



UNITED STATES DEPARTMENT OF EDUCATION

Office of Postsecondary Education (OPE)

**Gainful Employment Disclosure
Template Quick Start Guide**

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1 Introduction

The purpose of this guide is to provide assistance with using the U.S. Department of Education's gainful employment disclosure template at <http://ope.ed.gov/gainfulemployment/> to configure and host a customized web page on the institution's website that meets the gainful employment disclosure requirements.

Current 34 CFR 668.6(b) specifies disclosure requirements for programs that prepare students for gainful employment in a recognized occupation. These disclosures are made by institutions using a disclosure template provided by the Secretary and approved by OMB under control number 1845-0107. As part of the Gainful Employment final regulations published in the Federal Register on October 31, 2014 (79 FR 64890), as corrected on December 4, 2014 (79 FR 71957) (Final Regulations) a new paragraph (d) was added to §668.6 that provides that institutions are not required to comply with the provisions of §668.6, including paragraph (b), after December 31, 2016. New disclosure requirements with which institutions must comply beginning January 1, 2017 have been established in §668.412. Under the new disclosure requirements, an institution must provide current and prospective students with information about each of its programs that prepares students for gainful employment in a recognized occupation (GE programs) using a disclosure template provided by the Secretary.

Generally, GE Programs include:

- **At public and private not-for-profit institutions:** Title IV-eligible non-degree programs (e.g., certificate and diploma programs).
- **At for-profit institutions:** All Title-IV eligible instructional programs, degree and non-degree.

The disclosure of information about a gainful employment program on the institution's Web site will provide useful information to prospective students and their families. The intent of the provisions in §668.412 is to enable students to make an informed choice about a gainful employment program by making the disclosures clear, timely, meaningful, and comparable. These disclosures will also allow students to make determinations about the amount of student indebtedness incurred by students who completed the gainful employment program, the average costs of attending the program, rates of normal completion time, and job placement rates.

To assist institutions in meeting their disclosure obligation, ED designed and developed a Gainful Employment Disclosure Template (GEDT) for use by all Title IV postsecondary institutions and eligible programs. The purpose of the template is to ensure the required data is disclosed to prospective students in a consistent and consumer-friendly format. The GEDT allows institutions to quickly and easily create a web

page containing the required gainful employment disclosure information for each of their eligible educational programs.

To use the template, institutions must enter the required data for each GE Program into the application's online data entry form. An HTML output file containing the required information will then be generated for posting on the educational program's homepage.

Institutions must update their GE program disclosure information annually. They must make it prominently available in their promotional materials and make it prominent, readily accessible, clear, conspicuous, and directly available on any Web page containing academic, cost, financial aid, or admissions information about a GE program.

! Critical Information - An institution that offers a GE program in more than one program length must publish a separate disclosure template for each length of the program. Similarly, an institution that offers a GE program in more than one location or format (e.g., full-time, part-time, accelerated) may publish a separate disclosure template for each location or format if doing so would result in clearer disclosures.

Additional information related to the GE regulations are available on the ED's Gainful Employment Information Page (<http://ifap.ed.gov/GainfulEmploymentInfo/indexV2.html>). This page includes published regulations and Federal Register notices, answers to frequently asked questions, and guidelines for determining which educational programs are subject to the gainful employment regulations.

1.1 Changes in 2017

As described above, new disclosure requirements with which institutions must comply beginning January 1, 2017 have been established in §668.412. This Quick Start Guide reflects all changes made to the GEDT, however modifications from the current disclosure requirements are outlined below:

- Institutions will be required to provide the number of the GE program's students who began enrollment in a GE program during a specified award year based on the program length, and the number of those students who completed the program within the program's normal time to completion.
- Institutions must disclose one median loan debt amount for Title IV students who completed the program during the award year defined on the Completion screen, without separating Title IV debt from debt from private loans and from institutional financing plans.
- Institutions will be required to provide the number of individuals who enrolled in the program during the most recently completed award year, and the number of those individuals who received a Title IV or private loan for enrollment in the program.
- The Department will provide institutions with the median earnings data used to calculate the final D/E rates for inclusion on the disclosure template.
- Institutions must disclose whether a program has failed the debt-to-earnings (D/E) rates measure within 30 days of receiving a GE program's final D/E rates from the Department. Once an

institution has indicated that a program is failing the D/E rates measure on the disclosure template input, the output screen will be prepopulated with the student warnings required under §668.410 of the Final Regulations.

- Institutions must disclose whether the GE program meets any applicable State licensure requirements or if completion of the program qualifies graduates to sit for any applicable licensure exam.

A complete list of input elements is available in [1.2 Gainful Employment Disclosure Process Overview](#).

1.2 Gainful Employment Disclosure Process Overview

ED’s GEDT template guides users through a simple step-by-step process for entering the information required for the GE program disclosure. This template only allows users to enter information for one GE program at a time.

ED’s GEDT is comprised of two components, they include:

1. **Data Entry:** Institutions input the required information into the online data entry form or the bulk upload tool data file. The disclosure must be completed for each program subject to the gainful employment regulations. The information that is input by institutions will not be collected and saved by ED. This includes the following information for each of the institution’s GE Programs:

Section	Input Requirements
Institution OPE ID	<ul style="list-style-type: none"> • The institution’s 6-digit Department of Education assigned OPE ID.
Program Information	<ul style="list-style-type: none"> • The 6-digit Classification of Instructional Program (CIP) code for the GE Program; • The institution’s name for the program (if different from the CIP Program Name); • The credential level for the program; • The normal time to complete the program, as published in the institutional catalog or other publications; and • The occupations for which the program prepares students.
Cost	<ul style="list-style-type: none"> • The tuition and fees the institution charges a student for completing the program within normal time; • The typical costs for books and supplies for a student for completing the program within normal time; • The cost for off-campus room and board; • The cost for on-campus room and board (if applicable); • Any additional fees or expenses (optional); and • The URL for other program cost information available on the institution’s website pursuant to Sec. 668.43(a).

