2015 Annual Report

Cover Page

ID#	312400
INSTITUTION	Florida Vocational Institute
ADDRESS	7757 West Flagler Street, Suite 220 Miami, FL 33144
Date Submitted	12/01/2015 17:51:18 UTC

General Report Questions

General Report Questions		YES	NO	N/A
1	Is this institution, or any of its branches, accredited or a candidate for accreditation by a recognized accrediting agency other than COE?		X	
2	If yes, please state which agency (if no, type N/A):			
	n/a			
3	Is the institution currently processing Pell Grants?	X		
4	Is the institution currently processing Federal loans?	X		
5	Has the institution ever processed Federal loans?	X		
6	Administrative and supervisory staff: Number Full Time			
	5			
7	Administrative and supervisory staff: Number Part Time: (If none, enter zero)			
	0			
8	Support Staff: Number Full Time			
	6			
9	Support Staff: Number Part Time: (If none, enter zero)			
	0			
10	Faculty: Number Full Time			
	7			
11	Faculty: Number Part Time: (If none, enter zero)			
	1			
Indicate the 12-month period you will use to report completion, placement, and licensure exam pass rates for all programs. This period must cover 12-months and must succeed the period used in last year's report. If this is the first institutional annual report filed, refer to the Help Manual, Choosing a Reporting Period. Changes to the reporting period must be approved by the Council. (MM/DD/YYYY):				
12	From:			
	07/01/2014			
13	To:			
	06/30/2015			
14	Web Address Of Online Catalog (if available):			
	http://fvi.edu/wp-content/uploads/2015/06/FVI-Catalog-2015-Volume-10-IT-Programs-2015-2.pdf			

Combined FTE

Combined FTE		YES	NO	N/A
1	Final FTE Figure for Last Year:			
	65			

Combined FTE		YES	NO	N/A
ATTENTION: DO NOT use periods or commas in FTE fields.				
2	CONTACT HOURS			
	58828			
3	SEMESTER CREDIT HOURS			
	0			
4	QUARTER CREDIT HOURS			
	0			
5	Total FTE			
	65			

General Conditions of Accreditation

General Conditions of Accreditation		YES	NO	N/A
1	The institution demonstrates that it satisfies each of the eligibility requirements to become a Candidate for Accreditation. (See Handbook of Accreditation)	X		
2	The institution conducts its affairs with acceptable standards of honesty and integrity.	X		
3	The institution meets all lawful obligations imposed by state and federal agencies.	X		
4	The institution has notified the Commission of any individual affiliated with the institution who has been debarred by a government agency or another accrediting agency or was an owner, an administrator, or a governing-board member of a COE-affiliated institution that was denied accreditation, was dropped from accreditation, or closed without providing a teach-out or refunds to currently enrolled students.	X		
5	The institution occupies its own physical facilities and is not co-located with another institution.	X		
6	The institution maintains a permanent accreditation file which contains items set forth in the Commission conditions. (See Handbook of Accreditation)	X		
7	Non-Public Institutions Only (If required to operate) The institution has an original current license for the main campus and each branch and/or extension.	X		
8	The on-site administrator or other full-time employee at the main campus attended required workshop(s) within six to eighteen months prior to hosting the accreditation visiting team. (See Handbook of Accreditation)	X		
9	For initial accreditation or reaffirmation of accreditation, the institution has placed a notice in the appropriate newspaper(s) and/or media services no more than sixty (60) days prior to hosting the accreditation visit stating that it is applying for initial accreditation or reaffirmation of accreditation with the Commission of COE in compliance with Commission criteria.			X
10	The institution has submitted an evaluation of standards form from one of its occupational advisory committees prior to hosting an accreditation visiting team.	X		
11	The institution has informed the Commission of all planned and unplanned substantive changes.	X		
12	Innovative or experimental programs operated at variance with the standards have received Commission concurrence prior to implementation.			X
13	Documents the institution has filed with the Commission accurately represent the status of the institution. (NOTE: If this statement is checked "NO", documentation which demonstrates the institution's misrepresentation must be submitted with the team report.)	X		
14	Accredited Institutions Only The institution's use of the accreditation seal is in compliance with Commission conditions. (See Handbook of Accreditation)	X		
15	The institution adheres to the Commission's condition on the monitoring of institutional growth and has notified the Commission of increases in total Full-Time Equivalent (FTE) that equal or exceed 25% of the established baseline, and for non-public institutions, increases in gross revenue of 100% or more from the previous year have been reported to the Commission.	X		
16	All student recruitment activities used by the institution are truthful and avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with Commission conditions. (See Handbook of Accreditation)	X		
17	All media used by the institution for advertising purposes are truthful and presented with dignity to avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with Commission conditions. (See Handbook of Accreditation)	X		
18	A catalog and/or other official publications, which are published in hard copy or provided online, provide information specified in the Handbook of Accreditation, and are readily available to students, prospective students, and other members of the interested public.	X		
19	If the institution employed a consultant for the purpose of assisting in the accreditation process, it submitted a copy of the consultant's resume within 7 days after employment was secured.			X
20	If the institution participates in Title IV Financial Aid programs, it does not contract more than 25 percent of the instruction of one or more of its programs with an external agency, corporation, institution, or individual.	X		
21	There is a clear indication that the faculty and staff were primarily responsible for the preparation, editing, and revision of documents required in the accreditation process.	X		

	General Conditions of Accreditation	YES	NO	N/A
22	The institution's accreditation liaison officer is a permanent staff member located at the main campus.	X		

