



Welcome to the 2009 Recertification Workshop

February 20, 2009



*Building Missouri's future...
by degrees*

Workshop Agenda/Topics

Introductions and Announcements

Department/Program Information

Student Data

2009-2010 Recertification

Application Overview

Questions and Answers

Meet the Staff



Leroy Wade - Assistant Commissioner

Rita French - Administrative Assistant

Jessica Ash-Schulte – Senior Associate

Dory Hamburg -Research Associate

Timothy Wittmann – Research Associate

How does this thing work?



What is the CBHE?

Created by Missouri Constitution

Coordinating Board for Higher Education

- Nine Members
- Geographically/Politically Diverse
- Appointed by the Governor

Head of the Missouri Department of Higher Education
(MDHE)

Hires the Commissioner of Higher Education

What is the MDHE?

Missouri's Statewide Higher Education Agency
Public Colleges and Universities
Independent Missouri Colleges and Universities
Proprietary/Out-of-state Institutions

Five Major Divisions

- Academic Affairs
- Operations
- Student Loan Program
- Contracts and Compliance
- Financial Assistance, Outreach, and Proprietary Certification

What am I doing here?



What is a Proprietary School?

Defined by statute

- Offer a course of instruction
- Profit or not-for-profit
- Classroom or distance

Categories

- Missouri Private Career Schools
- Missouri For-profit College-level Institutions
- Out-of-state Colleges/Universities
- Recruit-only Schools

2007 Statistics

Enrollment – 89,733

Programs Offered – 2,014

Graduates – 22,131

Financial Aid - \$240 Million to 31,000 students

Employment – 72 % in Training Related Fields

Program Profile – FY 2008

Number of Schools

- Main Campus Certificates: 159
 - 107 Mo. Private Career
 - 34 Non-Missouri
 - 18 Recruit-only
- Instructional Locations: 194
- New Applications: 30

Site Visits – 15

Program Revisions – 1,288

School Closings - 12

CBHE Advisory Committee

Paula Jerden – ITT Technical Institute

Cris Medina – Guadalupe Culinary Arts Institute

Cynthia Musterman – Patricia Stevens College

Patty Shoemaker – WTI-Joplin

Shane Smeed – DeVry University

Carrie Stamper – Missouri Taxidermy Institute

John Vatterott, Jr. – American Trade School

State Agency Cooperation

- **Department of Elementary and Secondary Education**
 - Veterans Education
 - Vocational Rehabilitation
 - Workforce Investment Act
- **Economic Development**
 - Workforce Development
- **Department of Insurance, Financial Institutions and Professional Registration**
 - Professional Registration
- **Department of Health and Senior Services**
 - Division of Aging

Questions?



May I see your licence?





Proprietary School Student Records

- Overview
 - Primary source of data about students at approved schools
 - Point in time format
 - Snapshot of student at entry/enrollment
 - Snapshot of student at exit
- Importance of Data
 - Understand and describe the sector's scope and magnitude
 - Integration with data about other education sectors
 - Reduce reporting requirements by sharing with other agencies

Proprietary School Student Records

- Current Plans
 - Update data storage system (hardware and software)
 - Develop an electronic data submission process
 - Data entry options under new system
 - Paper-based process
 - Data entry by student (web-based)
 - Data entry by school (web-based)
 - Direct file transfer from school
- Future Plans
 - Reports
 - Other enhancements

Proprietary School Student Records

- Current Format
 - Three part NCR Form
 - White – Return on enrollment
 - Canary – Return on exit
 - Pink – Retain for school records
- Bundle and submit at least quarterly
- FAQ
 - <http://www.dhe.mo.gov/propstudentrecords.shtml>



Student Record Forms

- **Enrollment Record**

- Complete Part I on enrollment
- Do not report “No Shows”
- Designed for completion by students
- Blank questions
- Batch white pages (program, location, year) and submit quarterly

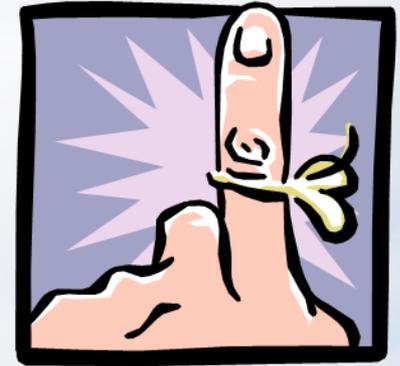


- **Exit Record**

- Complete Part II on exit (graduation, termination or withdrawal)
- Short-term program complete only white page
- Completed by school
- Degree Designations
- Batch canary pages (program, location, year) and submit quarterly