Section	Input Requirements
Completion	<ul style="list-style-type: none"> • The number of students enrolled in the program between July 1 and June 30 of the specified years; and • Of the students enrolled, those that completed the program within normal time.
Debt	<ul style="list-style-type: none"> • The median loan debt incurred by Title IV students who completed the program; • The applicable interest rate used by the Department of Education to amortize the median loan debt for the program; • The number of individuals who enrolled between July 1, 2015 and June 30, 2016; and • Of the students enrolled between July 1, 2015 and June 30, 2016, the number who received any student loan debt.
Earnings	<ul style="list-style-type: none"> • The median earnings most recently provided by the Department of Education; • Whether the institution submitted an alternate earnings appeal; and • The current status of the appeal and new earnings number (if appealed).
Performance	<ul style="list-style-type: none"> • The programs most recently issued debt-to earnings rates measure determination.
Job Placement	<ul style="list-style-type: none"> • The job placement rate for students completing the program as reported to the institution’s accrediting agency and/or state (if applicable).
Licensure Requirements	<ul style="list-style-type: none"> • The states that require licensure and whether the program satisfies all educational prerequisites.

Tip - No information is saved or retained online when using either the template or bulk upload tool. Institutions may wish to use the screenshots in this Quick Start Guide to view the screens and prepare the necessary data before completing the GEDT data entry form.

2. Output File: Based on the data entered by the institution, a customized HTML file is generated for use on the institution's website. This output file contains the required information to be disclosed for the relevant GE Program, as input by the institution. It is presented in a consistent, consumer-friendly format and displays the following information:

- Percent of students graduating on time
- Program Costs
- Percent of students who borrow money to pay for the program
- Median debt of borrowers
- Typical monthly loan payment
- Typical graduate earnings
- State/Accreditor job placement rates
- Fields that employ program graduates
- Licensure requirements

In addition to the HTML version of the disclosure, an additional print version will be downloaded in order for students to print the posted disclosures and for use in promotional materials.

! Critical Information - If the HTML code within the output files is modified in any way, please be aware that the institution will no longer be in compliance with the GE Program regulatory requirements.

1.3 Section 508 Compliance

ED's GEDT complies with Section 508 of the *Rehabilitation Act of 1973*, as amended (29 U.S.C. § 794d). The current amendment went into effect June 21, 2001 and requires Federal agencies make their electronic and information technology accessible to people with disabilities. The GEDT was designed to fully integrate with any additional adaptive equipment or software that may be required.

1.4 Browser Compatibility

The GEDT is designed to work with Internet Explorer 10.0 and above, Mozilla Firefox 42.0 and above, and Chrome 46.0 and above.

1.5 Java Script

In order to use the GEDT data entry form, you must have JavaScript enabled in your browser. Instructions for this process are available for three browsers: Internet Explorer, Mozilla Firefox, and Google Chrome.

Internet Explorer

To enable JavaScript in **Internet Explorer**, please follow the instructions below:

1. Click the **Tools** menu.
2. Select **Internet Options**.
3. Click the **Security** tab.
4. Click the **Custom Level** button.
5. Scroll down until you see the "Scripting" section.
6. Select the "Enable" radio button under "Active Scripting."
7. Click the **OK** button.

Mozilla Firefox

To enable JavaScript in **Mozilla Firefox**, please follow the instructions below:

1. Click the **Tools** drop-down menu.
2. Select **Options**.
3. Check the boxes next to Block pop-up windows, Load images automatically, and **Enable JavaScript**.
4. **Refresh your browser** by right-clicking anywhere on the page and selecting Reload, or by using the Reload button in the toolbar.

Google Chrome

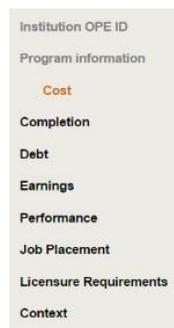
To enable JavaScript in **Google Chrome**, please follow the instructions below:

1. On the "Settings" page, click the **Show advanced settings**.
2. Click the **Chrome** menu icon on the browser toolbar.
3. Select Allow all sites to run **JavaScript** (recommended) in the "**JavaScript**" section.

1.6 Hints and Tips

Below are some helpful hints and tips for completing the GEDT. Detailed tips relating to specific functions within the application can be found in the corresponding sections of this guide.

- For assistance with any questions or problems related to system usage, refer to the GEDT Help Desk contact information located at the top of the screen. The Help Desk for this template is available Monday through Friday from 9:00 a.m. to 5:00 p.m. EST and may be reached toll-free at 1-855-359-3697 or at gedt@inovas.net.
- Use the  button at the top right of the screen to access additional information and resources.
- When applicable, you may click  to return to the previous page and review earlier responses.
- As you move through the template, a progress bar will display the current screen in orange.



- The Bulk Upload Tool has been disabled for this release. We apologize for the inconvenience.

2 Using the GE Template

This chapter contains detailed instructions for completing the GEDT at ope.ed.gov/gainfulemployment/.

2.1 Institution OPE ID

The GEDT website opens to the **Institution OPE ID** screen. To begin, enter the institution's 6-digit ED assigned OPE ID:

The screenshot shows the 'Gainful Employment Program Disclosure Template' website. The header includes the title and contact information: 'For Help Call 855-359-3697' and 'gedt@inovas.net'. The main content area is divided into a left sidebar with a list of categories and a main right section with instructions and input fields. The 'Institution OPE ID' category is highlighted in orange. The main section contains instructions for the 2017 template, a list of program types, and a text input field for the OPE ID with the value '000999' and an 'Example College' label below it. A 'Next' button with a right-pointing arrow is at the bottom.