Status with Other Agencies

	Status with Other Agencies	YES	NO	N/A
	A "YES" response signifies that the institution is in compliance with the Commission's Conditions (questions 1-6).			
1	The institution is not the subject of an interim action by a state or federal agency potentially leading to the suspension, revocation, or termination of the institution's legal authority to provide postsecondary education.	X		
2	The institution has not had its state license suspended, revoked, or terminated, even if the required due process procedures have not been completed.	X		
3	The institution has not voluntarily withdrawn its candidacy or accreditation while not in good standing from a nationally recognized accrediting agency.	X		
4	The institution has not had its candidacy or accreditation withdrawn or been placed on public probation by a nationally recognized accrediting agency.	X		
5	The institution is not the subject of an interim action by another accrediting agency potentially leading to the suspension, revocation, or withdrawal of candidacy or accreditation.	X		
6	The institution has not been notified of the loss of any agency's accreditation even if the due process procedures have not been completed.	X		
7	If the institution is presently accredited by another nationally recognized accrediting agency, it describes itself in identical terms to each agency with regard to identity (i.e., main campus, branch campus, branch campus to main campus relationship), mission, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents.			X
8	If the institution is seeking dual accreditation, the reasons for wanting dual accreditation have been submitted to each accrediting agency and to the Secretary of the U.S. Department of Education, and the institution has also designated which agency's accreditation is to be utilized in determining the institution's eligibility for program participation under the Higher Education Act.			X

Campuses Other Than the Main Campus: General

	Campuses Other Than the Main Campus: General	YES	NO	N/A
1	Branch or extension ownership is the same (same entity, proprietorship or partnership, or the same corporation) as the main campus.			X
2	Branch or extension names that have been expanded from the name of the main campus to clearly identify different locations or specific programs have been approved by the Commission.			X

Campuses Other Than the Main Campus: Branch Campuses

	Campuses Other Than the Main Campus: Branch Campuses	YES	NO	N/A
1	The complete name of the main campus is identified in all publications and advertisements when referring to a branch campus, extension campus, or instructional service center.			X
2	Duplicate records on personnel, financial matters, student attendance, and educational progress for branches, extensions, extended classrooms, instructional service centers, and/or auxiliary instructional sites are kept at the main campus. (NOTE: Institutions capable of maintaining and accessing records electronically may keep all records previously mentioned at the main campus.)			X
3	The on-site branch administrator reports to the on-site chief administrator at the main campus.			X
4	Programs offered at branches are described in the main campus catalog or branch supplement.			X
5	Programs offered at the branch that are not offered at the main campus are described in the main campus catalog.			X

Campuses Other Than the Main Campus: Extension Campuses

	Campuses Other Than the Main Campus: Extension Campuses	YES	NO	N/A
1	All extensions are located within a 50-mile radius of the main campus.			X
2	All extension programs are included in the main campus catalog.			X

Campuses Other Than the Main Campus: Extended Classrooms

	Campuses Other Than the Main Campus: Extended Classrooms	YES	NO	N/A

	Campuses Other Than the Main Campus: Extended Classrooms	YES	NO	N/A
1	All extended classrooms are located within two miles of a main or branch campus.			X
2	All extended classrooms are supervised by the administration of the main or branch campus.			X

Campuses Other Than the Main Campus: Instructional Service Centers

	Campuses Other Than the Main Campus: Instructional Service Centers	YES	NO	N/A
1	All instructional service centers are under the direct control of the main campus and located within the geographic service area designated by the governing board of the institution.			X
2	All instructional service center offerings are approved by the Commission.			X
3	Appropriate student services are available on-site at the instructional service center and the full range of services is made accessible to participating students at the main campus.			X
4	All instructional service centers are a joint venture between the institution and an employer or another educational agency.			X
5	The complete name of the main campus is identified in all publications and advertisements when referring to an instructional service center.			X

Campuses Other Than the Main Campus: Additional Space

	Campuses Other Than the Main Campus: Additional Space	YES	NO	N/A
1	Additional space acquired for instructional or administrative purposes is located within one quarter of a mile from a main campus or branch campus.			X

Standard 1 Institutional Mission

	Standard 1 Institutional Mission	YES	NO	N/A
1	The primary mission of the institution is to instruct students to such competency levels that they are qualified for initial employment and/or career advancement.	X		
2	The institution's mission is clearly and concisely stated in written form and represents the official statement of the institution.	X		
3	The institution has an appropriate hard-copy and/or online publication which it uses to accurately present its mission statement and the educational programs offered to achieve its mission.	X		
4	The current mission statement is publicly available and is used consistently in publications.	X		
The institution has an organized and functional institutional advisory committee that meets the following requirements (questions 5-8):				
5	Is composed of at least three persons with a majority being external to the institution;	X		
6	Meets at least once annually, if serving only in an institutional advisory capacity; OR twice annually, if serving in an occupational advisory capacity;	X		
7	Keeps minutes to document their activities, recommendations, and meeting attendance; and,	X		
8	Is used to provide community involvement in maintaining a relevant mission for the institution.	X		
9	A program of public information and community relations is maintained to promote the institution's mission in its community.	X		

Standard 2 Educational Programs

	Admissions/Recruiting	YES	NO	N/A
The institution's admissions policies and processes are (questions 1-5):				
1	Published;	X		
2	Clearly stated;	X		
3	Consistently communicated to students;	X		
4	Made available to students prior to enrollment; and,	X		
5	Any changes to these publications are communicated in a timely manner.	X		
6	For all students admitted to a Vocational English-As-A-Second-Language Program, the institution utilizes written admission procedures that comply with policies established by the Commission.			X
7	The institution clearly defines and publishes a policy on the transfer of students between programs within the institution and the transfer of students from other institutions.	X		

