

## Guide for Completion of the 2016 Program Annual Report

### Time Line for Submission

The completed 2016 Program Annual Report must be submitted as follows:

- Final 2016 class graduation between January 1 and September 30, 2016 – due date **October 6, 2017**
- Final 2016 class graduation between October 1 and December 31, 2016 – due date **January 19, 2018**

Programs are encouraged to complete and submit the annual report as soon as all data becomes available. Additionally, programs are reminded to update their Web page with 2016 data.

### General Information

- **Calculating five-year averages when all data is not available**– the five-year averaging of program effectiveness data is based upon the most recent five consecutive years. The current five-year reporting period is 2012-2016. If data for all five years is not available, e.g. alternate year enrollments, programs with less than five years of data, programs that have undergone a transfer of sponsorship, use “0” in calculating a five-year average benchmark.

**Example:**

**Example:**

	# Taking Exam	# Passing on 1 <sup>st</sup> Attempt	Percent Passing
2012	0	0	0%
2013	49	40	82%
2014	0	0	0%
2015	20	20	100%
2016	0	0	0%
Total	69	60	

$$60 \div 69 = \text{Five-year Average } 87\%$$

- **Pre-existing programs with historical data** - Programs that existed prior to applying to the JRCERT for accreditation must complete the entire annual report and report all available data from historical information for the reporting period 2012-2016.
- **Transfer programs** - Consistent with JRCERT **Policy 11.400, Procedures 11.404B**, the JRCERT does not require that historical Program Effectiveness Data (credentialing examination pass rate, job placement rate, and program completion rate) be transferred to the new sponsor.
- **Calculating five-year averages** - Programs are cautioned not to average annual percentages; please use the five-year annual raw data. Averaging percentages works only if the same number of graduates takes the examination every year. See the sample comparison below.

	<b>CORRECT METHOD</b>		<b>INCORRECT METHOD</b>
	# Taking Exam	# Passing on 1 <sup>st</sup> Attempt	Percent Passing
2012	36	36	100%
2013	49	40	82%
2014	50	30	60%
2015	20	20	100%
2016	52	39	75%
Total	207	165	417%
<b>Raw data calculation <math>165 \div 207 = 79.7\%</math></b>			<b>Averaging percentages <math>417\% \div 5 = 83.4\%</math></b>

- **Credentialing exam report submission**

- **Radiography, radiation therapy, and magnetic resonance programs** - The program must provide a copy of the Candidate Exam Results report from the American Registry of Radiologic Technologists (ARRT). This can be obtained at [www.arrt.org](http://www.arrt.org), program director page. Make certain of the following:
  - Generate report based upon graduation date.
  - The correct examination date range to enter is 1/2012-12/2016.
  - Remove (line out) all graduates that took the examination more than six months post graduation and show your calculation at the bottom of the report to be to be uploaded.
- **Medical dosimetry programs** - The Medical Dosimetrist Certification Board (MDCB) reports provide the results of both first and subsequent attempts. The program must clearly identify information as follows:
  - The number of graduates who took the examination during each year of the reporting period (2012-2016),
  - The number of graduates who passed on first attempt during each year of the reporting period (2012-2016), and
  - The calculated five-year average.

### Completion of "Program Effectiveness Data" Section

#### Number of Graduates

- Enter total number of graduates from all cohorts graduated in 2016.

#### Enrollments

- Enter the number of students newly enrolled into the program during calendar year 2016.

**Annual Program Completion Rate (PCR)** - is defined as the number of students who complete the program within 150% of the stated program length compared with the number of students who initially started with the cohort.

- **NOTE: Programs must report the program-established annual benchmark for program completion rate.**
- Example of 150% of program length: within 36 months for a 24-month program
- Programs are free to determine the entry point (e.g., required orientation date, final drop/add date, final date to drop with 100% tuition refund, official class roster date, etc.) used to calculate the number of students that began the program.

