



## **GUIDELINES AND INSTRUCTIONS FOR COMPLETING THE 2013 CAMPUS ACCOUNTABILITY REPORT ADDENDUM FOR LICENSURE PASS RATES (CAR Addendum)**

Information about the 2013 Campus Accountability Report (CAR) and this Addendum is located on the ACICS Website, [www.acics.org](http://www.acics.org), under the “Accreditation” tab. All main campuses and additional locations that completed the 2013 CAR are required to file the 2013 CAR Addendum. A campus' obligation to file a CAR Addendum is not fulfilled until a completed report is received by ACICS. If you have questions, please send your inquiries to [CAR@acics.org](mailto:CAR@acics.org).

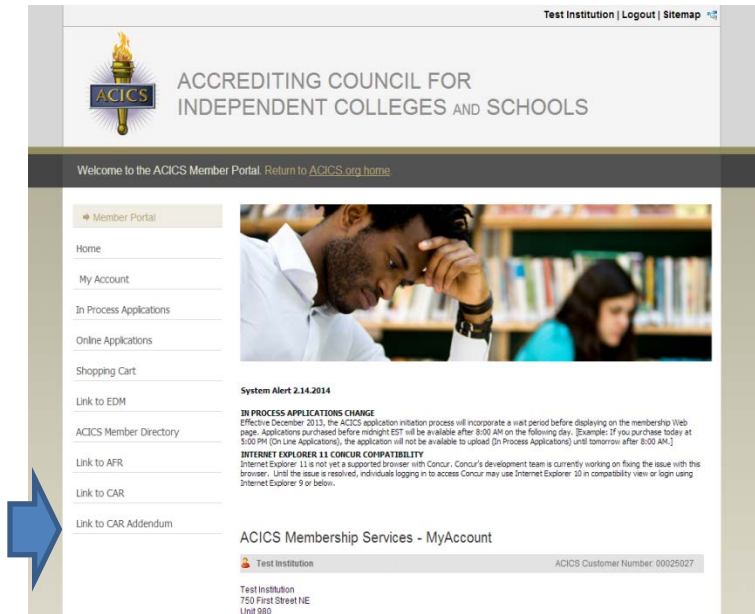
**I. REPORTING PERIOD** – The reporting period for the 2013 CAR Addendum is January 1, 2013 through December 31, 2013. All graduates and completers who took a required licensure examination during that period should be included in the report.

**II. DEADLINE FOR SUBMISSION** – The on-line report must be submitted by close of business on **Friday, May 16, 2014**. All reports are analyzed for accuracy. Those reports with errors must be revised, and the campus will be assessed a \$250 Revision Fee for all reports revised after the CAR Addendum has been submitted. No exceptions will be made. A \$500 Late Fee will be assessed for on-line submissions of the report or the back-up data received after May 16, 2014. Extensions will only be granted for extreme extenuating circumstances. The CAR Addendum will be permanently locked on **Monday, May 19, 2014**. Campuses seeking to make revisions after May 19th must contact the ACICS office. Revisions submitted after May 19th must be submitted in hard copy.

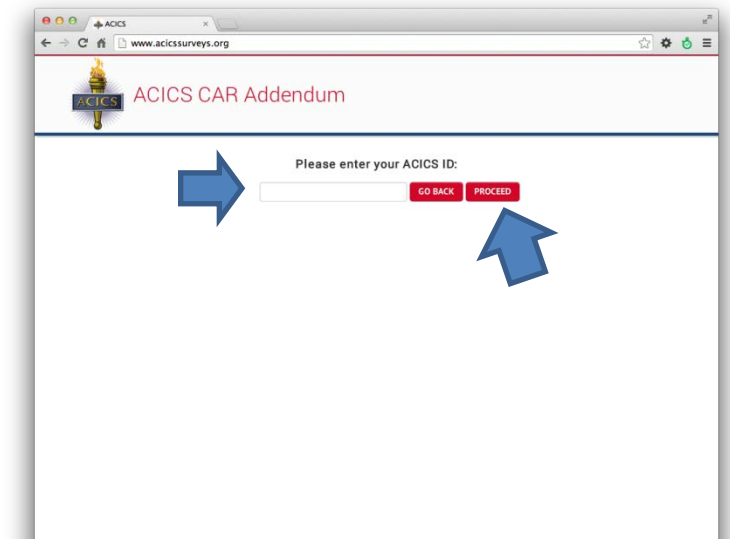
**III. DOCUMENTATION** – For any program for which licensure is required for employment, please maintain documentation on campus from the relevant state agency of the pass rate information you receive and the pass rate standard utilized by that agency, if any. If your program is not in good standing with the examining agency, please maintain documentation of all correspondence regarding the program's compliance with the agency's pass rate standard.

