



**THE PENNSYLVANIA DEPARTMENT OF EDUCATION**

**POST SECONDARY ACCREDITATION  
ANNUAL OPERATIONAL REPORT**

The following is Annual Operational Report for Year 20\_\_\_\_ - 20\_\_\_\_

All Annual Reports are due in the Pennsylvania Department of Education Office by **August 31st** for each year you are accredited.

Name of Institution: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

For the current Academic Year 20 \_\_\_\_ / 20\_\_\_\_

Number of programs of 300 - 599 hours in length \_\_\_\_ Number of programs of 600 or more hours in length \_\_\_\_\_

Is the CTC's adult education program(s) currently accredited with another agency? \_\_Yes \_\_ No

If yes, with which accrediting agency \_\_\_\_\_

The information and data submitted herewith is correct and current to the best of my knowledge.

\_\_\_\_\_  
Signature/Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Signature/Adult Education Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

Directions:

Return one hardcopy and one electronic version of this report and support items listed below by **August 31st** to:

Pennsylvania Department of Education  
State Accreditation Coordinator  
333 Market Street, 11<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

In accordance with the requirements specified in the Pennsylvania Public Postsecondary Vocational Education Accreditation Guidelines, please provide a narrative with each category to explain how the evidence is used to develop/maintain/grow your Pennsylvania Public Postsecondary Vocational Education institution.

**A. Organizational Leadership:**

Provide an answer for each of the Quality Initiatives and provide supporting documentation. Documentation includes but not limited to:

1. Provide two Joint Operating Committee meeting minutes, in past year, discussing Pennsylvania Public Postsecondary Vocational Education
2. Provide evidence of Pennsylvania Public Postsecondary Vocational Education included in the Comprehensive Planning Tool
3. Provide evidence of administrative review of Pennsylvania Public Postsecondary Vocational Education performance including budget and PPVE objectives
4. Provide copy of Vision, Mission and EEO statements in various Pennsylvania Public Postsecondary Vocational Education documentation

**B. Student, Stakeholder and Public/Community Focus**

Provide an answer for each of the Quality Initiatives and provide supporting documentation. Documentation includes but not limited to:

1. Provide copy of one Occupational Advisory Committee meeting minutes per program
2. Provide copy of complaint procedure
3. Provide copies of student and stakeholder satisfaction and analysis of survey results

**C. Administration, Staff, Faculty and Support Services**

Provide an answer for each of the Quality Initiatives and provide supporting documentation. Documentation includes but not limited to:

1. Provide copy of job duties of those persons (administration, instructor, support staff, maintenance) directly involved in Pennsylvania Public Postsecondary Vocational Education
2. Provide qualifications of instructors, union and nonunion, in Pennsylvania Public Postsecondary Vocational Education programs

3. Provide professional development opportunities available to Pennsylvania Public Postsecondary Vocational Education, union and nonunion, instructors
4. Provide copy of emergency plan and other documentation that ensures the school addresses employee and student well being

#### **D. Learning-Institutional Program Design and Delivery**

Provide an answer for each of the Quality Initiatives and provide supporting documentation. Documentation includes but not limited to:

1. Provide evidence of program development including occupational analysis, objectives, assessment, program design, delivery and technology based on stakeholder input
2. Provide evidence of the opportunity for work-site learning
3. Provide data on monitoring and student tracking of student enrolled in PPPVE programs i.e. grades, pass rates, credentials earned, placement, etc.
4. Provide copy of adult education catalog and handbook showing the PPPVE course descriptions with tuition and fees, admission and recruitment policies and guidelines, expectations, grading system, remediation opportunities, certifications and end of the program certificate. Do not provide adult short term documentation
5. Provide copy of credit hour policy

#### **E. Learning-Institutional Facilities and Equipment**

Provide an answer for each of the Quality Initiatives and provide supporting documentation. Documentation includes but not limited to:

1. Provide plan for purchase of equipment for Pennsylvania Public Postsecondary Vocational Education programs
2. Provide documentation that demonstrates adequate resources and training stations exist
3. Provide documentation that demonstrates the facilities include adequate training stations and are safe. This includes the noninstructional areas as well as storage.
4. Provide documentation that the facilities are adequate to meet the needs of students with disabilities and special needs

#### **F. Organizational Performance Results**

Provide an answer for each of the Quality Initiatives and provide supporting documentation. Documentation includes but not limited to:

1. Provide copy of completed student satisfaction survey, one per program, and how data was utilized to update and improve programs
2. Provide student data that demonstrates student learning, special awards, attendance, dropout and certificates earned
3. Provide copy of completed employer evaluation, one per program, and how data was utilized to update and improve programs
4. Provide copy of budget to show overall growth and expansion in Pennsylvania Public Postsecondary Vocational Education programs including a breakdown of all revenues and expenditures. Show breakdown of students and their method of tuition and relate it to the overall budget and provide 3 year and 2 year default rates. Default rates can be found at: <http://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr2yr.html>
5. Provide copy of completed staff satisfaction surveys and how data was utilized to update and improve programs