Gainful Employment Disclosure Template Quick Start Guide

For help with using the U.S. Department of Education's Gainful Employment Disclosure Template to configure and host a customized Web page on your institution's website that meets the gainful employment disclosure requirements.

***For use with Mozilla Firefox 3.0 and above.**

Introduction

Effective July 1, 2011, federal regulations published in the Federal Register on October 29, 2010 [75 FR 66665 and FR 66832] by the U.S. Department of Education require postsecondary institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965 (HEA), as amended, to disclose to prospective students certain information about the institution's GE Programs.

Generally, GE Programs include:

- **At public and private not-for-profit institutions:** Title IV-eligible non-degree programs (e.g., certificate and diploma programs).
- **At for-profit institutions:** All Title-IV eligible instructional programs, degree and non-degree.

To assist institutions in meeting their disclosure obligation, the U.S. Department of Education designed and developed a Gainful Employment Disclosure Template (GEDT) for use by all Title IV postsecondary institutions and eligible programs. **To ensure that the required data are disclosed to prospective students in a consistent and consumer-friendly format, institutions MUST use this GEDT developed by the Department of Education to disclose the required information about their GE Programs.**

The GEDT allows institutions to quickly and easily create a Web page containing the required gainful employment disclosure information for each of their eligible educational programs. Specifically, this information includes:

- The typical costs associated with completing the program;
- Potential financing options available to students and the median debt incurred by program graduates;
- The normal time to complete the program and the percentage of graduates who completed the program within the normal time; and
- The job placement rate for program completers.

Similar to the Net Price Calculator Template (also developed by the Department of Education), institutions must enter each GE Program's required data into the application's online data entry form. An 'HTML' output file containing the required information will then be generated for posting on the educational program's homepage. The output file must also be included on any printed invitations, advertisements, promotional materials, or solicitations that mention or otherwise refer to the specific GE program, when feasible. **Please note that a unique output file must be generated for each program at the institution that is subject to the gainful employment regulations.**

The following instructions are designed to take you through the steps required to use the Department of Education's GEDT application. Additional information and resources related to the new gainful employment regulations—including the published regulations and Federal Register Notices, answers to frequently asked questions, and guidelines for determining which educational programs are subject to the gainful employment regulations—are available on the Department of Education's Gainful Employment Information Page. A bulk data file option for uploading the data to produce an 'HTML' output file for one or more programs, and the import specifications for setting up your data file, are also available at http://ope.ed.gov/GainfulEmployment/Upload.aspx.

For immediate assistance with any additional questions or problems related to system usage, please contact the GEDT Help Desk toll-free at (855) 359-3697 or gedt@inovas.net.

How it Works

The Department of Education's GEDT is comprised of two components:

1. **Institution Application.** Institutions input the required information into the online data entry form. The form must be completed for each program subject to the gainful employment regulations. This includes the following information for each of the institution's GE Programs:

Program Information	• The 6-digit U.S. Department of Education Classification of Instructional Program (CIP) Code for the GE Program; • The institution's name for the program (if different from the U.S. Department of Education CIP Program Name); • The credential level for the program; and • The name and U.S. Department of Labor's Standard Occupational Classification (SOC) code of the occupations for which the program prepares students to enter.
Program Cost	• The tuition and fees the institution charges a student for completing the program within the normal time; • The typical costs for books and supplies, and the cost for on-campus room and board (if applicable); and • The URL for other program cost information available on the institution's website pursuant to Sec. 668.43(a).
Debt at Program Completion	• The number of students who completed the program during the most recent full year extending from July 1 to June 30; • Of these completers, the number who completed the program with any student loan debt as a result of enrollment in the program (optional); • The median loan debt incurred by students who completed the program (reported separately for Title IV loans, private loans, and institutional financing);

Program Completion in Normal Time	• The normal time to complete the program, as published in the institutional catalog or other publications; and • Of the students who completed the program during the most recent full year extending from July 1 to June 30, the number who completed the program within the normal time.
Job Placement	• The job placement rate for students completing the program as reported to the institution's accrediting agency and/or state (if applicable).