**IV. INSTRUCTIONS FOR LOGGING INTO THE CAR ADDENDUM** - To access the link to the CAR Addendum, log into your campus' ACICS member portal account using your member portal login credentials. For assistance in accessing your member portal or the CAR Addendum, please contact Ms. Soo Ryun Kim at [ebiz@acics.org](mailto:ebiz@acics.org).

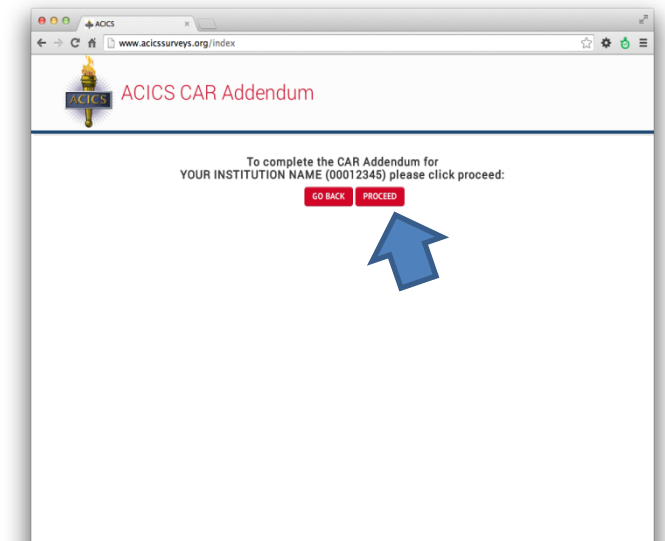
Step 1. Once you have logged into the member portal, click on “Link to CAR Addendum”.



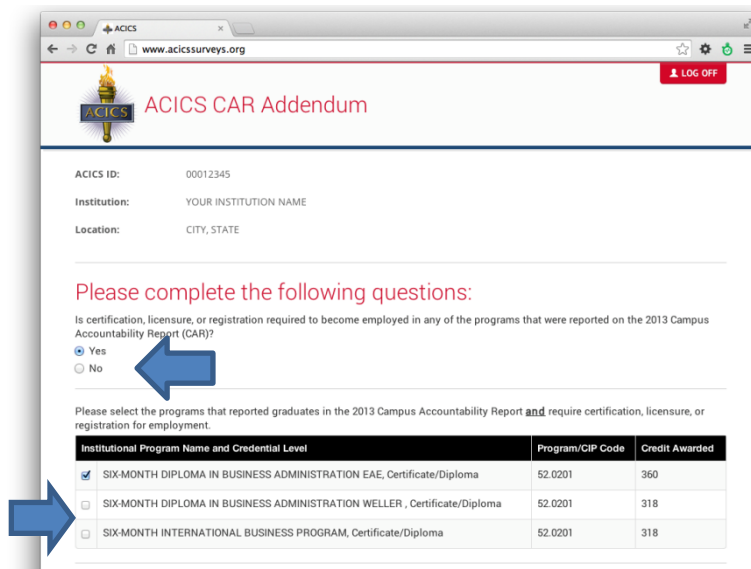
Step 2. Enter your ACICS ID CODE and click “Proceed”.



Step 3. Click “Proceed” if the Institution Name and ACICS ID CODE are correct.



Step 4. If your institution does not offer any programs that require licensure to become employed, then select “no” and click the “Final Submission” button. If your institution offers programs that require licensure to become employed, then select yes and then select each program that requires licensure for employment from the list.



## **V. INSTRUCTIONS FOR COMPLETING THE 2013 CAR ADDENDUM PROGRAM DATA**

**FORM** – The campus is required to submit data for every program that requires licensure for employment that was an approved program during the CAR reporting period July 1, 2012 through June 30, 2013.