Admissions/Recruiting		YES	NO	N/A
8	The institution clearly defines and publishes a policy on the transfer of credits that includes a statement of the criteria established by the institution regarding the transfer of credit earned at another institution.	X		
9	Admission requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of the delivery mode.	X		
10	Students admitted into Associate Degree programs have a high school diploma or its equivalent.			X
An institution that admits students by exception to its standard admissions policies must (questions 11-15):				
11	Have written admissions policies and procedures for these exceptions;			X
12	Apply them uniformly;			X
13	Provide documented evidence on how they are used;			X
14	Maintain records on student progress; and,			X
15	Regularly evaluate the effectiveness of the procedures used in admitting students by exception.			X
16	The institution ensures that recruiting activities are ethical and that all materials used in recruiting accurately describe the mission, instructional outcomes, student performance expectations, and completion requirements of each program.	X		
17	Prior to admission, students are informed of the costs, equipment, services, time, and technical competencies, if any, required by the program, including if applicable, personal data collection and processes, and charges associated with verification of student identity.	X		
18	Orientation to technology is provided and technical support is available to students.	X		
19	For all coursework delivered via distance education: The institution has processes in place to establish that the student who registers for a distance education course or program is the same student who participates in and completes the program and receives the academic credit.	X		

Programs		YES	NO	N/A
Occupational education program policies are congruent with (questions 1-3):				
1	The governing organization;	X		
2	The mission of the institution; and,	X		
3	The occupational needs of the people served by the institution.	X		
Occupational education program policies are (questions 4-6):				
4	Publicly accessible;	X		
5	Non-discriminatory; and,	X		
6	Consistently applied.	X		
Differences, if any, in occupational education program policies are justified by (questions 7-8):				
7	Student learning outcomes; and/or,	X		
8	Program outcomes.	X		
9	The objectives for each educational program are evaluated annually.	X		
Each occupational education program has (questions 10-12):				
10	Clearly stated objectives;	X		
11	Defined content relevant to these objectives and the current needs of business and industry, and,	X		
12	Assessment of student achievement based on the program objectives and content.	X		
A systematic process has been implemented to document (questions 13-14):				
13	That the objectives and content of programs are current; and,	X		
14	That coursework is qualitatively and quantitatively relevant.	X		
At least every two years, three bona fide potential employers review each educational program and recommend (questions 15-25):				
15	Admission requirements;	X		
16	Program content that is consistent with desired student learning outcomes;	X		
17	Program length;	X		
18	Program objectives;	X		
19	Competency tests;	X		
20	Learning activities;	X		

Programs		YES	NO	N/A
21	Instructional materials;	X		
22	Equipment;	X		
23	Methods of program evaluation;	X		
24	Level of skills and/or proficiency required for completion; and,	X		
25	Appropriate delivery formats for the subject matter being taught.	X		
26	The institution considers the length and the tuition of each program in relation to the documented entry level earnings of completers.	X		
27	Courses required for each program are offered with sufficient frequency for the student to complete the program within the publicized time frame.	X		
Associate Degree programs offered must meet the following requirements (questions 28-30):				
28	The appropriate applied degree title, such as Associate of Applied Technology, Associate of Applied Science, Associate of Occupational Studies, Associate of Science, or Associate of Occupational Technology, is used.			X
29	The program has a minimum of 60 semester hours or 90 quarter hours.			X
30	The program includes a minimum of 15 semester hours or 23 quarter hours of general education courses, with a minimum of one course from each of the following areas: humanities, behavioral sciences, natural or applied sciences, and mathematics.			X
31	For all coursework delivered via distance education: The institution's distance education courses and programs are identical to those on campus in terms of the quality, rigor, breadth of academic and technical standards, completion requirements, and the credential awarded.			X
Each program offered by the institution (questions 32-38):				
32	Is approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization;	X		
33	Has appropriate and continuous involvement of on-campus administrators and faculty in planning, and approval;	X		
34	Has varied evaluation methodologies that reflect established professional and practice competencies;	X		
35	Has measures of achievement of the student learning objectives;	X		
36	Has individual student records, including period of enrollment, financial, and educational program records, permanently maintained by the institution at the main campus;	X		
37	Is described in appropriate catalogs, brochures, and/or other promotional materials and include tuition/fee charges, refund policies, admissions and academic requirements, and information technology requirements; and,	X		
38	Provides for timely and meaningful interaction among faculty and students.	X		
39	A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities.			X
40	For all coursework delivered via distance education: The institution ensures timeliness of its responses (synchronously or asynchronously) to students' requests by placing a requirement on response time of no more than 24 hours within the institution's published operational schedule of the program/course.	X		

Instruction		YES	NO	N/A
1	Academic competencies and occupational skills are integrated into the instructional program for each occupational area.	X		
2	The instructional programs provide instruction in the competencies essential to success in the occupation, including job knowledge, job skills, work habits, and attitudes.	X		
3	The sequence of instruction required for program completion (lecture, lab, and work-based activities) is determined by desired student learning outcomes.	X		
The sequence of instruction required for program completion is used to (questions 4-7):				
4	Organize the curriculum;	X		
5	Guide the delivery of instruction;	X		
6	Direct learning activities; and,	X		
7	Evaluate student progress in order to maximize the learning of competencies essential to success in the occupation.	X		
8	The institution has appointed an occupational advisory committee for each program or program area offered. If NO is checked, resume with criterion 16. Write one explanation that specifies which element is not compliant.	X		
9	Occupational advisory committees appointed for each program or program area are used to ensure that desirable, relevant, and current practices of each occupation are being taught.	X		