IMPORTANT: The institution application does not save any data as input by the user. For your convenience, you may use the screenshots in this Quick Start Guide to view the screens and prepare the necessary data before completing the GEDT data entry form.

2. **Output File.** Based on the data entered by the institution, a customized 'HTML' file is generated for use on the institution's website. This 'output file' contains the required information to be disclosed for the relevant GE Program—as input by the institution. It is presented in a consistent, consumer-friendly format, with information grouped into three primary categories: (1) Cost (includes the data entered in the 'Program Cost' section of the data entry form); (2) Financing (includes the data entered in the 'Debt at Program Completion' section of the data entry form); and (3) Success (includes the data entered in the 'Program Completion in Normal Time' and 'Job Placement' sections of the data entry form).

If the HTML code within the output files is modified in any way, please be aware that the institution will no longer be in compliance with the GE Program regulatory requirements.

Technical Information

Section 508 Compliance

The U.S. Department of Education's GEDT complies with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d). The current amendment went into effect June 21, 2001 and requires that federal agencies make their electronic and information technology accessible to people with disabilities. The GEDT was designed to fully integrate with any additional adaptive equipment or software that may be required.

JavaScript

In order to use the GEDT data entry form, you must have JavaScript enabled in your browser. To enable JavaScript in Mozilla Firefox, please follow the instructions below:

1. Click the **Tools** menu.
2. Select **Options**.
3. Click the **Content** tab.
4. Check the "Enable JavaScript" box.
5. Click the **OK** button.

