

# 2009 Annual Report

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

Address: \_\_\_\_\_  
 (Street Address) (City, State) (ZIP)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Is your institution: \_\_\_ Private, For-Profit? \_\_\_ Private, Non-Profit? \_\_\_ Government?

This Annual Report covers the institution’s activities from January 1—December 31, 2009. Please attach any additional pages or documentation to this form.

## I. Courses and Programs Offered

Total #of courses: \_\_\_\_\_ Total # of degree programs: \_\_\_\_\_ Total # of certificate programs: \_\_\_\_\_

Total new students for 2009: \_\_\_\_\_

Please submit the following on a separate sheet:

<u>Title</u>	<u># of Lessons or Courses</u>	<u>Length*</u>	<u>Tuition</u>	<u>2009 Enrollments</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\* Length should be expressed in months it takes the typical student to complete the course or program.

## II. Certification of Compliance with Commission Requirements

To certify that your institution has complied with Accrediting Commission policies and procedures, PLEASE INITIAL each space below. For areas where it is not possible to certify compliance, please provide an explanation and corrected information as may be required.

I certify that this institution has:

Your Initials

- \_\_\_\_\_ Formal written plans for regularly conducting student learning outcomes assessments and institution self-improvements.
- \_\_\_\_\_ Collected data that demonstrates that students are achieving learning outcomes that are appropriate to the institution’s mission and to the rigor and depth of the degrees, diplomas, or certificates offered.
- \_\_\_\_\_ When specific benefits for a course or program are identified, collected evidence that documents that graduates have attained the benefits.
- \_\_\_\_\_ Reported changes of ownership, management, or control.

Your Initials

- \_\_\_\_\_ Reported changes in location (including training sites).
- \_\_\_\_\_ Reported **significant** changes in financial condition and number of new enrollments.
- \_\_\_\_\_ Complied with all required governmental licenses and approvals, and the CEO/President is unaware of any action to revoke or withdraw any such licenses or approvals.
- \_\_\_\_\_ Developed accounting procedures to take into account or reserve prepaid tuition of students due future services.
- \_\_\_\_\_ Reviewed enrollment agreements—including tuition refund language—for compliance with Accrediting Commission standards.
- \_\_\_\_\_ Reported significant changes in marketing tactics and promotional efforts.
- \_\_\_\_\_ Reported all lawsuits, investigations, audits, actions, or other formal inquiries by governmental bodies or legal authorities.
- \_\_\_\_\_ Submitted for Accrediting Commission review all **new** courses/programs or courses/programs undergoing **significant** revisions and arranged for review of all new training sites.
- \_\_\_\_\_ Reviewed all advertising literature and promotional communications for compliance with DETC's standards.
- \_\_\_\_\_ Ensured that tuition refund policies are in accord with the DETC Business Standards and paid all tuition refunds due within 30 days of the students' requests.
- \_\_\_\_\_ Has reviewed and agreed to all the requirements set forth in DETC's *Constitution and Bylaws*, April 2009 edition.

**III. Report on Education and Student Services**

Use any additional sheets as necessary to respond to the questions below.

1. Report on additional sheets any **significant** changes to the faculty at the supervisor/management level. For any reported changes, provide brief descriptions of the qualifications of any new faculty. Report other significant changes to faculty assignments, workload, in-house training conducted, etc.
2. Report—and explain the reason for—any **significant** fluctuations (plus or minus 25% or more since last Annual Report) in institution enrollments. Describe, for significantly large increases, what additional staff and support resources have been employed to meet the demands of the increased enrollment.
3. Report any **significant** changes to tuition levels, payment options, collection techniques, or refund policies since the last Annual Report.
4. Report any **significant** changes to course/program admissions policies made since the last Annual Report. What requirements have been added or dropped? Provide the rationale for any changes listed.
5. For existing approved courses/programs (those not submitted for initial approval over the past year) describe any

**significant** changes or revisions (i.e., changes in text, media used, equipment, etc.) made. Describe also any new student services added to support existing courses/programs.

**IV. Report on Student Satisfaction**

On the *DETC Outcomes Assessment Data Form* (found on DETC’s web site under “Member Services” and “Publications,” provide the data you collected from your student surveys on satisfaction of your **10 most popular** courses as described in the “C.14. Policy on Student Achievement and Satisfaction.” **Also include a sample of your survey.** (Military and international institutions and K-12 schools are exempted from annual reporting, but not from five year self-evaluation reporting.)

**V. Report on Progress Through the Courses/Programs**

On the *DETC Outcomes Assessment Data Form* (found on DETC’s web site under “Member Services” and “Publications,” provide the data you collected on your course completions for your 10 most popular courses and **all** of your degree programs as described in the “C.14. Policy on Student Achievement and Satisfaction.” (Military and international institutions and K-12 schools are exempted.)

**VI. Report on Financial Condition**

**Please fill out the chart below (DO NOT just say “See Attached financial documents”).** Please attach a financial statement **ONLY** if the entries for lines 2, 4 or 5 for 2009 are negative amounts. The financial statement must be current, and at a minimum, the report must cover 12-month periods for the institution’s most recent two fiscal years and must be prepared in conformity with “generally accepted accounting principles.” The statement must use the *accrual method* for recognizing income. (Please refer to C.10. Policy on Financial Statements.)

Provide the following summarized financial highlights for your distance education operations for the most recent two fiscal year periods.

<b>Fiscal Year Ended:</b>	<b>2009</b>	<b>2008</b>
1. Revenues		
2. Net Income (Loss)	**	
3. Total Assets		
4. Working Capital (Deficit)*	**	
5. Total Equity/Fund Balance (Deficit)	**	

\* Current Assets minus Current Liabilities

\*\* Attach complete financial statement if entry is negative.

**PLEASE NOTE: For every accredited institution, the Accrediting Commission reserves the right to require the submission of complete, audited financial statements as it deems necessary.**

## VII. Summary of Institution's Plans

Please give a brief summary of your plans for the coming year in the following areas:

1. New courses or programs. List new courses you are preparing or considering and the estimated date of submission to the Accrediting Commission for review.
  
2. Change in Location/Additional Training sites. Indicate plans for change in location of the institution and/or plans for any new training sites (with projected class starting dates) and any changes in location for present sites.
  
3. Changes in marketing and promotional tactics or procedures. Describe.
  
4. Changes in ownership, top management, or key staff.

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Date

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Signature of Chief Executive Officer

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Print Name

The Executive Director of the DETC Accrediting Commission must receive this report by **January 31, 2010. Send your report to Sally Welch, DETC, 1601 18<sup>th</sup> Street, NW, Suite 2, Washington, DC 20009.**