

## Texas Workforce Commission Placement Definitions:

### Annual Enrollment and Student Outcomes Report

Annual Enrollment and Student Outcomes Report is an annual report required by all licensed career schools and colleges holding a Certificate of Approval from the Texas Workforce Commission (TWC). These schools are required to submit the student enrollment and outcome information for courses approved by TWC by December 1 of each year.

### Reporting Period

The Reporting Period is the period of time in which a licensed career school is required to report on the student's enrollment and employment outcome. The reporting period is September 1 to August 31 of each year.

### Completion Rate

Completion Rate is the number of students who graduated as a percentage of all students who left school, not counting those who left because they entered other post-secondary education program, the military, or incarceration; or died.

### Employment Rate

The employment rate is a calculation of the number of graduating students who were employed in an occupation for which they were trained by the program, as a percentage of all students who graduated from the program, not counting those who entered another post secondary education program or the military full-time, were incarcerated, or died. Employed students include both those that were actively assisted in obtaining their job by the school (Placed) and those that were not (Not Placed). By law, schools are required to maintain an employment rate of 60% or higher.

### Placed (P) (Completer)

A Placed (P) (Completer) is a Completer Outcome (code: P) that defines a student who completed the program and was actively assisted in obtaining gainful employment related to the training received. Actively assisted means the school arranged an interview, contacted potential employers, and/or brought potential employers to the school) to assist the Completer become gainfully employed.

### Not Placed (NP) (Completer)

A Not Placed (Completer) is a Completer Outcome (code: NP) that defines a student who completed the program and obtained gainful employment related to the training received without the active effort or assistance of the school.

### PS-072A

Form PS-072A is the Completer Follow-Up Survey for Vocational Programs (PS-072A). A PS-072A must be completed and kept on file at your school for each student who graduated from a vocational training program during the reporting period. These completed forms provide evidence to support what you report to TWC as the post-graduation outcomes for each graduate. In particular, they allow your school to substantiate that a graduating student was employed with an identifiable employer in a job in the field for which they were trained. The forms must be kept on file, are subject to audit, and must be provided to TWC upon request. Failure to back up reported employment results with PS-072A forms on file at the school could lead to corrective action.

For a comprehensive list of all glossary definitions please visit [https://apps.twc.state.tx.us/CSC/glossary.do#emp\\_rate](https://apps.twc.state.tx.us/CSC/glossary.do#emp_rate)

Dallas Completion and Placement Rates: <https://apps.twc.state.tx.us/CSC/directory/schoolDetail.do?schoolId=3367>

Houston Completion and Placement Rates: <https://apps.twc.state.tx.us/CSC/directory/schoolDetail.do?schoolId=3692>