

GAINFUL EMPLOYMENT PROGRAM DISCLOSURES

Final regulations published on October 29, 2010, by the U.S. Department of Education (the Department), require institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended, to disclose to prospective students certain information about their programs that lead to gainful employment in a recognized occupation, effective July 1, 2011. Below are the required disclosures for our programs.

Program	Tuition & Fees ¹	Median Debt Load ²	On Time Completion Rate ³	150% Completion Rate ^{3,4}	Placement Rate ³
Medical Front Office with Billing and Coding	\$14,718	\$9,038	83.3%	91.7%	90.9%
Business Office Administration	\$14,588	\$9,038	100%	100%	81.8%
Paralegal ⁵	\$14,588	n/a	n/a	n/a	n/a
Medical Assistant ⁵	\$15,720	n/a	n/a	n/a	n/a

Standard Occupational Classification (SOC)	SOC Code	O*NET Website Link	Program			
			MFOBC	BOA	PL	MA
Medical Records and Health Information Technicians	29-2071	www.onetonline.org/link/summary/29-2071.00	X			
Medical Assistants	31-9092	www.onetonline.org/link/summary/31-9092.00				X
Office Clerks, General	43-9061	http://www.onetonline.org/link/summary/43-9061.00	X	X	X	
Legal Secretaries	43-6012	www.onetonline.org/link/summary/43-6012.00			X	
Medical Secretaries	43-6013	www.onetonline.org/link/summary/43-6013.00	X			
Secretaries, Except Legal, Medical and Executive	43-6014	www.onetonline.org/link/summary/43-6014.00		X		

¹ As of June 30, 2011. Includes \$50 registration fee, \$38 student tuition recovery fee required by the State of California. Includes \$130 for uniforms for MFOBC and MA programs. All other are supplies included in tuition.

² Based on Title IV loan debt for students starting their programs between July 1, 2010 and June 30, 2011. Median other educational loan debt was \$0.

³ Based on students scheduled to complete their programs during calendar 2010 as reported to the California Bureau for Private Postsecondary Education.

⁴ Includes students who completed their programs within 150% of their originally scheduled duration.

⁵ This is a new program and debt load, completion and placement data is not yet available. It will be included in these disclosures when data becomes available.

**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2009 AND 2010**

Completion Rate (includes data for the two calendar years prior to reporting)

Business Office Administration (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2009	6	6	6	100%
2010	11	11	11	100%

Students Completing After Published Program Length – 150% Completion

Business Office Administration (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2009	6	6	0	0%
2010	11	11	0	0%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the calendar reporting year.

²“Students Available for Graduation” is the number of students who began program minus the number of “Students Unavailable for Graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³“Graduates” is the number of students who completed the program within 100% of the published program length.

⁴“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

⁵“150% Graduates” is the number of students who completed the program within 101-150% of the published program length.

⁶“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: _____ Date: _____ I have read and understand the above completion rates.

Placement Rates (includes data for the two calendar years prior to reporting)

Business Office Administration (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an Average of Less Than 32 Hours per Week	Graduates Employed in the Field at Least 32 Hours per Week
2009	6	6	6	5	83.3%	0	5
2010	11	11	11	9	81.8%	2	7

¹“Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²“Number of Graduates” is the number of students who have completed the program within 100% of the published program length.

³“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴“Graduates Employed in the Field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵“Placement Rate” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _____ Date: _____ I have read and understand the above placement rates.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Business Office Administration (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in Field ²	Annual Salary and Wages Reported by Graduates Employed in the Field ³				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000
2009	6	5	0	2	1	2	0
2010	11	9	2	1	2	1	3

¹“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

²“Graduates Employed in the Field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³Salary is as reported by the student.

EDD Salary and Wage Information

The following wage and salary data pertaining to selected occupations for which the Business Office Administration program prepares students, was obtained from the Employment Development Department’s Occupational Employment Statistics (www.labormarketinfo.edd.ca.gov)

Potential Job Title as listed by the Employment Development Department	County of Orange As of December 2011					
	Hourly			Salary		
	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)
Office Clerks, General	\$10.71	\$13.95	\$17.76	\$22,276	\$29,016	\$36,940
Receptionists and Information Clerks	\$11.42	\$13.77	\$16.55	\$23,753	\$28,641	\$34,424
Secretaries except Legal, Medical, and Executive	\$14.66	\$18.59	\$22.81	\$30,492	\$38,667	\$47,444

Initials: _____ Date: _____ I have read and understand the above salary and wage information.

**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2009 AND 2010**

Completion Rate (includes data for the two calendar years prior to reporting)

Medical Front Office with Billing and Coding (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2009	14	14	14	100%
2010	12	12	10	83.3%

Students Completing After Published Program Length – 150% Completion

Medical Front Office with Billing and Coding (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2009	14	14	0	0%
2010	12	12	1	8.3%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the calendar reporting year.

²“Students Available for Graduation” is the number of students who began program minus the number of “Students Unavailable for Graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³“Graduates” is the number of students who completed the program within 100% of the published program length.

⁴“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

⁵“150% Graduates” is the number of students who completed the program within 101-150% of the published program length.

⁶“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: _____ Date: _____ I have read and understand the above completion rates.

Placement Rates (includes data for the two calendar years prior to reporting)

Medical Front Office with Billing and Coding (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an Average of Less Than 32 Hours per Week	Graduates Employed in the Field at Least 32 Hours per Week
2009	14	14	14	11	78.6%	0	11
2010	12	11	11	10	90.9%	1	9

¹“Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²“Number of Graduates” is the number of students who have completed the program within 100% of the published program length.