Using the GEDT

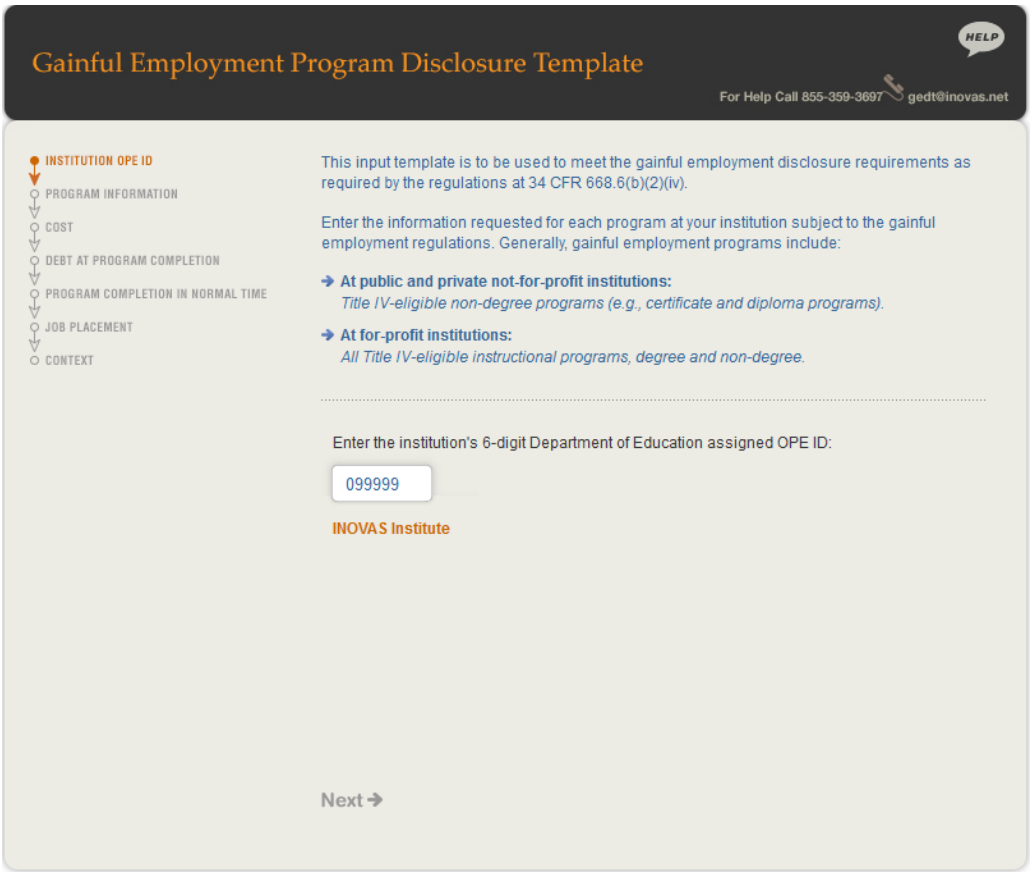
Step 1: Access the GEDT

Click on the link below to access the GEDT data entry form. Here you will answer a series of questions and enter the data necessary to produce a customized Web page for each of your institution's GE Programs.

http://ope.ed.gov/GainfulEmployment/

Once you have accessed this link, the opening screen is displayed. For your convenience, a status bar is located on the left side of the screen and will update as you work through the template. To get started, carefully review the information presented and enter the institution's 6-digit Department of Education assigned OPE ID.

Screen 1: Institution OPE ID



Then, click **Next** to create a customized Web page for your institution's selected GE Program.

Step 2: Enter Program Data

On each screen, enter the information requested for your institution's GE Program. Once you have reviewed the information, click **Next** to proceed. If needed, you can click **Previous** to go back and edit the information provided on a previous screen.

Screen 2: Program Information

INOVAS Institute (099999)

Enter the U.S. Department of Education 6-digit Classification of Instructional Program (CIP) code for the gainful employment program (e.g., 11.0101); or enter a partial CIP code (two or more digits) and click "Search CIP" to browse a list of potential 6-digit matches:

13.1003 Search CIP

CIP Program Name: Education/Teaching of Individuals with Hearing Impairments Including Deafness

Enter the institution's name for this program (if different from the CIP Program Name shown above):

Special Education - Deaf and Hard of Hearing

Select the credential level for this program:

Bachelor's degree

Occupations for which this program prepares students *(2 occupation(s) selected)*

Click on the link above to choose from a list of Standard Occupation Classification (SOC) codes commonly associated with this program's CIP code. If this program prepares students for an occupation not listed, click here to enter the name and SOC code of the occupation for which this program prepares students.

SOC Code: 25-2054 Occupation: Special Educatior

☑ Tip

Please consider the following:

- **Did you review the on-screen instructions carefully?** The on-screen text provides valuable information regarding what data to include and/or exclude. For example, in most cases, the screen text notes that your information should be provided for the period extending from July 1, 2012 to June 30, 2013.
- **Did you enter the correct OPE ID, CIP code, and SOC code?** These codes identify the institution, the selected GE Program, and the relevant occupations for which this program prepares students. Therefore, it is important to verify that you entered complete and correct information for the institution's selected GE Program.

Screen 3: Cost

INOVAS Institute (099999)

CIP Program Name: Education/Teaching of Individuals with Hearing Impairments Including Deafness

Include costs for completion of the entire program, assuming normal time to completion. Enter amounts in whole dollars.

Enter the total tuition and required fees for the entire program, assuming normal time to completion:

36000

Enter the total estimated costs for books and supplies for the entire program:

4800

Enter the total costs to the student for on-campus room and board for the entire program, assuming normal time to completion:

24000

☐ *Check here if your institution does not provide on-campus housing for students enrolled in this program.*

Enter any fees or expenses that students have in addition to those already entered for tuition and required fees, books and supplies, and room and board (for example: optional equipment, parking permits, etc.):

Parking Permits cost $150 per year, or $75 per semester.

Enter the URL for other program cost information available on your institution's website pursuant to Sec. 668.43(a):

http://www.admissions.inovas.edu/costs

Screen 4: Debt at Program Completion

INOVAS Institute (099999)

CIP Program Name: Education/Teaching of Individuals with Hearing Impairments Including Deafness

Enter the number of students who completed the program between July 1, 2012 and June 30, 2013:

100

Of the **100** completers reported above, enter the number completing with any student loan debt as a result of attendance in this program (optional):

80

For all students (both borrowers and non-borrowers) completing the program between July 1, 2012 and June 30, 2013, enter the median cumulative amount of debt for each of the following, in whole dollars:

Title IV student loan debt:	6000
Private loan debt:	3500
Institutional financing plan debt:	3500

☐ Check here if less than ten graduates received loans. In this case, median amounts will be withheld to preserve the confidentiality of the loan recipients.

