



## **SAP 99.99.99.N0.06 – Participant Job Placement Tracking**

Approved: February 11, 2020

Revised: March 4, 2020

Revised: December 3, 2021

Next Scheduled Review: December 3, 2026

### **Summary**

This document provides the procedures for tracking job placement of participants that complete a vocational course.

### **Definitions**

Alumni – A participant who has successfully completed a TEEX course.

Completion waiver – A participant that is unable to complete a vocation course may be counted as a completion waiver under specific conditions.

Continuing employment placement – A participant that begins a vocational course already employed in a training related position, and continues their employment with the same employer after completing the course.

Full-time employment placement – A graduate is considered placed upon the completion of 30 days of continuous full-time employment in a training related field.

Job placement – A graduate of a vocational course is considered placed in a job when he/she has been employed for 30 days in a paid training-related position.

Participant – An individual who is receiving services or training at TEEX sponsored events (e.g., training, technical assistance, emergency response activities, etc.).

Part-time employment placement (or temporary) – a graduate of a vocational course that is employed in a part-time or temporary position in a training related field.

Placement waiver – Participants that complete training, but waived placement assistance will complete the applicable form.

Self-employment placement – A graduate of a vocational course that pursues a self-employment career in a training related field.

Vocational course – A course/program designed to prepare participants for gainful employment in a recognized occupation.

Volunteer placement – A graduate from the Fire Recruit and/or EMS programs that joins a volunteer fire department in a training-related position.

# Requirements

## 1. General

- 1.1. TEEX does not guarantee participants or alumni a job interview or employment.
- 1.2. TEEX is required to track job placement of participants, U.S. citizens or residents, that complete a vocational course in accordance with Accrediting Council for Continuing Education and Training (ACCET) requirements.
- 1.3. Job placement statistics that are published, when applicable, are done so in accordance with *ACCET Document 30 – Policies for Recruiting, Advertising, and Promotional Practices*.

## 2. Job Placement Tracking

- 2.1. A representative from TEEX Strategic and Education Services (SES), working in conjunction with training programs, will meet with participants in each vocational course to inform them of TEEX job placement tracking requirements. Participants will be requested to provide accurate contact information and complete the *TEEX Participant Contact* form to be contacted after course graduation.
- 2.2. TEEX SES will create and maintain *ACCET Document 28.1(s)* for vocational deliveries. A unique document 28.1 is used for each course under the following conditions:
  - 2.2.1. Each cohort of participants by the calendar year based on graduation date
  - 2.2.2. Courses offered in different formats (e.g., day class and night class courses; online and face-to-face courses)
  - 2.2.3. Courses offered at different locations
- 2.3. A TEEX SES representative will start attempting to contact all course graduates no sooner than 60 days following graduation to verify if they have been employed in a training-related position for at least 30 days.
- 2.4. A TEEX SES representative will continue attempts to contact graduates for 12 months after graduation unless discussions with the participants and/or training program(s) lead to an extension of time. Participant that cannot be reached are considered unemployed.
- 2.5. All attempts to contact the participant by a TEEX SES representative must be documented.
- 2.6. There must be a completed ACCET employment verification form or waiver on file in accordance with *ACCET Document 28* for each participant that successfully completes a vocational course. Potential waivers include:
  - 2.6.1. Completion waiver
  - 2.6.2. Placement waiver
- 2.7. When specified on the ACCET employment verification form, some types of employment will also require an attestation from the participant. Potential attestations include:
  - 2.7.1. Continuing employment attestation
  - 2.7.2. Part-time attestation

- 2.7.3. Volunteer attestation
- 2.7.4. Self-employment attestation
- 2.8. TEEEX SES representative will collect and store all documentation in accordance with the required folder organization (Appendix I).
- 2.9. TEEEX SES representative will send out job placement tracking reports to training programs quarterly.
- 2.10. Every April, job placement tracking reports for the prior year are provided to the TEEEX Accreditation Manager:
  - 2.10.1. Program level Placement Summary (ACCET Document 28.5)
  - 2.10.2. Document 28.1 for each course

### **3. Quality Assurance Measures**

- 3.1. The Accreditation Manager will monitor (Appendix II) job placement tracking documentation on a semi-annual basis. All findings resulting from the review must be resolved.
- 3.2. Job Placement rates below the ACCET established benchmark must have a narrative report that includes all required measurements as found in ACCET Document 28. The Accreditation Manager must work with training programs and Career Services to develop the corrective action plan, as well as document the progress made to achieve plan goals.
- 3.3. Accreditation Manager will complete the Document 12.c Annual Completion and Placement Statistics and submit to ACCET.

### **Related Statutes, Policies, or Requirements**

ACCET: Documents 12c, 28, 28.1, and 28.5, 30  
ACCET Standard IX.D

### **Appendix**

Appendix I: Required Folder Organization  
Appendix II: Job Placement Monitoring Checklist

### **Office of Responsibility**

Strategic and Education Services (SES)  
(979) 218-3318

## Appendix I: Required Folder Organization

- A separate folder for each course, for each calendar year
- Each course folder organized by:
  - Document 28.1 for each cohort (separate international participants onto another 28.1 to document completion of course)
  - Roster of starts which reconciles to column 1 (gross starts)
  - List of transfer ins and transfer outs, if any, which reconciles to column 1 (net starts) and column 4
    - Participant Name
    - Course or cohort where they transferred from or transferred to
  - List of graduates, which reconciles to column 5a
  - List of drops who are placed in training related positions, which reconciles to column 5b
    - Placement verification form and attestations (as needed) for each participant included in column 5b
  - List of completion waivers, which reconciles with 5c
    - Document to validate completion waiver
  - List of placement waivers which reconciles to column 9
    - A signed waiver attestation for each graduate included in column 9
  - List of placed graduates, which reconciles to column 12
    - Placement verification form for each full-time placed graduate
    - Placement verification form AND signed attestation for each placement in these categories: self-employment, continued employment, part-time/temporary employment, or volunteer

## Appendix II: Job Placement Monitoring Checklist

1. Verify that all course cohorts (sequences) are represented in folders
2. Review each folder to determine that all documentation is organized in accordance with Appendix I
3. Reconcile documentation to Doc 28.1 for the group of cohorts
4. Randomly contact 10% of employers, not to exceed 10, from each course for the previous 6 months to verify employment
5. Review that placement and completion rates are equal to or above the benchmark established by ACCET. If not, review the progress of the plan to come into compliance