

PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT



701 Stafford Drive Princeton, WV 24740

POLICY: Data Collection—Tracking Completion Data

Effective Date: January 1, 2019

TITLE: Tracking Completion Data

RATIONALE: Princeton Rescue Squad will track and analyze completion data to validate the quality of the education and training services provided.

POLICY/PROCEDURE:

The Administrative Assistant will track completion rates including enrollment and withdrawal dates for all courses offered at Princeton Rescue Squad using the “On Site Sampling Verification Form (OSVF)” [Doc 28.2] provided by ACCET.

These Completion rates will be transferred to ACCET Document 28.1 for all Vocational Courses offered by Princeton Rescue Squad.

Annually, all vocational courses offered at Princeton Rescue Squad will be transferred and tracked on ACCET Document 28.5.

Annually, all avocational courses offered at Princeton Rescue Squad will be tallied for enrollment data and a spreadsheet will be provided to show the number of enrollees per course per school year.

The Administrative Assistant will be responsible for accurate reporting of results based on the expectations outlined in ACCET Document 28 “Completion and Job Placement Policy” and the published criteria for graduation within each vocational course which can be found in the corresponding Education Department Catalog for the year of reporting.

Completed reports will be handed over to the Education Director for further analysis and reporting to the Advisory Board and the associated Accrediting bodies.

RESPONSIBLE PERSONNEL:

Administrative Assistant