Screen 5: Program Completion in Normal Time

INOVAS Institute (099999)

CIP Program Name: Education/Teaching of Individuals with Hearing Impairments Including Deafness

Enter the normal time to complete the program as published in your institutional catalog or other publications. Please enter the amount in whole numbers (e.g., no fractions):

4 ○ weeks ○ months ◉ years

Of the **100** students who completed the program between July 1, 2012 and June 30, 2013, enter the number who completed the program within the normal time, as reported above:

58

Screen 6: Job Placement

You may enter up to two calculated job placement rates for the selected GE Program—as reported to your institution's accrediting agency and/or state. If the institution calculates and reports the selected GE Program's job placement rate for <u>both</u> its accrediting agency and its state, both rates must be entered and included in the output file, as demonstrated in the example below.

INOVAS Institute (099999)

CIP Program Name: Education/Teaching of Individuals with Hearing Impairments Including Deafness

Select the option that applies. Are you required to calculate a job placement rate for the program completers by:

- ○ Your accrediting agency
- ○ Your state
- ◉ Both (accrediting agency and state)
- ○ We are not currently required to calculate a job placement rate for program completers

If you responded that the institution is required to calculate a job placement rate for its accrediting agency, then you must provide the following information:

Accreditor Rate

Enter the job placement rate calculated for program completers:

80 %

For the above job placement rate, enter the following information to be included in the template as context for the job placement rate:

Accrediting agency name:

Enter the name of the accrediting agency for which your institution calculates this job placement rate.

American Speech-Language-Hearing Association, C

Who is included?

Enter information about the program completers included in the calculation of this rate. (For example: All students who completed between July 1, 2012 and June 30, 2013 are included in this calculation.)

2 and June 30, 2013 are included in this calculation.

What types of jobs were these students placed in?

The job placement rate includes:

- ○ Any job
- ◉ Only jobs within the field of study

Positions that recent completers were hired for include:

Educator, Interpreter

When were the former students employed?

Enter information about how long after the program completion date the job placement rate is based. (For example: This rate is based on program completers who were employed within 180 days of completion and were employed for at least 13 weeks.)

ompletion and were employed for at least 13 weeks.

How were completers tracked?

Please provide information about how this information is obtained:

- ◉ Completer/alumni survey Response rate: 85 %
- ○ State data system
- ○ Other Please specify:

If you responded that the institution is required to calculate a job placement rate for the state, then you must provide the following information:

State Rate

☑ **The calculated job placement rate (and related methodology) calculated for the state is the same as the information entered for the Accreditor Rate above.**

Enter the job placement rate calculated for program completers:

80 %

For the above job placement rate, enter the following information to be included in the template as context for the job placement rate:

State name:

Enter the name of the state for which your institution calculates this job placement rate.

Maryland

Who is included?

Enter information about the program completers included in the calculation of this rate. (For example: All students who completed between July 1, 2012 and June 30, 2013 are included in this calculation.)

All students who completed between July 1, 2012 ai

What types of jobs were these students placed in?

The job placement rate includes:

○ Any job

◉ Only jobs within the field of study

Positions that recent completers were hired for include:

Educator, Interpreter

When were the former students employed?

Enter information about how long after the program completion date the job placement rate is based. (For example: This rate is based on program completers who were employed within 180 days of completion and were employed for at least 13 weeks.)

This rate is based on program completers who were

How were completers tracked?

