



## **Completion, Placement, and Licensure Plan**

### **Data Completion**

The Director of Operations, along with key personnel within the Student Services (data team), is responsible for sending files to each program with a current list of their annual enrollment. These files are referred to as "VE-135" or verification of enrollment, and are formatted according to Colorado state requirements. The instructors for each program are required to:

1. Ensure the list is accurate; and if not work with the registration office to add/remove students to ensure accuracy;
2. Determine if each student has completed a certificate (program) as determined by the State of Colorado's VE-135 collection process, and
3. Return the requested data back to Student Services personnel by the required deadline.

The data team then determines, by program, the outcomes of each to ensure they have acquired a minimum of a 60% completion rate. In the event a program has not achieved the 60% minimal post-secondary student completion rate the instructor is notified and determines if there are any "non-completers" (students who exited the program but are working in the field).

### **Job Placement Follow-up**

Pickens Technical College has received authorization for the State of Colorado to begin the follow-up (placement verification) process October 1<sup>st</sup> of each year which is a delineation for the state-mandated time frame that all institutions of higher education must adhere to. This was granted because the state timeline (January through March) begins after the annual COE report is due (December). The post-secondary completer data (that is collected at the end of the prior school year by the data team) is then sent to the instructors of each participating program to allow them to contact their former students to determine if they have acquired a job in their chosen career. Instructors may use a variety of ways to determine the outcomes of each student; some prefer to keep in contact with them via email and/or text while others prefer to contact the students by phone. Many instructors establish relationships with their former students and encourage the students to contact them when they receive employment. New requirements outlined by Perkins V (developed by the state of Colorado) state an instructor must attempt to contact a student a minimum of three (3) times before they can deem them as not able to contact. Colorado State guidelines require programs to have a minimum of 60% student contact rate. In the event the instructors are unable to achieve a 60% contact rate personnel in Student Services will attempt to contact students who were not reached by the first attempts. As well, all programs must meet the required COE benchmark of 70% placement on an annual basis.

### **Licensure Exam Pass Rates**

Not all programs at Pickens Technical College require a license; this is determined by each program Occupational Advisory Committee along with industry standards. Each instructor's responsibility is to stay current in their field by maintaining committee members that are current in their industry. In the



event a program fails to make the 70% licensure requirement, the program is re-evaluated to determine how to ensure a license can be obtained. As an example, it was determined that the Barber program was not making licensure because students would finish the program but not obtain their license. The program has been restructured to allow for a student to have an additional semester of class time to study for the exam and they are not considered completers until they get their license. This ensures that completion, placement and licensure are all obtained.

### **Review**

After all data is compiled, the data team will release the outcomes of the completer, placement and licensure (C/P/L) rates for each program prior to the submission date. In the event a program does not achieve minimal C/P/L standards the program is put on warning status. Efforts are made to discover why the program failed to make the minimal standard. Determined by which outcome(s) is not met determines which action we will take. If the completer value is missed, efforts are made to increase enrollment and the content is evaluated. If the placement/licensure threshold is not met the Advisory Committees are notified and a determination of the validity of the program is examined.

This plan will be reviewed every August when staff and instructors return for the start of each new school year.