent of the total contact hours in the program.

Entered Military – A student who, within 180 days of completing or leaving the program, enters any branch of the U.S. Armed Forces.

Non-Credit Vocational Education Programs – Organized educational programs of 100 contact hours or more offering a sequence of courses which are directly related to the preparation of individuals for unsubsidized employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Such programs shall include competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, and the occupational-specific skills of an individual.

Not Seeking Employment – A student who, within 180 days of completing the program, reported that they were not seeking employment.

Others/Not Enrolled – A student who terminated enrollment during the reporting year without successfully completing the program of instruction.

Other/Unknown – A student for whom the institution was not able to determine his/her employment status within 180 days of completing their program.

Persisters/Still Enrolled – A student who has not received a non-credit certificate but is still enrolled in the initial program at the same institution.

Pursued Additional Education – A student who, within 180 days of completing the program, is accepted in another career education or training program either at the original institution or at another institution.

Racial/Ethnic Descriptions

American Indian/Alaskan Native – A student having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian – A student having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A student having origins in any of the black racial groups in Africa. Terms such as “Haitian” or “Negro” can be used in addition to Black or African American.”

Hispanic or Latino – A student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

Native Hawaiian or Other Pacific Islander – A student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A student having origins in any of the original peoples of Europe, North Africa or the Middle East.

Retention (at 12 months) – A student who, within 180 days of completing their program and obtaining unsubsidized employment, is still in any unsubsidized employment 365 days after completing their program. This 12-month employment status does not need to be maintained in the same job.

Seeking Employment – A student, who within 180 days of completing the program, has not obtained unsubsidized employment regardless of the reason, but is still seeking such employment.

Special Population Descriptions - The special population categories are defined as follows:

Disabled - A student:

- (1) with a physical or mental impairment that substantially limits one or more of the major life activities of such an individual; and
- (2) with a record of such impairment; or
- (3) being regarded as having such an impairment.

Displaced Homemaker – A student who:

- (1)
 - (a) has worked primarily without remuneration to care for a home and family and, for that reason, has diminished marketable skills; or
 - (b) has been dependent on the income of another family member but is no longer supported by such income; or
 - (c) is a parent whose youngest dependent child will become eligible to receive assistance under Part A of Title V of the Social Security Act not later than two years after the date on which the parent applies for assistance under this title; and
- (2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Single Parent – A student who is not married or who is legally separated from a spouse and (1) has a minor child or children for whom the parent has either custody or joint custody or (2) is pregnant.

Limited English Proficient – A student who has limited ability in speaking, reading, writing, or understanding the English language, and

- (1) whose native language is a language other than English; or
- (2) who lives in a family or community environment in which a language other than English is the dominant language.

Students with other Barriers – A student who has barriers to educational achievement requiring special services and assistance to assure success in vocational and technical education programs. This includes any student who has not acquired the verbal, mathematical, and other cognitive skills required to complete his/her postsecondary program. Generally, his/her grades fall in the bottom half of the secondary school graduating class, he/she has not earned a Regents diploma, is from a secondary school setting which has a poor record for preparing students, or has been out of school for two years or more. He/she will generally rank low on such traditional

measures of collegiate admissions as SAT scores, secondary grade average, and class standing. This also includes students who are enrolled in Educational Opportunity Centers.

Economically Disadvantaged – A student who participates in any of the following economic assistance programs:

- (a) Pell Grant
- (b) Bureau of Indian Affairs (BIA)
- (c) Temporary Assistance for Needy Families (TANF)
- (d) Workforce Investment Act (WIA)
- (e) Social Security Insurance (SSI)
- (f) Women, Infants and Children (WIC)
- (g) Other public assistance programs serving economically disadvantaged, such as Food Stamps, Home Energy Assistance Payments (HEAP), Supplemental Security Income, Trade Readjustment Act, and Refugee and Immigration Affairs Assistance;

Or an adult with a documented total family income below \$10,750 for single persons or \$18,100 per couple or \$20,800 for a family of three, with an additional \$4,050 for each additional family member.