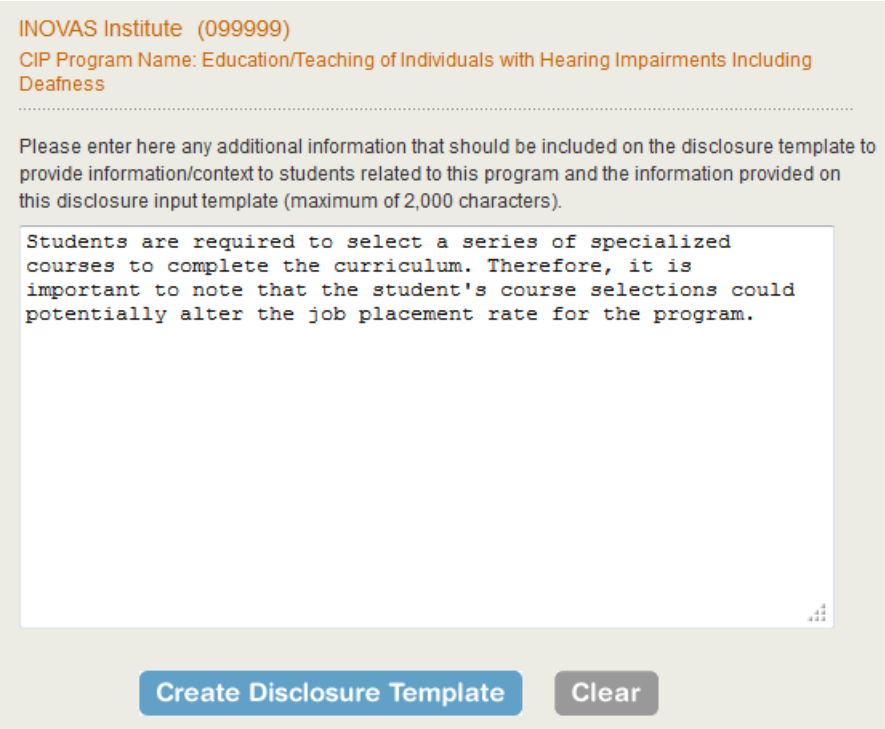
Please provide information about how this information is obtained:

◉ Completer/alumni survey Response rate: 85 %

○ State data system

○ Other Please specify:

Screen 7: Context



☑ Tip

Please consider the following:

- **Did you review the provided information to ensure that it is accurate and complete?** The output file contains a custom Web page for hosting on the institution's website. It is important that you carefully review the provided information for spelling and grammatical errors, and content.

Once you have completed and reviewed all screens, click **Create Disclosure Template** to generate your customized Web page for the selected GE Program.

Step 3: Download and Extract the HTML files

A zip file will be produced containing the files necessary to host the GE Program's customized Web page on your institution's website.

Directions for use with Mozilla Firefox 3 and above

1. When prompted, click **Save File** to save the zip file to your computer's hard drive. Then click **OK** to continue.

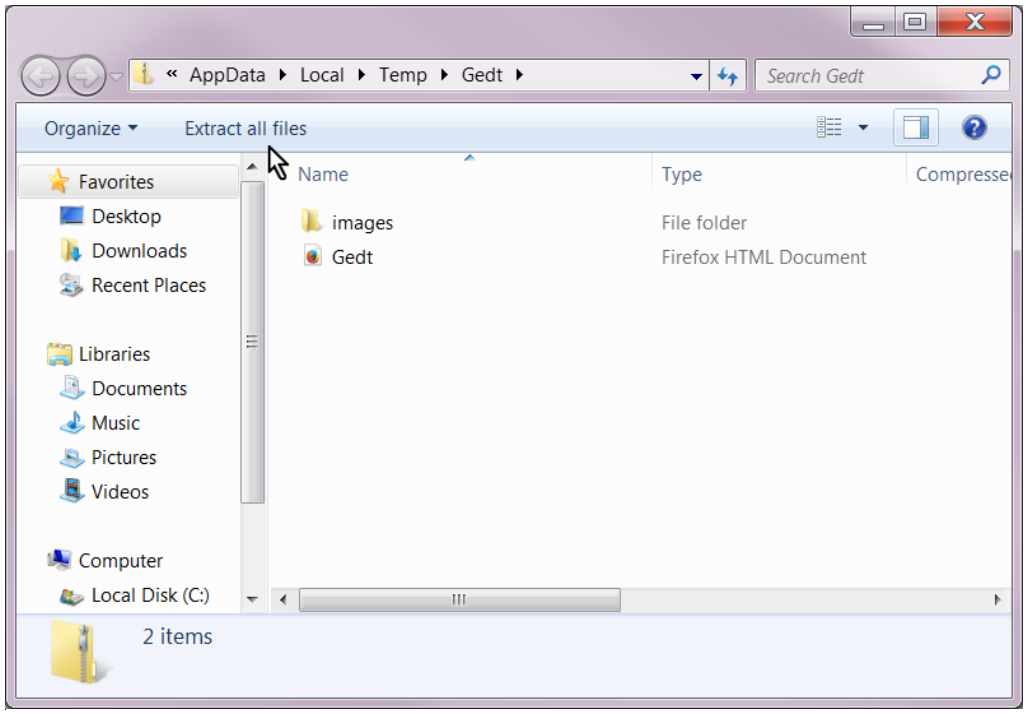
   Note: The zip file downloaded in this step constitutes the only copy of the output file with your institution's data. This data is not retained anywhere on the NCES server, so make sure you have saved these files locally before closing the GEDT data entry form.