	Instruction	YES	NO	N/A
	Each occupational advisory committee must (questions 10-15):			
10	Consist of a minimum of three members external to the institution;	X		
11	Represent the geographical service area covered by the program area;	X		
12	Have expertise in the occupational areas taught by the program;	X		
13	Meet at least twice annually;	X		
14	Have at least two members who meet these criteria for membership physically present at each meeting; and,	X		
15	Keep minutes to document their activities, recommendations, and meeting attendance.	X		
16	Occupational advisory committees review, at least annually, the appropriateness of the type of instruction (such as lecture, laboratory, work-based instruction, and/or mode of delivery) offered within each program to assure that students gain competency with specific skills required for successful completion of the program.	X		
17	Job-related health, safety, and fire-prevention are an integral part of instruction.	X		
18	To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation.	X		
19	All instruction is effectively organized as evidenced by course outlines, lesson plans, competency tests, and other instructional materials.	X		
20	The institution uses a systematic, objective, and equitable method of evaluating student achievement based on required competencies.	X		
21	For all coursework delivered via distance education: The institution directly verifies the currency and quality of all contracted courseware on an annual basis, is directly responsible for such currency and quality, and maintains curriculum oversight responsibility within all contracts.	X		
22	For all coursework delivered via distance education: The institution has in place a standardized course template, course descriptions, learning objectives, course requirements (i.e. standard syllabus, outcomes, grading, resources, etc.), and learning outcomes of its programs in order to facilitate quality assurance and the assessment of student learning.	X		
23	For all coursework delivered via distance education: The institution monitors student progress and participation by means such as course management systems that provide student time online, frequency of logins, electronic footprints, electronic grade book, and percentage of course completed.	X		
	Written agreements with work-based activity agencies, if any (questions 24-26):			
24	Are current;	X		
25	Specify expectations for all parties; and,	X		
26	Ensure the protection of students.	X		
27	Each work-based activity has a written instructional plan for students. If NO is checked, resume with criterion 30. Write one explanation that specifies which element is not compliant.	X		
28	The written instructional plan for each work-based activity specifies the particular objectives, experiences, competencies, and evaluations that are required.	X		
29	The written instructional plan for each work-based activity designates the on-site employer representative responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations.	X		
30	All work-based activities conducted by the institution are supervised by a designated employee possessing appropriate qualifications.	X		

Standard 3 Program and Institutional Outcomes

	Standard 3 Program and Institutional Outcomes	YES	NO	N/A
1	Individual student progress data, including (a) appropriate evaluations of knowledge and skills required for occupation(s) studied and (b) notations of completion(s) of and/or withdrawal from programs, are maintained and made a part of his/her record.	X		
2	The institution submits accurate and verifiable program completion data each year to the Commission for comparison with required benchmarks.	X		
3	FOR INITIAL ACCREDITATION ONLY: The majority of programs meet the required benchmark for completion for the most recent 12-month period possible.			X
4	FOR ACCREDITED INSTITUTIONS ONLY: All programs meet the required benchmark for completion OR the institution has taken any actions required by the Commission due to program completion rates failing to meet the required benchmark.			X
5	The institution submits accurate and verifiable program placement data each year to the Commission for comparison with required benchmarks.	X		
6	FOR INITIAL ACCREDITATION ONLY: The majority of programs meet the required benchmark for placement for the most recent 12-month period possible.			X
7	FOR ACCREDITED INSTITUTIONS ONLY: All programs meet the required benchmark for placement OR the institution has taken any actions required by the Commission due to program placement rates failing to meet the required benchmark.	X		
8	If applicable, the institution submits accurate and verifiable licensure exam pass rate data each year to the Commission for comparison with required benchmarks.			X

Standard 3 Program and Institutional Outcomes		YES	NO	N/A
9	FOR INITIAL ACCREDITATION ONLY: If applicable, the majority of programs meet the required benchmark for licensure exam pass rates for the most recent 12-month period possible.			X
10	FOR ACCREDITED INSTITUTIONS ONLY: All applicable programs meet the required benchmark for licensure exam pass rate OR the institution has taken any actions required by the Commission due to licensure exam pass rates failing to meet the required benchmark.	X		
11	The institution has a written plan to ensure that follow-up is systematic and continuous. If NO is checked, leave criteria 12-16 blank. Write one explanation that specifies which element is not compliant.	X		
The institution's written plan for follow-up includes the following elements (questions 12-16):				
12	Identification of responsibility for coordination of all follow-up activities.	X		
13	Collection of information from completers and employers of completers.	X		
14	Information collected from completers and employers of completers focused on program effectiveness for various modes of delivery and relevance to job requirements.	X		
15	Placement and follow-up information used to evaluate and improve the quality of program outcomes.	X		
16	Placement and follow-up information made available at least on an annual basis to all instructional personnel and administrative staff.	X		

Standard 4 Strategic Planning

Standard 4 Strategic Planning		YES	NO	N/A
1	The institution has a written strategic plan. If NO is checked, leave criteria 2-8 blank. Write one explanation that specifies which element is not compliant.	X		
The strategic plan includes, as a minimum, the following components (questions 2-8):				
2	Mission of the institution;	X		
3	Vision of the institution;	X		
4	Objectives for a minimum period of three years;	X		
5	Strategies for achieving the objectives; and,	X		
6	Strategies for evaluating progress toward achieving the objectives.	X		
7	The strategic plan is reviewed by the faculty, administration, and institutional advisory committee and revised as necessary at least annually.	X		
8	The results of the evaluation of progress toward achieving the objectives are documented annually.	X		

Standard 5 Learning Resources

Media Services		YES	NO	N/A
1	The institution has a written plan for its media services. If NO is checked, resume with criterion 10. Write one explanation that specifies which element is not compliant.	X		
The written plan for media services which is appropriate for and inclusive of all methods of program delivery the institution and includes the following (questions 2-9):				
2	The scope and availability of the services.	X		
3	A variety of current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access; and other materials to help fulfill the institution's purposes and support its educational programs.	X		
4	The staff person (administrative, supervisory, or instructional) responsible for the implementation and coordination of the media services.	X		
5	Roles and responsibilities of designated staff member(s).	X		
6	Orientation for user groups (i.e., instructors, students, and others).	X		
7	Facilities and technical infrastructure essential for using media materials.	X		
8	Annual budgetary support for the services.	X		
9	Annual evaluation of the effectiveness of media services and utilization of the results to modify and improve media services.	X		
10	Media services (instructional supplies, physical resources, and fiscal resources) are available to support the instructional programs offered by the institution.	X		
11	Media services are sufficient to ensure the achievement of desired student learning and program objectives.	X		