³“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴“Graduates Employed in the Field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵“Placement Rate” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _____ Date: _____ I have read and understand the above placement rates.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Medical Front Office with Billing and Coding (Day 32 Weeks, Evening 38 Weeks)

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in Field ²	Annual Salary and Wages Reported by Graduates Employed in the Field ³				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000
2009	14	11	0	6	2	3	0
2010	11	10	0	4	2	3	1

¹“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates Unavailable for Employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

²“Graduates Employed in the Field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³Salary is as reported by the student.

EDD Salary and Wage Information

The following wage and salary data pertaining to selected occupations for which the Medical Front Office with Billing and Coding program prepares students, was obtained from the Employment Development Department’s Occupational Employment Statistics (www.labormarketinfo.edd.ca.gov)

Potential Job Title as listed by the Employment Development Department	County of Orange As of December 2011					
	Hourly			Salary		
	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)
Office Clerks, General	\$10.71	\$13.95	\$17.76	\$22,276	\$29,016	\$36,940
Medical Secretaries	\$14.66	\$18.59	\$22.81	\$30,492	\$38,667	\$47,444
Medical Records and Health Information Technicians	\$15.05	\$19.33	\$24.67	\$31,304	\$40,206	\$51,313

Initials: _____ Date: _____ I have read and understand the above salary and wage information.

**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2009 AND 2010**

Completion Rate (includes data for the two calendar years prior to reporting)

Medical Assistant (Day 32 Weeks, Evening 47 Weeks, Weekend 47 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2009	n/a	n/a	n/a	n/a
2010	n/a	n/a	n/a	n/a

Students Completing After Published Program Length – 150% Completion

Medical Assistant (Day 32 Weeks, Evening 47 Weeks, Weekend 47 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2009	n/a	n/a	n/a	n/a
2010	n/a	n/a	n/a	n/a

* This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the calendar reporting year.

²“Students Available for Graduation” is the number of students who began program minus the number of “Students Unavailable for Graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³“Graduates” is the number of students who completed the program within 100% of the published program length.

⁴“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

⁵“150% Graduates” is the number of students who completed the program within 101-150% of the published program length.

⁶“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: _____ Date: _____ I have read and understand the above completion rates.

Placement Rates (includes data for the two calendar years prior to reporting)

Medical Assistant (Day 32 Weeks, Evening 47 Weeks, Weekend 47 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an Average of Less Than 32 Hours per Week	Graduates Employed in the Field at Least 32 Hours per Week
2009	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2010	n/a	n/a	n/a	n/a	n/a	n/a	n/a

* This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

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²“Number of Graduates” is the number of students who have completed the program within 100% of the published program length.

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⁴“Graduates Employed in the Field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵“Placement Rate” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _____ Date: _____ I have read and understand the above placement rates.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Medical Assistant (Day 32 Weeks, Evening 47 Weeks, Weekend 47 Weeks)

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in Field ²	Annual Salary and Wages Reported by Graduates Employed in the Field ³				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000
2009	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2010	n/a	n/a	n/a	n/a	n/a	n/a	n/a

* This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

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²“Graduates Employed in the Field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³Salary is as reported by the student.

EDD Salary and Wage Information

The following wage and salary data pertaining to selected occupations for which the Medical Assistant program prepares students, was obtained from the Employment Development Department’s Occupational Employment Statistics (www.labormarketinfo.edd.ca.gov)

Potential Job Title as listed by the Employment Development Department	County of Orange As of December 2011					
	Hourly			Salary		
	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)
Medical Assistants	\$11.53	\$14.93	\$18.23	\$23,982	\$31,054	\$37,918
Healthcare Support Workers, All Others	\$14.76	\$17.54	\$20.14	\$30,700	\$36,483	\$41,891

Initials: _____ Date: _____ I have read and understand the above salary and wage information.

**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2009 AND 2010**

Completion Rate (includes data for the two calendar years prior to reporting)

Paralegal (Day 33 Weeks, Evening 36 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2009	n/a	n/a	n/a	n/a
2010	n/a	n/a	n/a	n/a

Students Completing After Published Program Length – 150% Completion

Paralegal (Day 33 Weeks, Evening 36 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2009	n/a	n/a	n/a	n/a
2010	n/a	n/a	n/a	n/a

* This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the calendar reporting year.

²“Students Available for Graduation” is the number of students who began program minus the number of “Students Unavailable for Graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³“Graduates” is the number of students who completed the program within 100% of the published program length.

⁴“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

⁵“150% Graduates” is the number of students who completed the program within 101-150% of the published program length.

⁶“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: _____ Date: _____ I have read and understand the above completion rates.

Placement Rates (includes data for the two calendar years prior to reporting)

Paralegal (Day 33 Weeks, Evening 36 Weeks)

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an Average of Less Than 32 Hours per Week	Graduates Employed in the Field at Least 32 Hours per Week
2009	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2010	n/a	n/a	n/a	n/a	n/a	n/a	n/a

* This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

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⁵“Placement Rate” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _____ Date: _____ I have read and understand the above placement rates.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Paralegal (Day 33 Weeks, Evening 36 Weeks)

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in Field ²	Annual Salary and Wages Reported by Graduates Employed in the Field ³				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000
2009	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2010	n/a	n/a	n/a	n/a	n/a	n/a	n/a

* This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

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³Salary is as reported by the student.

EDD Salary and Wage Information

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Potential Job Title as listed by the Employment Development Department	County of Orange As of December 2011					
	Hourly			Salary		
	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)
Legal Secretaries	\$13.89	\$19.92	\$29.19	\$28,891	\$41,433	\$60,715
Legal Support Workers, All Other	\$17.80	\$23.56	\$31.36	\$37,024	\$49,004	\$65,228
Paralegals and Legal Assistants	\$20.34	\$27.12	\$34.15	\$42,307	\$56,409	\$71,032

Initials: _____ Date: _____ I have read and understand the above salary and wage information.