2. Enter the desired file name and destination; then click **Save**.

   Note: Your browser may be set to automatically save downloaded content to a default location. If this is the case, you will skip this step and go directly to the **Downloads** window.

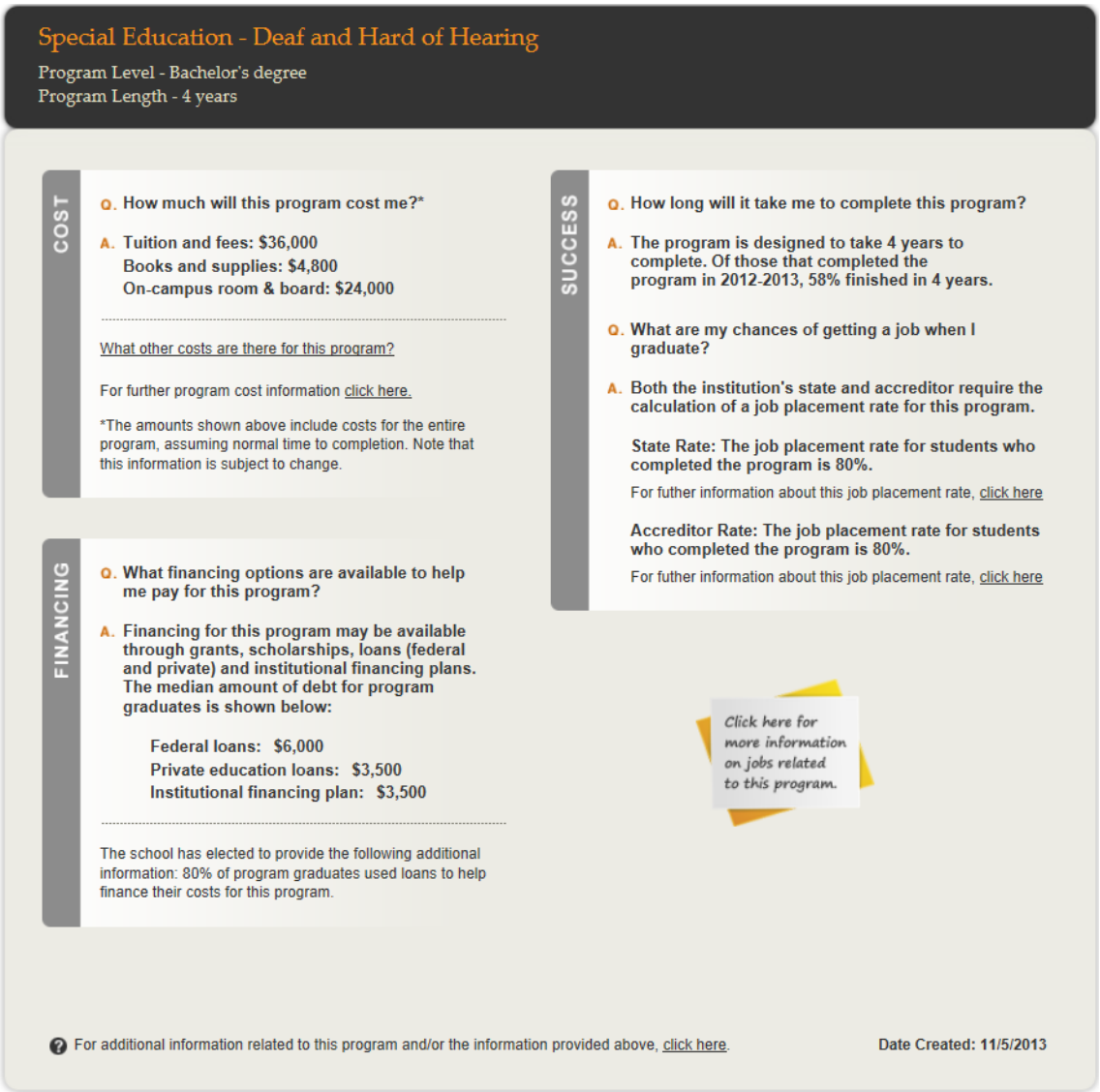
3. If prompted, double click the **Gedt.zip** file from the **Downloads** list to view the downloaded zip folder on-screen. Otherwise, locate the downloaded file on your hard drive.