Media Services		YES	NO	N/A
12	A current inventory of media resources is maintained.	X		
13	Provisions are made for necessary repair, maintenance, and/or replacement of media equipment and supplies.	X		
14	Services for creating instructional media (both print and non-print) are adequate and appropriate to support all students and faculty in meeting the objectives of the education program(s).	X		
15	All elements of the institution's learning resources (media services, technology, facilities, and materials) are comprehensive, current, selected with faculty input, and accessible to the faculty and students.	X		

Instructional Equipment		YES	NO	N/A
1	The institution has a system of instructional equipment inventory.	X		
2	The institution has a system for emergency purchases to assure the acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction.	X		
3	Relevant and up-to-date equipment is available to support the instructional programs offered by the institution.	X		
4	The institution has a written plan for maintaining equipment and for replacing or disposing of obsolete equipment.	X		
5	All instructional equipment meets appropriate and required safety standards.	X		

Instructional Supplies		YES	NO	N/A
1	Instructional supplies are available to support the instructional programs offered by the institution.	X		
2	The institution has a system for purchasing and storing instructional supplies.	X		
3	Funds are budgeted to provide supplies at a level that assures quality of occupational education.	X		
4	The institution has a system for emergency purchases of instructional supplies within a reasonable period of time to support continuous instruction.	X		
5	First aid supplies are readily available.	X		
6	All instructional supplies meet appropriate and required safety standards.	X		

Standard 6 Physical Resources

Standard 6 Physical Resources		YES	NO	N/A
1	A plan that addresses the adequacy and improvement of all physical facilities and technical infrastructure has been developed and is maintained that includes, if applicable, distance education infrastructure.	X		
2	The technology used by the institution to deliver services and, if applicable, program content to students meets the needs of the students without creating barriers to student support or learning.	X		
3	An appropriate plan for ongoing operation and maintenance of all physical facilities, technical infrastructure and if applicable, distance education infrastructure, has been developed and is in use. If NO is checked, resume with criterion 10. Write one explanation that specifies which element is not compliant.	X		
The operation and maintenance plan addresses the following elements (questions 4-7):				
4	Personnel;	X		
5	Equipment and supplies;	X		
6	Relevant state law; and,	X		
7	Applicable federal codes and procedures	X		
The operation and maintenance plan is (questions 8-9):				
8	Available to employees and students; and,	X		
9	Regularly evaluated/revised.	X		
10	Physical facilities at all locations provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, rest rooms, lounges, meeting rooms, parking, etc.	X		

Standard 6 Physical Resources		YES	NO	N/A
11	An appropriate plan for assuring the health and safety of the institution's employees, students, and guests has been developed and is in use. If NO is checked, resume with criterion 16. Write one explanation that specifies which element is not compliant.	X		
The health and safety plan (questions 12-15):				
12	Includes a system for reporting and investigating accidents;	X		
13	Has been distributed to employees;	X		
14	Is available to students; and,	X		
15	Is regularly evaluated/revised with appropriate input from employees and students.	X		
16	An appropriate plan to ensure the privacy, safety, and security of data contained within the technical infrastructure of the institution networks, whether provided directly by the institution or through contractual arrangements, has been developed and is in use.	X		
17	The institution ensures computer system and network reliability and emergency backup for all technical services whether provided directly by the institution or through contractual arrangements.	X		

Standard 7 Financial Resources

Standard 7 Financial Resources		YES	NO	N/A
1	A qualified financial officer or department oversees the financial and business operations of the institution.	X		
2	Financial records are maintained so that the institution's fiscal position may be analyzed in a timely manner.	X		
3	The institution demonstrates responsible financial management with funds sufficient to maintain quality educational programs and to complete the education of all students enrolled.	X		
4	The institution considers its financial resources as a basis for strategic planning.	X		
5	The institution uses adequate auditing and budgetary controls and procedures consistent with local, state, and federal requirements.)	X		
6	The institution exercises proper management, financial controls, and business practices.	X		
7	All persons handling institutional funds or revenues from any source are bonded or covered under an employee dishonesty insurance policy.	X		
8	Financial aid programs utilizing public and/or private funds are capably administered and accurately documented.	X		
9	Qualified personnel are responsible for proper record-keeping, reporting, and auditing.	X		
10	The institution has reported all contingent liabilities in a timely manner. (See the definition for 'contingent liability'.)			X
11	To satisfy Commission reporting requirements, the institution has submitted notices and copies of all lawsuits filed against the institution within 5 days of being served.	X		
12	Compliance with the Higher Education Reauthorization Act Title IV eligibility and certification requirements is maintained, including compliance with default management and audit benchmarks.	X		
13	A written, comprehensive student loan repayment program addressing student loan information, counseling, monitoring, and cooperation with available lenders is utilized.	X		
14	Students are informed of their ethical responsibilities regarding financial assistance.	X		
15	Special Financial Stability Requirement for Public Institutions The institution clearly identifies sources of funds and revenues and shows evidence of fiscal stability.	X		
Special Financial Stability Requirements for Non-Public Institutions (questions 16-18)				
16	To document financial stability, the institution submits annual audited financial statements prepared by an independent certified public accountant and completed COE financial forms. Financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The audit is performed in accordance with Generally Accepted Government Auditing Standards (GAGAS). A separate income statement must be provided for the main campus and each branch campus. (See definition of audited financial statements in Section VII. Definitions, Standard Seven.) For initial accreditation, non-public institutions must submit audited financial statements for the two most recent fiscal years, the first of those two years may be the audited financial statements submitted with the institution's candidacy application and the second audited financial statements must represent activity while the institution is in candidate status. Restated (or revised) audited financial statements will not be accepted without third-party certification.	X		
The institution demonstrates its financial stability through submission of the most recent audited financial statement that reflects (questions 17-18)				
17	A composite score of 1.5 or greater; and,	X		
18	No contingent liabilities or on-going litigation which could potentially affect the institution's ability to continue operation.	X		
Refund Policy (See "Refund Policy" in the current edition of the Policies and Rules of the Commission.)				
19	The institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged.	X		
All of the following are elements of a fair and equitable refund policy (questions 20-23)				