Category	Field/Text
Institution OPE ID	The 2017 template is to be used to meet the gainful employment disclosure requirements as required by the regulations at 34 CFR 688.412(a).
Program information	Enter the information requested for each program at your institution subject to the gainful employment regulations. Generally, gainful employment programs include:
Cost	
Completion	→ At public and private not-for-profit institutions: <i>Title IV-eligible non-degree programs (e.g., certificate and diploma programs).</i>
Debt	→ At for-profit institutions: <i>All Title IV-eligible instructional programs, degree and non-degree.</i>
Earnings	
Performance	
Job Placement	Enter the institution's 6-digit Department of Education assigned OPE ID:
Licensure Requirements	<input type="text" value="000999"/>
Context	Example College

Next →

The OPE ID will be used to look up the institution name as reported to Federal Student Aid (FSA). Once the OPE ID has been provided, click **Next →** to continue.

2.2 Program Information

On the **Program Information** screen, provide information about the specific GE program you are disclosing. The initial screen is shown below:

The screenshot shows the 'Gainful Employment Program Disclosure Template' interface. At the top, it says 'Example College (000999)'. Below this, there are several sections for data entry:

- Institution OPE ID:** Example College (000999)
- Program information:** Enter the U.S. Department of Education 6-digit Classification of Instructional Program (CIP) code for the gainful employment program (e.g., 11.0101); or enter a partial CIP code (two or more digits) and click "Search CIP" to browse a list of potential 6-digit matches: [input field] Search CIP
- Cost:** [input field]
- Completion:** [input field]
- Debt:** [input field]
- Earnings:** Enter the institution's name for this program (if different from the CIP Program Name shown above): [input field]
- Performance:** [input field]
- Job Placement:** Select the credential level for this program: [dropdown menu]
- Licensure Requirements:** [input field]
- Context:** Enter the normal time to complete the program (in whole numbers) as published in your institutional catalog or other publications: [input field] [radio weeks] [radio months] [radio years]

At the bottom, there are navigation buttons: ← Previous and Next →.

Step 1 – CIP Code

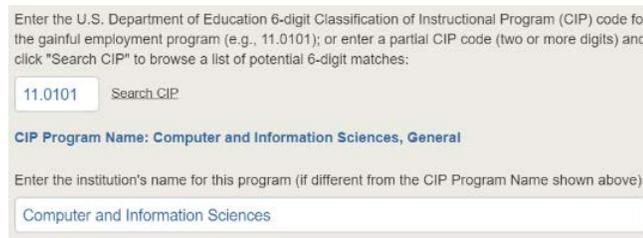
First, enter the 6-digit Classification of Instructional Program (CIP) code for the gainful employment program for which data are being provided.

This close-up shows the CIP code search section. It includes the instruction: "Enter the U.S. Department of Education 6-digit Classification of Instructional Program (CIP) code for the gainful employment program (e.g., 11.0101); or enter a partial CIP code (two or more digits) and click "Search CIP" to browse a list of potential 6-digit matches:". Below this is an input field containing "11.0101" and a "Search CIP" button. At the bottom, it displays "CIP Program Name: Computer and Information Sciences, General".

If needed, click the “Search CIP” link to search by partial CIP code and browse a list of potential matches, as shown below. Select a program name from the list to insert it into the CIP code field.



If the official name of the program at the institution differs from the CIP program name, enter the institution’s name for the program in the designated text box.



Step 2 – Credential Level

Next, select the credential level for this program from the drop-down menu provided. Options include Undergraduate certificate, Associate’s degree, Bachelor’s degree, Post baccalaureate certificate, Graduate certificate, Master’s degree, Doctoral degree, and First professional degree.



Step 3 – Program Length

Then, enter the normal time to complete the program as published in your institutional catalog or other publications. Enter the numerical value in the field provided, then select either weeks, months, or years.

Enter the normal time to complete the program (in whole numbers) as published in your institutional catalog or other publications:

weeks months years

Step 4 – SOC Codes

Once a CIP code is provided and verified, an additional section is displayed for providing the “Occupations for which the program prepares students”.

The screenshot shows a web form titled "Gainful Employment Program Disclosure Template" with a "HELP" button and contact information. The form is divided into sections: Institution OPE ID, Program information, Cost, Completion, Debt, Earnings, Performance, Job Placement, Licensure Requirements, and Context. The "Completion" section is active, showing a CIP code of 11.0101 and a program name of "Computer and Information Sciences, General". The "Context" section is also active, showing a credential level of "Associate's degree" and a program length of 2 years. The "Occupations for which this program prepares students" section is visible at the bottom, with instructions to click a link to choose from a list of SOC codes.

Gainful Employment Program Disclosure Template HELP
For Help Call 855-359-3697 gedt@inovas.net

Institution OPE ID

Program information

Cost

Completion Example College (000999)
Enter the U.S. Department of Education 6-digit Classification of Instructional Program (CIP) code for the gainful employment program (e.g., 11.0101); or enter a partial CIP code (two or more digits) and click "Search CIP" to browse a list of potential 6-digit matches:

Debt

Earnings

Performance CIP Program Name: Computer and Information Sciences, General

Job Placement Enter the institution's name for this program (if different from the CIP Program Name shown above):

Licensure Requirements

Context Select the credential level for this program:

Enter the normal time to complete the program (in whole numbers) as published in your institutional catalog or other publications:
 weeks months years

Occupations for which this program prepares students.
Click on the link above to choose from a list of Standard Occupation Classification (SOC) codes commonly associated with this program's CIP code. If this program prepares students for an occupation not listed, [click here](#) to enter the name and SOC code of the occupation for which this program prepares students (e.g., 15-1121.00).