Student Record Reminders

- Use batch cover sheets
 - Ensure each batch is consistent
 - Enrollment/Completion; Years; Programs; Level
- Submit records at least quarterly
- Batch records by program and location
- Monitor consistency between enrollment and exit record submissions
- Need consistent data with program inventory
- Retain pink copy for school records



Student Record Web Application

*Everything should be made as simple
as possible, but not simpler.*

~ Albert Einstein

Student Record Web Application



Student Record Web Application

- Student Interface
 - Accessible through any Internet connection
 - Not secure
 - Requires completion of all fields except SSN
- School Interface
 - Accessible through any Internet connection
 - Secure
 - Requires completion of all fields except SSN

Proprietary School Student Records

- File Transfer Process
 - Requires school to establish tables based on student information system
 - Transfers data in encrypted format
- Web Application and File Transfer Discussion Points
 - Reports
 - Training
 - Suggestions
 - Other questions????

Questions?



2009-2010 Recertification



Annual Recertification

Application Available – January 9, 2009

Submission Deadline – March 16, 2009, 5 p.m.

Review of Application Materials – April/May

Notice of Action/Issues – April to June

Security Deposit Verification (DHE 900) – June

Payment of Certification Fee – June

Issue Certificate of Approval – by June 30, 2009

Electronic Application

- **Available in two formats**
 - Portable Document Format (PDF)
 - Microsoft Word (DOC)
- **Access from department Internet site**
 - <http://www.dhe.mo.gov>
- **Download, save, and complete**



Electronic Data Forms

- **Available Forms**

- Additional Locations (Pages 12 -14)
- Program Inventory (Item 43)
- Personnel Data (Item 44)
- Financial Statement (Items 45 – 53)
- Student Financial Aid Report (DHE 14-P)
- Enrollment, Completion, Employment (DHE 27-P)
- Administrative/Instructional Personnel (Exhibit 4)

- **Available in one of two formats (Word or Excel)**

- **Access from department Internet site**

- www.dhe.mo.gov/proprecertinstructions.shtml



I think I need some help!



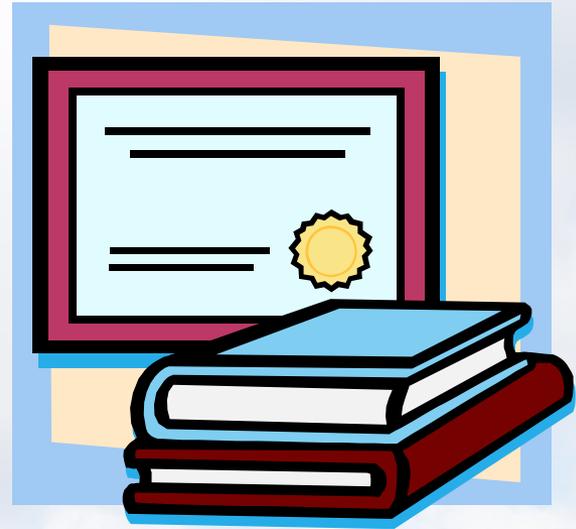
Other Online Resources

- **DHE Information**
 - [Online Program Inventory](#)
 - [Tips and Suggestions page](#)
 - [Information Request Form](#)
- **[CIP Information](#)**
 - Searchable Database
 - Complete CIP 2000 Manual



Application Overview

- **Three Sections**
 - Certification standards
 - Institutional Information
 - Exhibits
- **Common Problems**
 - Incomplete
 - Inconsistent
 - Noncompliant



Top Five Recertification Questions



- How do I start an on-line program?
- How do I request approval for a new program?
- What is the difference between a branch campus and an extension site?
- Can I send my certification fee with the application?
- Can I get an extension of the March 16 deadline?

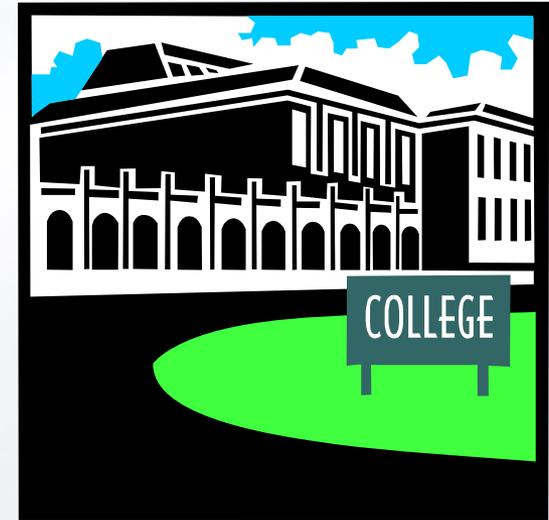
Certification Standards

- Verification of compliance
- Review each item carefully
- Original, handwritten initials
- Narrative explanation of any items left blank (Exhibit Six)
- Attestation page
 - Original signature of owner/administrator
 - If different, name and title of person initialing