- Calculating completion within 150% of the program length allows programs with students that are unable to complete all program requirements with their class/cohort, but do not drop out of the program, to be reported with their graduation class/cohort.
  - If a student leaves the program for the following reasons they should be counted as attrition:
    - Withdrawal from the program for any reason (program should track all reasons)
    - Are terminated for any reason, e.g., academic failure, etc. (program should track all reasons)
  - If the student is unable to complete the entirety of the program with his/her class, and it is anticipated that the student can meet all requirements, the program does not have to count the student as attrition. The definition allows these students up to 150% of the length of the program to complete.
- **Calculating/reporting program annual completion rate:**

Annual Program Completion Rate = total number of students who complete the program within 150% of the program length ÷ total number of students who initially began the program with their designated cohort(s).

**Credentialing Examination Pass Rate** - for radiography, radiation therapy, and magnetic resonance is defined as the number of student graduates who pass, on first attempt, the American Registry of Radiologic Technologists (ARRT) examination or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. For Medical Dosimetry the credentialing examination pass rate is defined as the number of graduates who pass the Medical Dosimetrist Certification Board (MDCB) credentialing examination, on first attempt, within twelve months of graduation.

- **Calculating/reporting five-year average credentialing examination pass rate:**

Credentialing Examination Pass Rate = total number of graduates who pass the credentialing exam on first attempt for examinations taken within six months of graduation (twelve months for medical dosimetry) ÷ total number taking the exam within six months of graduation (twelve months for medical dosimetry) during the 2012-2016 reporting period.

**Exclusions:**

- **Radiography, radiation therapy, and magnetic resonance program** graduates taking the examination greater than six months post graduation must be excluded from the total number of graduates taking the examination as well as from the pass/fail rate calculation provided on the report.
- **Medical dosimetry programs** graduates taking the examination greater than twelve months post graduation must be excluded from the total number of graduates taking the examination as well as from the pass/fail rate calculation provided on the report.

**Job Placement Rate (JPR)** - is defined as the number of graduates employed in radiography, radiation therapy, magnetic resonance, or medical dosimetry within twelve months of graduation compared to the number of graduates actively seeking employment in the radiologic sciences.

- Graduates should be counted as employed only if employed in the specific field from which they have graduated (employment in CT would be considered part of the Radiography field).
- Full-time, part-time, PRN, etc. are all considered as "Employed."
- **Calculating/reporting five-year average job placement rate:**

Job Placement Rate = total number of graduates employed in radiography, radiation therapy, magnetic resonance, or medical dosimetry within twelve months of graduation ÷ the number of graduates who actively sought employment in the radiologic sciences (for the 2012-2016 reporting period).

- In the calculation, use only the number of students who actively sought employment in the specific field for the years 2012-2016. This number may not be the same as the number of graduates during this period. **For example**, if the radiography program had ten graduates in a particular year; however, two enrolled in a radiation therapy program, one was offered a position in a town 20 miles away but was unwilling to travel that far for a position, and one was deployed to the military, the program would only report those graduates that actively sought employment.

10 Graduates  
- 2 (enrolled in therapy program)  
- 1 (declined a position due to location)  
- 1 (deployed)  
= 6 graduates that actively sought employment

The JRCERT has defined “not actively seeking employment” as:

- 1) Graduate fails to communicate with program officials regarding employment status after multiple attempts **OR**
  - 2) Graduate is unwilling to seek employment that requires relocation **OR**
  - 3) Graduate is unwilling to accept employment due to salary or hours **OR**
  - 4) Graduate is on active military duty **OR**
  - 5) Graduate is continuing education.
- It is recommended that the program post on its Web page the definition of “not actively seeking” from **Standard Five -Objective 5.2** to assist the public in understanding why the number of graduates employed may differ from the number of graduates.

#### Completion of “Annual Report Questions” Section

- Answer “**YES**” if change occurred in 2016 and supply narrative and documentation (if required)
- Answer “**NO**” if:
  - (i) The program had a site visit in 2016 **OR**
  - (ii) There were any changes that occurred during 2016 but were previously reported to the JRCERT

#### Important Reminders: Following Submission of the PAR:

- Programs must update the program’s Web page with the 2016 Program Effectiveness Data.
- Correspondence related to the annual report will be sent only when the JRCERT is requesting additional and/or clarifying information. Once reviewed, the new Program Effectiveness Data will be made available on the JRCERT Web site.