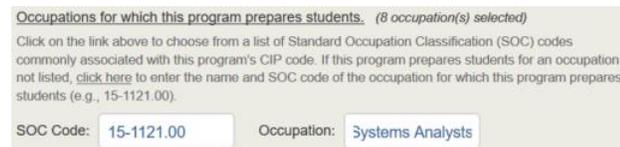
[← Previous](#) [Next →](#)

Click on the link to choose from a list of Standard Occupation Classification (SOC) codes commonly associated with this program's CIP code. Check all that apply and click the save icon (), or close the window to enter a custom SOC code.



To provide a custom SOC code for an occupation not on the list provided, choose the “click here” link and enter the SOC code and occupation for which the program prepares students in the correct format, as shown below. The custom SOC code will be verified upon entry.

! Critical Information - Only enter a custom SOC code if there are no SOC codes commonly associated with this program's CIP code.



At least one related occupation must be selected or provided in order to continue.

Tip - The on-screen text provides valuable information regarding what data to include and/or exclude. The OPE ID, CIP code, and SOC code identify the institution, the selected GE Program, and the relevant occupations for which this program prepares students. Therefore, it is important to verify that complete and correct information for the institution's selected GE Program has been entered.

Once all entries on this screen have been reviewed, click **Next** → to continue.

2.3 Cost

On the **Cost** screen, provide the published current or projected costs for the entire length of the program assuming normal time to completion.

Gainful Employment Program Disclosure Template HELP

For Help Call 855-359-3697 gedt@inovas.net

Institution OPE ID: **Example College (000999)**

Program information: **CIP Program Name: Computer and Information Sciences**
Program Length: 2 years

Cost

Completion

Debt

Earnings

Performance

Job Placement

Licensure Requirements

Context

Provide the current or future projected costs for the entire length of the program assuming normal time to completion. (Program Length: 2 years)

Enter the total **in-state** tuition and required fees for the entire program, assuming normal time to completion.

Enter the total **out-of-state** tuition and required fees for the entire program, assuming normal time to completion.

Check here if your institution offers only one tuition rate.

Enter the total estimated costs for books and supplies for the entire program, assuming normal time to completion.

Enter the total costs to the student for **off-campus** not with family room and board for the entire program, assuming normal time to completion.

Enter the total costs to the student for **on-campus** room and board for the entire program, assuming normal time to completion.

Check here if your institution does not provide on-campus housing for students enrolled in this program.

Enter any fees or expenses that students have in addition to those already entered for tuition and required fees, books and supplies, and room and board (e.g., optional equipment, parking permits, etc.):

Enter the website URL for other program cost information available on your institution's website pursuant to Sec. 668.43(a):

← Previous Next →

Step 1 – Tuition and Fees

First, enter the total in-state and out-of-state tuition and required fees and the total estimated books and supplies in whole dollars.

Enter the total **in-state** tuition and required fees for the entire program, assuming normal time to completion:

Enter the total **out-of-state** tuition and required fees for the entire program, assuming normal time to completion:

 Check here if your institution offers only one tuition rate.

If the institution only offers one tuition rate, check the designated box and provide the tuition and required fees in the first box.

Enter the total tuition and required fees for the entire program, assuming normal time to completion:

 Check here if your institution offers only one tuition rate.

Step 2 – Books and Supplies

Next, enter the total estimated costs for books and supplies in whole dollars.

Enter the total estimated costs for books and supplies for the entire program, assuming normal time to completion:

Step 3 – Room and Board

Next, enter the total cost to the student for **off-campus** room and board and **on-campus** room and board.

If the institution does not offer on-campus housing for students enrolled in the program, check the designated box.

Enter the total costs to the student for **off-campus** not with family room and board for the entire program, assuming normal time to completion:

Enter the total costs to the student for **on-campus** room and board for the entire program, assuming normal time to completion:

 Check here if your institution does not provide on-campus housing for students enrolled in this program

Step 4 – Other Costs

Then, enter any additional fees or expenses other than those entered above. A maximum of 2,000 characters is allowed.

Enter any fees or expenses that students have in addition to those already entered for tuition and required fees, books and supplies, and room and board (e.g., optional equipment, parking permits, etc.):

Step 5 – URL for Other Program Cost Information

Finally, provide the URL for other program cost information available on the institution's website pursuant to Sec. 668.43(a).

Enter the website URL for other program cost information available on your institution's website pursuant to Sec. 668.43(a):

Once all entries on this screen have been reviewed, click **Next →** to continue.

2.4 Completion

On the **Completion** screen, enter the number of Title IV students who enrolled and the number who completed the program on time. The enrollment cohort will differ based on the previously entered program length, as outlined below:

- For programs up to one year, enter the number of Title IV students who enrolled in the program between July 1, 2014 and June 30, 2015.
- For programs greater than one year but no more than two years, enter the number of Title IV students who enrolled in the program between July 1, 2013 and June 30, 2014.
- For programs greater than two years but no more than three years, enter the number of Title IV students who enrolled in the program between July 1, 2012 and June 30, 2013.
- For programs greater than three years, enter the number of Title IV students who enrolled in the program between July 1, 2011 and June 30, 2012.

In the example below, the 2 year program should include enrollment between July 1, 2013 and June 30, 2014.

The screenshot shows a web form titled "Gainful Employment Program Disclosure Template". The form is divided into several sections on the left: Institution OPE ID, Program information, Cost, Completion (highlighted in orange), Debt, Earnings, Performance, Job Placement, Licensure Requirements, and Context. The right side of the form contains the following text: "Example College (000999)", "CIP Program Name: Computer and Information Sciences", "Program Length: 2 years", "Enter the number of Title IV students who enrolled in the program between July 1, 2013 and June 30, 2014:", a text input field, "Of the _ students who enrolled, enter the number who completed the program in normal time:", another text input field, and "Based on the information entered above: _ of Title IV students completed the program within 2 years." At the bottom, there are "Previous" and "Next" navigation buttons.

Step 1 – Number Enrolled

First, enter the number of students who enrolled in the cohort year specified.