Standard 7 Financial Resources		YES	NO	N/A
20	The institution's refund policy is published in the catalog and uniformly administered.	X		
21	Refunds, when due, are made without requiring a request from the student.	X		
22	Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.	X		
23	Retention of tuition and fees collected in advance for a student who does not commence class does not exceed $100.	X		
24	The institution complies with the refund policies adopted by the Commission unless a different policy is mandated by a non-public institution's licensing agency or a public institution's governing board.	X		

Standard 8 Human Resources

General		YES	NO	N/A
1	Duties and responsibilities of each position are specified in written job descriptions made available to administrators, faculty, and staff of the institution.	X		
2	The institution has provided and implemented appropriate and published procedures for handling complaints/grievances for faculty and staff, consistent with the policies of the institution's governing board.	X		
3	Appropriate procedures have been developed for the continuous evaluation of the performance and effectiveness of all institutional employees, with at least an annual written formal review and evaluation.	X		
4	Appropriate orientation procedures for all employees are maintained and followed equitably.	X		

Faculty		YES	NO	N/A
1	The institution has a sufficient number of faculty members to fulfill its mission and operate its programs.	X		
Each faculty member possesses (questions 2-4)				
2	At least a high school diploma (or its equivalent);	X		
3	Expertise in the area of responsibility that is actively maintained; and,	X		
4	A record of performance that reflects work-based standards as interpreted by the institution.	X		
5	Additional requirements established for faculty members by the institution's governing board and/or state regulatory agencies are met.	X		
6	Faculty members who teach general education courses in Associate Degree programs hold a minimum of a Bachelor's degree with 15 semester hours or 23 quarter hours in the teaching discipline with a grade of at least a 'C' in every course. (In exceptional cases, evidence of outstanding professional experience or creative achievement in the field may be considered in lieu of formal academic preparation.)			X
7	Faculty members who teach in technical areas of associate degree programs have a minimum of an Associate Degree in an area that is related to the technical courses they teach. (In exceptional cases, evidence of documented work experience and skills in the technical field may be considered in lieu of formal academic requirements.)			X
8	For all coursework delivered via distance education: The institution provides appropriate training for faculty who use technology in distance education courses and programs.	X		
9	The institution plans, provides, supports, and annually documents professional growth opportunities for and participation by all faculty members.	X		
10	Documentation is available to demonstrate that each faculty member in a technical field maintains liaison with employers in the technical field through periodic visitations and personal contact.	X		

Administrative and Supervisory Personnel		YES	NO	N/A
1	The institution has a sufficient number of administrative and supervisory personnel to fulfill its mission and operate its programs.	X		
2	All administrative and supervisory personnel possess postsecondary education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.	X		

Instructional Support Staff		YES	NO	N/A
1	The institution has a sufficient number of instructional support staff members to fulfill its mission and enable its programs.	X		

	Instructional Support Staff	YES	NO	N/A
2	Personnel are employed to maintain student records and financial records; to assist in producing instructional materials; and to prepare correspondence, reports, and other records as needed.	X		
3	All instructional support staff possess education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.	X		

	Non-Instructional Support Services	YES	NO	N/A
1	Custodial services are available to provide routine care and maintenance of facilities and grounds for the institution.	X		
2	Preventative maintenance services are provided to ensure continued operation of the facilities.	X		

Standard 9 Organizational Structure

	Standard 9 Organizational Structure	YES	NO	N/A
1	The institution has a properly constituted governing body or board that has the legal authority and responsibility for the institution's operation and control.	X		
2	If applicable, the non-public institution has in custody the currently valid original document(s), typically a license, required to operate as an occupational education institution within the state where it is located.	X		
3	The authority for implementation of the governing body's policies is delegated to a chief administrative officer, who is responsible for the institution's operation.	X		
4	The chief administrative officer is the official of record for all purposes of the Commission, is a full-time staff member of the institution, has his/her office on the main campus, and is the Commission's point of contact with the institution, including branches, if any.	X		
5	An organizational chart is available that shows the functional relationships among the personnel of the institution.	X		
6	The organizational structure is designed to promote the effective operation of educational programs and institutional services for students.	X		

Standard 10 Student Services and Activities

	Standard 10 Student Services and Activities	YES	NO	N/A
1	Tests **or** other means of assessing the achievement and aptitudes of students for various occupations are appropriate and are used to provide personalized counseling and program placement services to students.	X		
2	There is a student orientation program to acquaint new students with policies, functions, and personnel of the institution.	X		
3	A designated staff member is responsible for maintaining official files and records of students.	X		
4	Written procedures for access to student coursework, testing, and records are established to protect their confidentiality, limiting access to authorized personnel only.	X		
5	The institution, upon request by students, provides transcripts or procedures for obtaining transcripts containing as a minimum the following information: program of study, courses or units of study completed with corresponding grades, and period of enrollment.	X		
6	All period of enrollment, financial, academic, and current educational progress records are available at the institution.	X		
7	Preserving and protecting student coursework, testing, and records are provided by the use of storage devices, duplicate physical or digital records, security files, or other measures that ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse actions.	X		
8	The institution provides and has implemented appropriate grievance policies for handling complaints from students, as described in the institution's catalog and/or the student handbook. The Commission's mailing address and telephone number are included to provide for cases where the grievance is not settled at the institutional level.	X		
9	The Commission's mailing address and telephone number are included within the grievance policy for cases where the grievance is not settled at the institutional level.	X		
10	Institutional records reflect that program complaints and grievances receive due process and include evidence of resolution.	X		
11	The institution maintains records on student complaints that are filed in accordance with the institution's grievance policy to ensure acceptable quality in the educational programs offered by the institution.	X		
12	The institution provides academic advisement services to assist students in planning and completing the occupational education programs that they pursue.	X		
13	If the institution has processed Title IV loans or is currently processing Title IV loans, it has a default management plan that meets the requirements of the Commission for as long as required by the U.S. Department of Education to maintain a plan.	X		

