August 5, 2011

TO: Chief Executive Officers
    Chief Information Systems Officers
    Chief Student Services Officers
    Chief Instructional Officers

FROM: Linda Michalowski, Vice Chancellor, Student Services and Special Programs
      Patrick Perry, Vice Chancellor, Technology, Research and Information Systems

SUBJECT: Federal “Gainful Employment” Regulations – Enrollment Reporting Requirements

On June 2, 2011, we sent a letter to you regarding federal regulations published on October 29, 2010, that contain specific 1) disclosure and 2) enrollment reporting requirements “for programs that prepare students for gainful employment in a recognized occupation.” Over 250 college administrators attended a webinar conducted by Chancellor’s Office staff and most colleges appear to have implemented the required disclosures by the July 1, 2011, deadline. We commend you for the collaboration and focus that was required to make this happen.

In our previous letter we indicated that we were awaiting, and would carefully review, the U.S. Department of Education’s (USDE) detailed information regarding the required enrollment data reporting due by October 1, 2011. We anticipated that the Chancellor’s Office would be able to take care of the reporting requirements on behalf of colleges, utilizing Curriculum Inventory, IPEDS and MIS data.

Chancellor’s Office Enrollment Reporting Files

After additional review and analysis we have determined that we will be able to create files for multiple reporting years using federal specifications for each college in the system. However, we believe that some colleges might have better data than that contained in our records and that those colleges might want to create their own files to meet the reporting requirements. Therefore, the Chancellor’s Office will be creating files on behalf of colleges and offering colleges the option of sending those files to the USDE, amending our files for submission to the USDE, or creating totally new files for submission to meet the requirements. Each of these options will require that the college send the files to the USDE via the National Student Loan Data System (NSLDS).

We will be creating Enrollment Reporting files for all colleges for the 2006-07, 2007-08, 2008-09, 2009-10 and 2010-11 federal academic years. These files will be available to colleges using Data on Demand by September 12, 2011. The methodology we will use to
create the cohort of data for each year will be shared with colleges next week and will be discussed during the scheduled webinar.

Please note: The Chancellor’s Office creates and sends similar data files to satisfy requirements under the Perkins programs. The Perkins Core Indicators have different drivers and purposes and should not be used for any of the Gainful Employment reporting or disclosure requirements.

**Gainful Employment Enrollment Data Reporting Webinar**

Chancellor’s Office staff from Management Information Services, Student Financial Assistance and Academic Affairs will conduct a webinar designed to explain the options colleges have for meeting the October 1, 2011, reporting requirements, the methodology we will use to develop our files, and to answer any questions colleges might have about the requirements. All interested and affected parties are encouraged to attend the webinar which is scheduled as follows:

Thursday, August 11, 2011 – 1:30pm to 2:30pm
The webinar will be recorded for use by college staff members that are unable to attend the live presentation.

**PARTICIPANT DETAILS**
> Dial your telephone conference line: (888) 886-3951
> Enter your passcode: 834277
> Go to [www.cccconfer.org](http://www.cccconfer.org).
> Click the Participant Log In button under the Meet & Confer logo
> Locate your meeting and click Go.
> Fill out the form and enter the password: 834277

**PARTICIPANT CONFERENCE FEATURES:**
*0* - Contact the operator for assistance with the audio.
*6* - Mute/unmute your individual line with a private announcement.

**Other Resources**

The USDE has published a complete set of documents outlining the reporting requirements, including a full User’s Guide. You may wish to review these requirements in advance of the webinar. Below are links to some of those documents and to the main Gainful Employment Information Page housed by USDE.


The Chancellor’s Office will continue to collaborate interdepartmentally to ensure that you receive the assistance you need to implement these regulations. Please continue to monitor the email lists for announcements. Feel free to contact Rhonda Mohr at rmohr@cccco.edu or Myrna Huffman at mhuffman@cccco.edu with any additional questions.