Enter the number of Title IV students who enrolled in the program between July 1, 2013 and June 30, 2014:

Step 2 – Completers Within Normal Time

Next, identify the number of enrolled students that completed the program in normal time. Normal time should be based on the program length entered previously.

NOTE: If the institution reported fewer than 10 students enrolled in the program, this question will be disabled in order to preserve the confidentiality of those students.

Enter the number of Title IV students who enrolled in the program between July 1, 2013 and June 30, 2014:

Of the 50 students who enrolled, enter the number who completed the program in normal time:

Based on the information entered above:
90% of Title IV students completed the program within 2 years.

The system will use the two numbers entered to calculate the percent of students who completed the program within the specified program length. This percentage will appear on the final disclosure.

Once all entries on this screen have been reviewed, click **Next →** to continue.

2.5 Debt

On the **Debt** screen, provide information related to student debt.

Step 1 – Student Loan Debt

First, enter the **median** cumulative amount of debt for all Title IV students (both in-state and out-of-state) who **completed** the program. The number of completers is preloaded from the previous screen for your reference. This includes private, institutional and Federal student debt for students who received Title IV aid at any point for attendance in the program.

Then, enter the applicable interest rate used by the U.S Department of Education to amortize the median loan debt for the program.

The system will use the two numbers to calculate the amount a typical graduate pays per month in student loans. This amount will appear on the final disclosure.

NOTE: If the institution reported fewer than 10 completers, the student loan debt fields are disabled in order to preserve the confidentiality of the loan recipients.

Of the 45 students who completed the program in normal time, enter the median cumulative amount of debt for all Title IV students (includes private, institutional and Federal student debt for students who received Title IV aid at any point for attendance in the program):

Enter the applicable interest rate used by the U.S Department of Education to amortize the median loan debt for the program:

Based on the information entered above:
The typical graduate pays \$106 per month in student loans based on an interest rate of 5.000%.

Step 2 – Most Recently Completed Award Year

Next, enter the number of individuals (both Title IV recipients and non-Title IV recipients) enrolled in the program between July 1, 2015 and June 30, 2016.

Enter the number of individuals (both Title IV recipients and non-Title IV recipients) enrolled in the program between July 1, 2015 and June 30, 2016:

Step 3 – Borrowing Money

Finally, enter the number of those reported above who received a Title IV loan or a private loan for enrollment in the program.

NOTE: If the institution reported fewer than 10 individuals enrolled in the program between July 1, 2015 and June 30, 2016, this question will be disabled in order to preserve the confidentiality of those students.

The system will use these two numbers to calculate the percent of students who borrowed money to pay for the program. This percentage will appear on the final disclosure.

Enter the number of individuals (both Title IV recipients and non-Title IV recipients) enrolled in the program between July 1, 2015 and June 30, 2016:

Of the 65 individuals reported above, enter the number who received a Title IV loan or a private loan for enrollment in the program:

Based on the information entered above:
62% of students who attend the program borrow money to pay for it.

Once all entries on this screen have been reviewed, click **Next →** to continue.

2.6 Earnings

On the **Earnings** screen, enter the median earnings most recently provided by the U.S. Department of Education for this program.

The screenshot shows a web form titled "Gainful Employment Program Disclosure Template" with a "HELP" button and contact information. The form is divided into sections: Institution OPE ID (Example College (000999)), Program information (CIP Program Name: Computer and Information Sciences, General, Program Length: 2 years), Cost, Completion, Debt (input field with 50000), Earnings (checkbox for "Check here if The Department has not provided earnings data for this program"), Performance (radio buttons for "Yes" and "No"), Job Placement, Licensure Requirements, and Context. Navigation buttons for "Previous" and "Next" are at the bottom.

If earnings data has not been provided for this program, check the designated box. If the box is checked, no additional information will be required on this screen.

This close-up shows the "Earnings" section of the form. It includes the instruction "Enter the median earnings most recently provided by the U.S Department of Education for this program:" followed by an empty input field. Below the input field is a checkbox that is checked, with the text "Check here if The Department has not provided earnings data for this program."

Next, indicate whether your institution submitted an alternate earnings appeal to the Department for this program.

If **No**, then no additional information will be required on this screen. The amount provided will appear on the final disclosure.

If **Yes**, then select the current appeal status from the available options. Options include Department denied the appeal; Appeal was submitted, but Department has not yet made a determination; Department approved the appeal based on earnings from a state data system; and Department approved the appeal based on earnings from a graduate earnings survey.

If the appeal was approved, enter the median earnings of this program's graduates based on the earnings obtained as part of the earnings appeal.

Has your institution submitted an alternate earnings appeal to the Department for this program?

Yes
 No

If your institution has submitted an alternative earnings appeal, select the current status:

Department denied the appeal.
 Appeal was submitted, but Department has not yet made a determination.
 Department approved the appeal based on earnings from a state data system.
 Department approved the appeal based on earnings from a graduate earnings survey.

Enter the median earnings of this program's graduates based on the earnings obtained as part of the earnings appeal:

Based on the information entered above:
\$52,500 per year is what the typical graduate earned after leaving this program.

The system will use this information to determine if the original or alternate earnings should be displayed on the final disclosure. If the appeal was denied, the original value will be displayed; if the appeal was submitted but not approved, the original value will be displayed with a note indicating that the institution has appealed the earnings data for this program; if the appeal was approved, the new value will be displayed.

Once all entries on this screen have been reviewed, click **Next →** to continue.

2.7 Performance

The Department will issue a final debt-to-earnings rate for a GE program that has 30 or more completers within the applicable cohort period. You should update this template within 30 days of receiving a final determination for this program. If your institution has made or will be making a timely submission of an alternate earnings appeal for the program, your institution may wait to update the program's GEDT to the version with warning language until after the Secretary accepts or denies your appeal.