Standard 10 Student Services and Activities		YES	NO	N/A
14	The institution has adopted and implemented a written plan for the health and safety of students in cases of sickness, accidents, or emergency health care needs on campus; and the plan is evaluated regularly.	X		
15	A system is in effect for reporting and investigating all incidents affecting health and safety.	X		
16	The institution is responsible for any reasonable accommodation of students who are identified to have special needs.	X		
17	The institution has a written plan for determining the effectiveness of student personnel services, for documenting an annual evaluation of these services, and for disseminating the results to the staff so that pertinent information can be used to improve the student personnel services.	X		
18	The institution provides placement services for all program completers.	X		
19	The institution demonstrates that it is following a written plan for placement services.	X		
The institution demonstrates that it is following a written plan for placement services, including the following elements:				
20	Identification of responsibility for coordination of services.	X		
21	Communications network between the placement coordinator, the staff, the faculty, and various businesses and industries of the service area.	X		
22	File/listing of employers and employment opportunities.	X		
23	Counseling of students.	X		
24	Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission.	X		

Criteria For Publications

Criteria For Publications		YES	NO	N/A
The institution must have a catalog and/or other official publications readily available to students, prospective students, and other members of the interested public. The publication(s) must contain and accurately depict the following:				
1	Institutional mission;	X		
2	Admission requirements and procedures;	X		
3	Policy on the transfer of students between programs within the institution	X		
4	Policy on the transfer of students from other institutions	X		
5	Policy on the transfer of credits that includes a statement of the criteria established by the institution regarding the transfer of credit earned at another institution	X		
6	Basic information on programs and courses, with any required sequences and frequency of course offerings explicitly stated;	X		
7	Program completion requirements, including length of time required to obtain certification of completion;	X		
8	Faculty (full-time and part-time listed separately) with degrees held and the conferring institution;	X		
9	Description of institutional facilities readily available for educational use;	X		
10	Rules and regulations for conduct;	X		
11	Tuition, fees, and other program costs;	X		
12	Opportunities and requirements for financial aid;	X		
13	Policies, procedures, and time frame for refunding fees and charges to students who withdraw from enrollment;	X		
14	National and/or state legal requirements for eligibility for licensure or entry into an occupation or profession for which education and training are offered;	X		
15	Any unique requirements for career paths or for employment and advancement opportunities in the profession or occupation described;	X		
16	Grading system;	X		
17	Academic/school calendar;	X		
18	Street address and telephone number of each campus of the institution (main campus and each additional permanent site);	X		
19	Institution's student grievance procedure which includes the Commission mailing address and telephone number.	X		

Summary of Explanations of No Responses

312400 - Florida Vocational Institute -

Program Name:	1. Beginning Enrollment	2. New Enrollees	3. Cumulative Enrollment	4. Still Enrolled	5. Non-Graduate Completers	6. Graduate Completers	7. Total Completers	8. Non-Graduate Completers Employed in Positions Related to Field of Instruction	9. Graduate Completers Employed in Positions Related to Field of Instructio	10. Total Completers Employed in Positions Related to Field of Instruction	11. Graduate Completers Employed in Positions Unrelated to Field of Instruction	12. Graduate Completers Waiting to Take Licensure Exam	13. Graduate Completers Who Took Licensure Exam	14. Graduate Completers Who Passed Licensure Exam	15. Graduate Completers Unavailable for Employment	16. Graduate Completers Who Refused Employment	17. Graduate Completers Seeking Employment/Status Unknown	18. Withdrawals	19. Sum of Items 12, 15, and 16	20. Difference - Row 6 minus Row 19	21. Difference - Row 7 minus Row 19	22. Graduation Rate (%)	23. Total Completion Rate (%)	24. Graduate Placement Rate (%)	25. Total Placement Rate (%)	26. Licensure Exam Pass Rate (%)
IT Security and Cloud Professional Engineer - Active Program – No Graduates Produced	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical Assistant - Active Program – Produced Graduates - Program DOES NOT Require Licensure for Employment	36	68	104	61	0	32	32	0	23	23	0	0	0	0	0	0	9	11	0	32	32	74	74	72	72	0
Nursing Assistant-Home Health Aide - Active Program – Produced Graduates - Program REQUIRES Licensure for Employment	***11***	***34***	***45***	***8***	***0***	***37***	***37***	***0***	***28***	***28***	***0***	***0***	***0***	***0***	***0***	***0***	***9***	***0***	***0***	***37***	***37***	***100***	***100***	***76***	***76***	***0***
Patient Care Technician - Active Program – Produced Graduates - Program DOES NOT Require Licensure for Employment	37	62	99	39	0	52	52	0	37	37	0	0	0	0	0	0	15	8	0	52	52	87	87	71	71	0
Pharmacy Technician - Active Program – No Graduates Produced	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Web Application Development Engineer - Active Program – No Graduates Produced	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Campus Totals	84	164	248	108	0	121	121	0	88	88	0	0	0	0	0	0	33	19	0	121	121	86	86	73	73	0

