



## Commission for Independent Education

### Placement and Retention Reporting for Institutionally Accredited Institutions – Programmatic Reporting

CIE Form 804  
Section 1005.31 Florida Statutes  
Rule 6E-2.004, Florida Administrative Code  
Effective October 2013

#### **I. Instructions and Requirements**

All institutions licensed by the Commission for Independent Education that are institutionally accredited by an agency recognized by the United States Department of Education, and report their placement and retention rates on a programmatic level, are required to complete this form. Institutions that report to their accrediting agency on an institutional level report on CIE Form 803.

##### A. Data Collection Deadline

The information required by this form shall be submitted by the deadline of the institution's application for annual review. This deadline shall be posted online at [www.fldoe.org/cie](http://www.fldoe.org/cie).

##### B. Online Submission

This form must be submitted online at [www.fldoe.org/cie](http://www.fldoe.org/cie) on the Commission's web based system. Submission of this form by other means, including mail or facsimile, shall not be accepted.

##### C. Data Collected

Each licensed location of an institution shall report its placement rate and retention rate pursuant to 6E-2.004(10) F.A.C.

##### D. Reporting Period

The Reporting Period for this Data Collection shall be that required by the institution's accrediting agency.

## II. Data Collection

Shaded fields are pre-populated.

Program Title:

Credential:

Degree Type:

Clock Hours:

Credit Hours:

Select your institutional accrediting agency from the list below.

### A. Placement Rate

1. Does your institution's accrediting agency require the reporting of a placement rate for this program?

Yes       No

a. If yes, did your institution report a placement rate for this program?

Yes       No

If yes, complete items 2-5. If no, indicate the reason(s) why data was not reported for this program and then skip to the Retention Rate section below.

- No student enrollments during accrediting agency reporting period.
- No graduates during accrediting agency reporting period.
- Program not active during accrediting agency reporting period.
- Other; provide explanation \_\_\_\_\_

2. List your institutional accrediting agency's placement standard for this program: \_\_\_\_\_ Percent

3. Enter the accrediting agency's reporting period for placement:  
\_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yyyy      mm/dd/yyyy

4. Enter the placement rate reported to the accrediting agency for this program: \_\_\_\_\_ Percent  
If zero, please indicate reason(s):

- No student enrollments during accrediting agency reporting period.
- No graduates during accrediting agency reporting period.
- Program not active during accrediting agency reporting period.
- Other; provide explanation. \_\_\_\_\_

5. Does the placement rate reported to your accrediting agency for this program meet the agency's standard for placement?

Yes      No

#### B. Retention Rate

1. Does your institution's accrediting agency require the reporting of a retention rate for this program?

Yes      No

a. If yes, did your institution report a retention rate for this program?

Yes      No

If yes, complete items 2-5. If no, indicate the reason(s) why data was not reported for this program.

No student enrollments during accrediting agency reporting period.

Program not active during accrediting agency reporting period.

Other; provide explanation. \_\_\_\_\_

2. List your institutional accrediting agency's retention standard for this program: \_\_\_\_\_Percent

3. Enter the accrediting agency's reporting period for retention:

\_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yyyy      mm/dd/yyyy

4. Enter the retention rate reported to the accrediting agency for this program: \_\_\_\_\_Percent

If zero, please indicate reason(s):

No student enrollments during accrediting agency reporting period.

Program not active during accrediting agency reporting period.

Other; provide explanation. \_\_\_\_\_

5. Does the retention rate reported to your accrediting agency for this program meet the agency's standard for retention?

Yes      No