4. The zip file must be extracted/unzipped to view the customized Web page. To do this, click the **Extract all files** button (as shown below); or right-click the downloaded file and choose **Extract**.



   Note: While extracting the files, be sure to preserve the structure of the directory. In the example shown above, this is done automatically. When using WinZip, you will need to make sure that the box marked "Use Folder Names" is checked.

5. You may preview a local version of your GE Program's customized Web page by double-clicking the HTML document that appears as a browser link within the extracted folder (in the example shown above, this is the file named ***Gedt***).



Special Education - Deaf and Hard of Hearing

Program Level - Bachelor's degree
Program Length - 4 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: $36,000
Books and supplies: $4,800
On-campus room & board: $24,000

What other costs are there for this program?

For further program cost information click here.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: $6,000
Private education loans: $3,500
Institutional financing plan: $3,500

The school has elected to provide the following additional information: 80% of program graduates used loans to help finance their costs for this program.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 4 years to complete. Of those that completed the program in 2012-2013, 58% finished in 4 years.

Q. What are my chances of getting a job when I graduate?

A. Both the institution's state and accreditor require the calculation of a job placement rate for this program.

State Rate: The job placement rate for students who completed the program is 80%.

For futher information about this job placement rate, click here

Accreditor Rate: The job placement rate for students who completed the program is 80%.

For futher information about this job placement rate, click here

Click here for more information on jobs related to this program.

For additional information related to this program and/or the information provided above, click here.

Date Created: 11/5/2013

You can edit any of the data provided for your institution by repeating the process outlined in this guide to generate a new version of the disclosure template for your program.

Step 4: Host your custom Web page on the Institution's Website

Once you have downloaded and extracted the necessary files, you are ready to host the custom Web page on your institution's website.

1. Start by creating a new folder for the output file within the specific GE Program's home directory on the institution's website. Please note that the name chosen for this folder will be included in the link used to access the application, so a detailed name, such as "Baking_and_Pastry_Arts", is recommended.
2. Move the files extracted in *Step 3* of this Quick Start Guide from their previous destination to this new folder.
3. The GE Program's customized Web page should now be accessible on your institution's website! You can verify this by entering the URL into your web browser as follows:

   http://[Homepage URL]/[Folder Name]/[File Name]

   For example, in the case illustrated above, the URL would look something like this:

   http://institution.edu/Baking_and_Pastry_Arts/Gedt

   Tip: To change the URL above, you can rename the folder created within your home directory, or you can rename the HTML file within that folder. Be sure to preserve the structure of the directory when making these changes.

You are done! Please remember that a unique output file must be generated for <u>each</u> program at the institution that is subject to the gainful employment regulations.