Institutional Information

- **Five Data Reports**
 - Program Inventory
 - Personnel
 - Finance
 - Student Financial Aid
 - Enrollment Completion Employment
- **Primary data source about schools**
- **DHE Code (Identification Number)**
 - Lower right corner of the Certificate to Operate



Institutional Information

- Location/Control/Approval
- Additional Locations
- Program Inventory
- Personnel Data
- Financial Statement
- Certification Fee
- Security Deposit



Institutional Information

- **Student Financial Aid (DHE 14-P)**
- **If eligible, complete even if no aid was delivered**
- **Ensure you use appropriate program areas**
 - Federal programs
 - State administered federal programs
 - State programs
 - Institutional aid
 - Other aid sources
 - Third-party loans
- **Unduplicated students and total dollars awarded**

Institutional Information

- Enrollment/Completions/Employment
 - (DHE 27-P)
- Four data sections
 - Section I – Headcount enrollment
 - Section II – Graduate placement/employment
 - Section III – Completions
 - Section IV – Outcomes
- Reporting period for sections I, III, IV – 2008
- Reporting period for section II – any 12 months
- Consistent totals in sections III and IV

Exhibits



- All current publications
- Completed enrollment agreement
- Completed transcript
- Personnel forms (administrative/instructors)
- Resumes for new personnel (if applicable)
- Financial reports (if applicable)
- Supplemental information

Checklists



- **Exhibit Checklist**
 - Signed and dated
- **Publication Checklist**
 - Document and page
 - Category code
- **Enrollment agreement**
 - Completed current agreement
- **Transcript**
 - Completed current transcript

Personnel Information

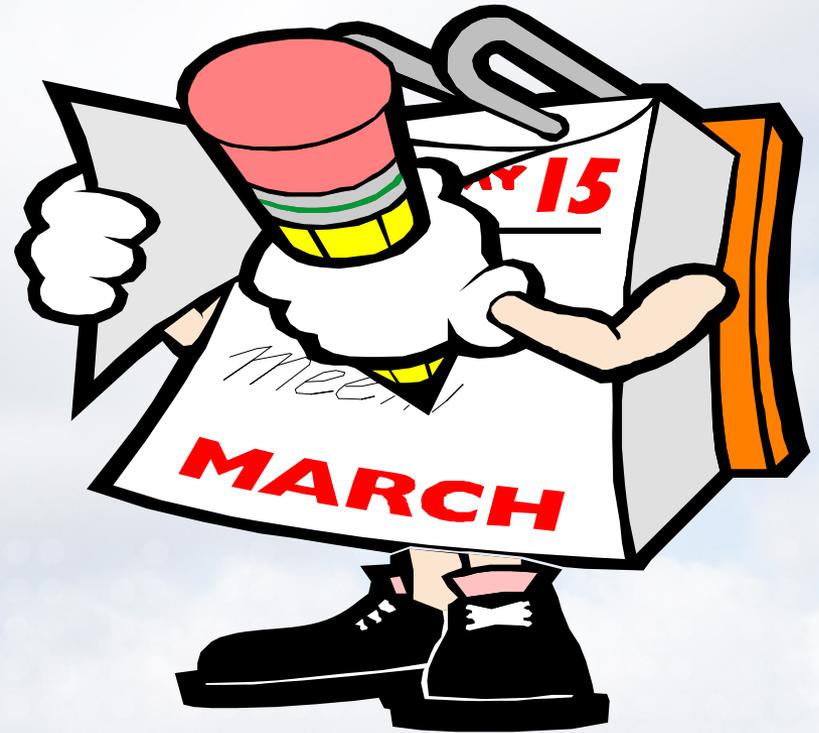
- **Administrative Personnel Form**
 - Check box and attach resume, if new
 - Check all administrative duties that apply
 - Designate one person to receive application
 - Designate one person to receive certificate
- **Instructional Personnel Form**
 - Check box and attach resume, if new
 - Include name and courses taught for each
 - Special circumstances
 - Accredited
 - Massage program

That's not as hard as I thought!



Application Deadline

Monday
March 16,
2009



Questions?

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