On the **Performance** screen, select this program's most recently issued final debt-to-earnings rates measure determination. Options include:

- **Pass:** Annual debt-to-earnings rate is less than or equal to 8% OR the discretionary income debt-to-earnings rate is less than or equal to 20%
- **Zone:** Annual debt-to-earnings rate is greater than 8% but less than or equal to 20% OR discretionary income debt-to-earnings rate is greater than 20% but less than or equal to 30%
- **Fail:** Annual debt-to-earnings rate is greater than 12% AND discretionary income debt-to-earnings rate is greater than 30%
- **A final determination has not been issued for this program.**

The screenshot shows a web form titled "Gainful Employment Program Disclosure Template". The form is divided into sections: Institution OPE ID, Program information, Cost, Completion, Debt, Earnings, Performance, Job Placement, Licensure Requirements, and Context. The "Performance" section is highlighted in orange. It contains the following text: "Pass: Annual debt-to-earnings rate is less than or equal to 8% OR the discretionary income debt-to-earnings rate is less than or equal to 20%." "Zone: Annual debt-to-earnings rate is greater than 8% but less than or equal to 20% OR discretionary income debt-to-earnings rate is greater than 20% but less than or equal to 30%." "Fail: Annual debt-to-earnings rate is greater than 12% AND discretionary income debt-to-earnings rate is greater than 30%." Below this text, there is a prompt: "Select this program's most recently issued final debt-to-earnings rates measure determination:". There are four radio button options: "Pass" (selected), "Zone", "Fail", and "A final determination has not been issued for this program". At the bottom of the form, there are "Previous" and "Next" navigation buttons.

Once all entries on this screen have been reviewed, click **Next** to continue.

2.8 Job Placement

On the **Job Placement** screen, indicate whether the institution is required to calculate a job placement rate for the program completers by its state and/or its accrediting agency by selecting the applicable option. An additional option is available for those who are not currently required to calculate a job placement rate for program completers.

The screenshot shows a web form titled "Gainful Employment Program Disclosure Template". The header includes a "HELP" button and contact information: "For Help Call 855-359-3697" and "gedt@inovas.net". The form is divided into sections: Institution OPE ID, Program information, Cost, Completion, Debt, Earnings, Performance, Job Placement (highlighted), Licensure Requirements, and Context. The "Job Placement" section contains the following text and options:

Example College (000999)
CIP Program Name: Computer and Information Sciences, General
Program Length: 2 years

Select the option that applies to the program's job placement rate requirements:

- Required to calculate a job placement rate for the program completers by our Accrediting Agency.
- Required to calculate a job placement rate for the program completers by our State.
- Required to calculate a job placement rate for the program completers by both our Accrediting Agency and State.
- Not currently required to calculate a job placement rate for program completers.

At the bottom of the form, there are "← Previous" and "Next →" navigation buttons.

Once Accrediting Agency, State, or both is selected, additional applicable sections are displayed for providing job placement information. These are described in detail below.

Accrediting agency

If the institution is required to calculate a job placement rate for its Accrediting Agency, then the job placement rate, accrediting agency name, placement rate methodology URL, the types of jobs students were placed in, positions that recent completers were hired for, how long after the program completion date the job placement rate is based, and how the information was tracked.

If the program does not yet have enough completers to calculate a placement rate as required by our accreditor, check the designated box. If the box is checked, no additional information will be required for the Accrerator Rate.

Accreditor Rate

Program does not yet have enough completers to calculate a placement rate as required by our accreditor.

Enter the job placement rate calculated for program completers:

%

For the above job placement rate, enter the following information to be included in the template as context for the job placement rate:

Accrediting agency name:
Enter the name of the accrediting agency for which your institution calculates this job placement rate.

Placement Rate Methodology:
*Enter the website URL with information about the program completers included in the calculation of this rate. Website page **must** contain a list of exclusions and any other information pertinent to a student's understanding of this rate.*

What types of jobs were these students placed in?
The job placement rate includes:

Any job
 Only jobs within the field of study

Positions that recent completers were hired for include:

When were the former students employed?
Enter information about how long after the program completion date the job placement rate is based. (For example: This rate is based on program completers who were employed within 180 days of completion and were employed for at least 13 weeks.)

How were completers tracked?
Please provide information about how this information is obtained:

Completer/alumni survey Response rate: %
 State data system
 Other Please specify:

State

If the institution is required to calculate a job placement rate for its State, then the job placement rate, state name, placement rate methodology URL, the types of jobs students were placed in, positions that recent completers were hired for, how long after the program completion date the job placement rate is based, and how the information was tracked.

If the program does not yet have enough completers to calculate a placement rate as required by our state, check the designated box. If the box is checked, no additional information will be required for the State Rate.

State Rate

Program does not yet have enough completers to calculate a placement rate as required by our State.

Enter the job placement rate calculated for program completers:

%

For the above job placement rate, enter the following information to be included in the template as context for the job placement rate:

State name:
Enter the name of the state for which your institution calculates this job placement rate

Placement Rate Methodology:
Enter the website URL with information about the program completers included in the calculation of this rate. Website page *must* contain a list of exclusions and any other information pertinent to a student's understanding of this rate.

What types of jobs were these students placed in?
The job placement rate includes:

Any job
 Only jobs within the field of study

Positions that recent completers were hired for include:

When were the former students employed?
Enter information about how long after the program completion date the job placement rate is based. (For example: This rate is based on program completers who were employed within 180 days of completion and were employed for at least 13 weeks.)

How were completers tracked?
Please provide information about how this information is obtained.

Completer/alumni survey Response rate: %
 State data system
 Other Please specify:

Both (Accrediting Agency and State)

If the institution is required to calculate a job placement rate for both its Accrediting Agency and State, then the information described in the sections above will be required for both. If the calculated job placement rate (and the related methodology) calculated for the state is the same as the information entered for the accreditor rate, a check box is available for copying the information entered in the accrediting agency component to the state component. If the check box is used, the state name will still be required.

