



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Data Collection—Tracking Placement Data

Effective Date: January 1, 2019

TITLE: Tracking Placement Data

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

POLICY/PROCEDURE:

The Administrative Assistant will track placement data rates including withdraw, completion, graduation, and employment verification for all vocational courses offered at Princeton Rescue Squad using the “On Site Sampling Verification Form (OSVF)” [Doc 28.2] provided by ACCET.

These Placement 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.

The Administrative Assistant will be responsible for verifying employment information based on the expectations outlined in ACCET Document 28 “Completion and Job Placement Policy”. The Administrative Assistant will utilize ACCET Document 28.6 “Employment Verification Form” to record employment on each graduate. This form will then be filed within each graduate’s written records.

Completed reports (28.1 & 28.5) will be handed over to the Education Director for further analysis and reporting to the Advisory Board and the associated Accrediting bodies.

Any data identified as reporting below the ACCET minimum standards for Completion and Placement will be closely analyzed by the Advisory Board to determine a course of corrective action.

RESPONSIBLE PERSONNEL:

Administrative Assistant and Education Director