Institution Totals

	1. Beginning Enrollment	2. New Enrollees	3. Cumulative Enrollment	4. Still Enrolled	5. Non-Graduate Completers	6. Graduate Completers	7. Total Completers	8. Non-Graduate Completers Employed in Positions Related to Field of Instruction	9. Graduate Completers Employed in Positions Related to Field of Instruction	10. Total Completers Employed in Positions Related to Field of Instruction	11. Graduate Completers Employed in Positions Unrelated to Field of Instruction	12. Graduate Completers Waiting to Take Licensure Exam	13. Graduate Completers Who Took Licensure Exam	14. Graduate Completers Who Passed Licensure Exam	15. Graduate Completers Unavailable for Employment	16. Graduate Completers Who Refused Employment	17. Graduate Completers Seeking Employment/Status Unknown	18. Withdrawals	19. Sum of Items 12, 15, and 16	20. Difference - Row 6 minus Row 19	21. Difference - Row 7 minus Row 19	22. Graduation Rate (%)	23. Total Completion Rate (%)	24. Graduate Placement Rate (%)	25. Total Placement Rate (%)	26. Licensure Exam Pass Rate (%)
Grand Totals	84	164	248	108	0	121	121	0	88	88	0	0	0	0	0	0	33	19	0	121	121	86	86	73	73	0

TRIGGERED PROGRAMS REQUIRING ACTION

One or more programs on the Annual Completion, Placement, and Licensure Form are highlighted which indicates they have been triggered as not meeting minimum requirements for completion, placement, and/or licensure. The minimum requirements for all programs are:

60% Total Completion Rate (Column 23 on the Form)

70% Total Placement Rate (Column 25 on the Form)

70% Licensure Exam Pass Rate (Column 26 on the Form)

(There are some exemptions to the minimum requirements given to institutions that offer special programs and serve special populations. Institutions that are given exemptions should have a letter on file from the Commission which specifies their minimum requirements.)

A plan of improvement for each triggered program must be submitted with this annual report. Plans must address all steps to be taken to address the specific area of concern (completion, placement, and/or licensure). Please refer to 'Suggested Procedures for Development of an Improvement Plan for Programs' in the Help Menu of the software. Plans for improvement must be uploaded into the software using Utility Menu/Upload File.

The timeline for compliance with minimum required percentages is as follows: Institutions whose longest program is less than one year in length will have 12 months to bring triggered programs into compliance with minimum percentages; institutions whose longest program is one year, but less than two years, will have 18 months for compliance; and institutions whose longest program is two years in length will have two years for compliance.

Compliance with all minimum requirements must be accomplished within the specified timeframe. Institutions that fail to bring all triggered programs into compliance will face loss of accreditation or candidate status. Extensions for compliance may be granted by the Commission with good cause. Good cause is defined in the Handbook of Accreditation: 2011 Edition, page 74.

After submission of the annual report, the Commission will send an official notice to the institution regarding the next steps required to demonstrate compliance with the minimum requirements. The Commission takes action on annual reports at its winter meeting in February each year. The timeline for compliance described above will start with the date of the Commission's letter.

PROGRAMS TRIGGERED FOR CPL

Print on 8.5 x 14 paper

SCHOOL NAME: Florida Vocational Institute

SCHOOL ID NUMBER: 312400

REPORTING PERIOD: July 1, 2014 - June 30, 2015

Shaded columns represent calculated fields.

Column Numbers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
																							BENCHMARKS			
																							60%		70%	70%
POSTSECONDARY PROGRAM NAME	Beginning Enrollment	New Enrollees	Cumlative Enrollment	Students still enrolled	Non-Graduate Completers	Graduate Completers	Total Completers	Non-Grad Completers Emp in Pos Related to Field of Inst	Grad Completers Emp in Pos Related to Field of Inst	Total Completers Emp in Pos Related to Field of Inst	Grad. Completers Emp in Pos. Unrelated to Field of Inst.	Grad. Completers Waiting to Take Licensure Exam	Grad. Completers Who Took Licensure Exam	Grad. Completers Who Passed Licensure Exam	Grad. Completers Unavailable for Employ.	Grad. Completers Who Refused Employment	Grad. Completers Seeking Employ./Status Unknown	Withdrawals	Sum of Rows 12, 15, 16	Difference - Column 6 minus Column 19	Difference - Column 7 minus Column 19	Graduation Rate (%)	Total Completion Rate (%)	Grad. Placement Rate (%)	Total Placement Rate (%)	Licensure Exam Rate (%)
Medical Assistant Diploma	36	68	104	61	0	32	32	0	23		0	0	0	0	0	0	9	11	0	32	32	74%	74%			
Nursing Assistant/ Home Health Aide	11	34	45	8	0	37	37	0	28		0	0	0	0	0	0	9	0	0	37	37	100%	100%			
Patient Care Technician Diploma	37	62	99	40	0	52	52	0	37		0	0	0	0	0	0	15	8	0	52	52	87%	87%			
TOTAL	84	164	248	109	0	121	121	0	88	88	0	0	0	0	0	0	33	19	0	121	121	87%	87%	73%	73%	#DIV/0!

Print on 8.5 x 14 paper

PROGRAMS TRIGGERED FOR CPL

SCHOOL NAME: Florida Vocational Institute

SCHOOL ID NUMBER: 312400

REPORTING PERIOD: July 1, 2014 - June 30, 2015

Shaded columns represent calculated fields.

Column Numbers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
																							BENCHMARKS			
																							60%		70%	70%
POSTSECONDARY PROGRAM NAME	Beginning Enrollment	New Enrollees	Cumlative Enrollment	Students still enrolled	Non-Graduate Completers	Graduate Completers	Total Completers	Non-Grad Completers Emp in Pos Related to Field of Inst	Grad Completers Emp in Pos Related to Field of Inst	Total Completers Emp in Pos Related to Field of Inst	Grad. Completers Emp in Pos. Unrelated to Field of Inst.	Grad. Completers Waiting to Take Licensure Exam	Grad. Completers Who Took Licensure Exam	Grad. Completers Who Passed Licensure Exam	Grad. Completers Unavailable for Employ.	Grad. Completers Who Refused Employment	Grad. Completers Seeking Employ./Status Unknown	Withdrawals	Sum of Rows 12, 15, 16	Difference - Column 6 minus Column 19	Difference - Column 7 minus Column 19	Graduation Rate (%)	Total Completion Rate (%)	Grad. Placement Rate (%)	Total Placement Rate (%)	Licensure Exam Rate (%)