Once all entries on this screen have been reviewed, click **Next →** to continue.

2.9 Licensure Requirements

Your institution is required to provide information about whether this program meets licensure requirements for any states in the metropolitan statistical area (MSA) in which the institution is located, as well as for any states for which the institution is aware of whether the program satisfies all educational prerequisites to qualify a student for licensure. This includes states that meet any of the following criteria:

- The state(s) in which your institution is required to obtain state authorization pursuant to 34 CFR 6009
- All states in the metropolitan statistical area(s) (MSA) in which your program is offered
- Any other states for which you have determined that your program does or does not meet licensure requirements

On the **Licensure Requirements** screen, select a state from the drop-down list provided and then indicate whether or not it satisfies all educational prerequisites by selecting an option from the adjacent drop-down list. Options include Program meets licensure requirements of this State; Program does not meet licensure requirements of this State; Program qualifies students to sit for licensure exam in this State; Program does not qualify students to sit for licensure exam in this State; and State does not have licensure requirements for this profession.

The screenshot shows a web application interface for the "Gainful Employment Program Disclosure Template". The title bar includes a "HELP" icon and contact information: "For Help Call 855-359-3697" and "gedt@inovas.net". The main content area is divided into a left sidebar with navigation links and a main content pane. The sidebar links are: Institution OPE ID, Program information, Cost, Completion, Debt, Earnings, Performance, Job Placement, **Licensure Requirements** (highlighted), and Context. The main content pane displays the following information:

- Institution OPE ID:** Example College (000999)
- Program information:** CIP Program Name: Computer and Information Sciences, General; Program Length: 2 years
- Instructions:** "Your institution is required to provide information about whether this program meets licensure requirements for any states in the metropolitan statistical area (MSA) in which the institution is located, as well as for any states for which the institution is aware of whether the program satisfies all educational prerequisites to qualify a student for licensure."
- Selection criteria:** "Select the states that meet any of the following criteria and whether or not it satisfies all educational prerequisites:"
 - The state(s) in which your institution is required to obtain state authorization pursuant to 34 CFR 6009
 - All states in the metropolitan statistical area(s) (MSA) in which your program is offered
 - Any other states for which you have determined that your program does or does not meet licensure requirements
- Form elements:** A checkbox labeled "Click here if this program has no licensure requirements in any state." followed by two empty dropdown menus. Below the dropdowns are "Add Another State" and "Remove State" buttons.

At the bottom of the screen, there are navigation buttons: "← Previous" and "Next →".

To include additional states, click the **Add Another State** link. To remove the most recent line, click **Remove State**.

Select the states that meet any of the following criteria and whether or not it satisfies all educational prerequisites:

- The state(s) in which your institution is required to obtain state authorization pursuant to 34 CFR 6009
- All states in the metropolitan statistical area(s) (MSA) in which your program is offered
- Any other states for which you have determined that your program does or does not meet licensure requirements

Click here if this program has no licensure requirements in any state.

District of Columbia	Program meets licensure requirements of this State
Maryland	Program qualifies students to sit for licensure exam in thi
Virginia	State does not have licensure requirements for this profe

[Add Another State](#) [Remove State](#)

If this program has no licensure requirements in any state, check the designated box. If the box is checked, no additional information will be required on this screen.

Once all entries on this screen have been reviewed, click **Next →** to continue.

2.10 Context

Step 1 – Additional Information

On the **Context** screen, enter any additional information that should be included on the disclosure to provide information and/or context to students related to this program and the information provided. A maximum of 2,000 characters is allowed.

The screenshot shows the 'Gainful Employment Program Disclosure Template' interface. The title bar includes a 'HELP' icon and contact information: 'For Help Call 855-359-3697' and 'gedt@inovas.net'. The main content area is divided into a left sidebar with a list of categories and a main right-hand area. The categories are: Institution OPE ID, Program information, Cost, Completion, Debt, Earnings, Performance, Job Placement, Licensure Requirements, and **Context** (highlighted in orange). The 'Context' section contains a text input field with the placeholder text: 'Enter any additional information that should be included on the disclosure to provide information and/or context to students related to this program and the information provided on this template (maximum of 2,000 characters)'. Above the input field, example text is shown: 'Example College (000999)', 'CIP Program Name: Computer and Information Sciences, General', and 'Program Length: 2 years'. At the bottom of the form, there are two buttons: 'Create Disclosure' (blue) and 'Clear' (grey). A '← Previous' link is located at the bottom left of the form area.

Tip - Was all information reviewed to ensure that it is accurate and complete? The output file contains a custom web page for hosting on the institution's website. It is important to carefully review the provided information for spelling, grammatical errors, and content.

Step 2 – Download Template

Once all screens have been completed and reviewed, click **Create Disclosure** to generate a ZIP file containing two versions of the disclosure in HTML format, one for the web and the other for printing. Clicking the

Clear button will erase all data entered in the template.

! Critical Information - The downloaded file constitutes the only copy of the created disclosures. No information will be saved in your web browser.

3 Save and Extract the File

Your download is a ZIP file, also called a compressed folder, containing the HTML code needed to run the customized GEDT on your institution’s website. You must save this file to your computer and extract the file before attempting to upload it to your institution’s website.

! Critical Information - The ZIP file downloaded in this step constitutes the only copy of the output file with the institution’s data. This data is not retained anywhere, so make sure this file is saved locally and its location noted before closing the GEDT data entry form.

Step 1 – Save File

The first step is to save the GEDT ZIP file. When saving the file, enter the desired file name and destination; then click “Save.” The browser may be set to automatically save downloaded content to a default location. Though your steps may change based on your browser settings, general instructions for downloading the file are available below for three browsers: Internet Explorer, Mozilla Firefox, and Google Chrome.