The instructions that follow should be used to answer the questions in the report.

**ACICS Program Name and Program Code Number, Institutional Program Name and Credential Awarded** – The Institutional Program Name, Credential Level, Credit Hours and Program/CIP Code will be pre-populated for every program identified as requiring licensure for employment for a campus.

**Licensure Information** – ACICS is collecting information about licensure pass rates in order to apply standards to these rates. Where relevant, please describe the pass rates and pass rate information you receive from the licensing agency by answering the following questions:

1. **Examining Agency** – Please list the state, regional or national agency which administers the required examination in the text field provided.
2. **Calendar Year Cumulative Pass Rates** – If you are provided with cumulative data on your program’s pass rate for calendar 2013, please enter it. If not, check “Data not available.” A cumulative pass rate is defined as the percent of program graduates or completers who sat for the exam and received a passing score in the first or in a subsequent taking of the exam during the calendar year.
3. **Total Graduates**- Enter the number of completers and graduates during the CAR reporting period of July 1, 2012- June 30, 2013. Only programs with 10 or more completers and graduates that fall below the compliance standard will be placed on compliance warning.

**VI. MITIGATING CIRCUMSTANCES** - If the licensure pass rate is below the ACICS Compliance Standard (60%), the campus may request a waiver from the application of one or the standard to this program by submitting the required information. Please carefully read the requirements for each mitigating circumstance waiver request. Only correctly submitted requests will be considered.

General Procedures:

- Licensure standards apply only if completers and graduates total 10 or more.
- 2012 and 2013 Compliance Standards and timeframes continue to apply, even if the number of students enrolled or graduates drops below 10.
- Waivers may only be requested for the 2013 CAR Addendum.
- Waivers may be requested only from application of the Compliance Standards. Benchmark standards are not subject to waivers.

### **1. Request for a Waiver from Licensure Pass Rate Standard Based on Weighted Average**

- Rates and Completers/Graduates totals for 2013, 2012 and 2011 will need to be

manually entered.

- The report will calculate a three-year weighted average.
- Data must be entered and relevant documentation must be uploaded, including a program improvement plan. Please include program, credential level and standard in file name.

## 2. Request for a Waiver from Licensure Pass Rate Standard Based upon Programmatic Accreditation

- The program must be separately accredited by a programmatic accreditor recognized by the USDOE or CHEA.
- The programmatic accreditor must have a comparable standard of student achievement.
- The program must be in good standing with the accreditor, by virtue of being in compliance or in the process of complying with the standard. Programs on probation or in imminent risk of losing programmatic accreditation may not receive a waiver.
- Data must be entered and relevant documentation must be uploaded, including a program improvement plan. Please include program, credential level and standard in file name.

## 3. Request for a Waiver from Licensure Pass Rate Standard Based on Other Mitigating Circumstances

- To assist our analysis of each request, in the text block prior to describing the circumstance, please include a subject line for Other Circumstances, indicating the Type of Circumstance, e.g., “Waiver for Licensure Pass Rates based on Economic Conditions.”
- The circumstance must be described and documented.
- The circumstance must be directly related to the relevant student performance and the campus must have little or no control over the circumstance.
- Data must be entered and relevant documentation must be uploaded, including a program improvement plan. Please include program, credential level and standard in file name.

**PLEASE NOTE:** You are only prompted to enter a mitigating circumstance if your rate is below 60% AND the program has 10 or more completers or graduates.

Program Licensure Information

1. Agency administering the exam:

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2. Enter the cumulative pass rate for this program for 2013 (i.e., the percent of program graduates who sat for the examination and received a passing score in the first or a subsequent taking of the exam during the calendar year), if it is provided or can be calculated.

%  Data not available.

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3. Enter the number of graduates during the CAR reporting period of July 1, 2012- June 30, 2013.

4. Please select one of the three mitigating circumstances for the Licensure Pass Rate Standard:

[Please click here to review a description of each mitigating circumstance.](#)

Once you have entered all of the necessary data and supporting documentation in, please click “Final Submission”. This will open the page illustrated below. If you need to make any revisions to the information entered, please click “Make Additional Changes”. If you would like to print a copy of your CAR Addendum Report, please click the print button.