Internet Explorer

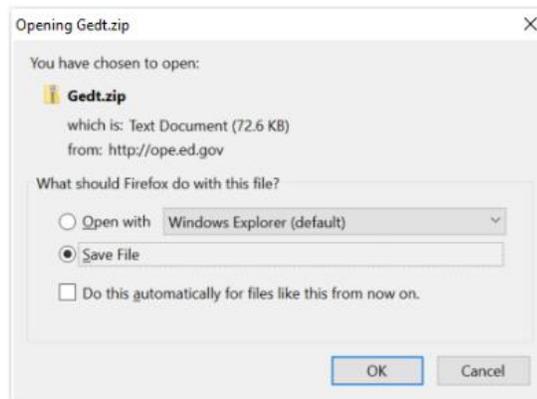
After clicking the button to save the disclosure, you may receive the prompt shown below. Click “Save” to save the ZIP file to the computer’s hard drive.



If you do not know where the download is located on your computer, you may click on the “Tools” menu in your browser then click on “View Downloads” (Ctrl+J).

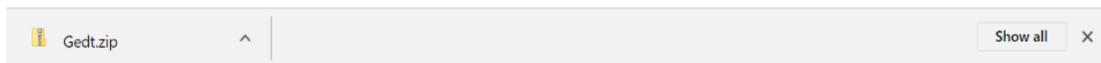
Mozilla Firefox

After clicking the button to save the disclosure, click “Save File” to save the ZIP file to the computer’s hard drive; then click “OK” to continue.



Google Chrome

After clicking the button to save the disclosure, you may see the prompt shown below. Click the file to download the GEDT ZIP file.



If you do not receive the prompt, click the menu icon in your browser and choose “Downloads.”

Tip - A print version of the template with no clickable links is also available in the downloaded ZIP file. When printing this version, please make sure that the “Print Background (colors & images)” option is enabled in the browser’s Page Setup.

Step 2 – Extract File

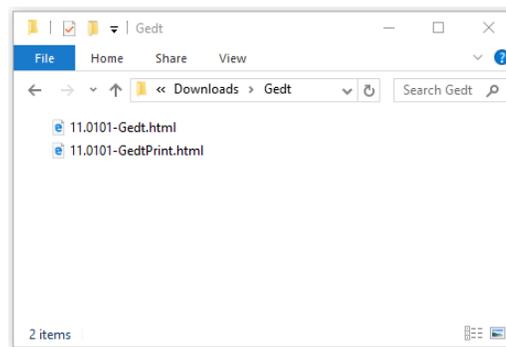
To extract the folder, right-click the folder name and click “Extract All” or a similar option depending on the programs available on your computer. A new extracted or “unzipped” file will be created.

Step 3 – Preview Disclosure

The folder will contain two files: one for normal browser viewing and the other for the print version.

Tip – For a paper copy of your disclosure, open the “GedtPrint.html” file and print the page. For a PDF copy of your disclosure, open the “GedtPrint.html” file and choose “Print to PDF.”

Preview a local version of the GE Program’s customized web page by double-clicking the HTML document that appears as a browser link within the extracted folder. The file names will include the CIP code entered on the **Program Information** screen.



Tip - If the output page is not appearing as expected, try clicking the “Allow Blocked Content” button in the browser.

To edit the data provided for the GE Program or to create additional disclosures, repeat the process outlined in this guide. This will generate a new version of the disclosure template with the new or updated information.

An example of the output page is displayed below:

Example College

Associate's degree in Computer and Information Sciences

Program Length: 2 years

Students graduating on time

90% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$11,090 for in-state tuition and fees

\$13,090 for out-of-state tuition and fees

\$1,020 for books and supplies

\$11,250 for off-campus room and board

Other Costs

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change

Students Borrowing Money

62% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$10,000 in debt ⓘ

The typical monthly loan payment

\$106 per month in student loans with 5% interest rate. ⓘ

The typical graduate earns

\$52,500 per year after leaving this program ⓘ

Graduates who got jobs

95% of program graduates got jobs according to the state job placement rate

96% of program graduates got jobs according to the accreditor job placement rate

Program graduates are employed in the following fields:

Computer Systems Analysts

Computer and Information Systems Managers

Computer and Information Research Scientists

Database Administrators

Network and Computer Systems Administrators

Computer Network Architects

Software Quality Assurance Engineers and Testers

Web Administrators

Computer Science Teachers, Postsecondary

Licensure Requirements ⓘ

This program meets licensure requirements in

District of Columbia, Maryland*

There are no licensure requirements for this profession in:

Virginia

*State requires students to sit for licensure exam

Additional Information

Date Created 12/19/2016

These disclosures are required by the U.S. Department of Education

An additional example is displayed below for an output page of a program that failed its final debt-to-earnings rates measure determination:

Example College

Associate's degree in Computer and Information Sciences

Program Length: 2 years



This program has not passed standards established by the U.S. Department of Education. The Department based these standards on the amounts students borrow for enrollment in this program and their reported earnings. If in the future the program does not pass the standards, students who are then enrolled may not be able to use federal student grants or loans to pay for the program, and may have to find other ways, such as private loans, to pay for the program.

Students graduating on time

90% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$11,090 for in-state tuition and fees

\$13,090 for out-of-state tuition and fees

\$1,020 for books and supplies

\$11,250 for off-campus room and board

Other Costs

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change

Students Borrowing Money

62% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$10,000 in debt ⓘ

The typical monthly loan payment

\$106 per month in student loans with 5% interest rate. ⓘ

The typical graduate earns

\$52,500 per year after leaving this program ⓘ

Graduates who got jobs

95% of program graduates got jobs according to the state job placement rate

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Program graduates are employed in the following fields:

Computer Systems Analysts

Computer and Information Systems Managers

Computer and Information Research Scientists

Database Administrators

Network and Computer Systems Administrators

Computer Network Architects

Software Quality Assurance Engineers and Testers

Web Administrators

Computer Science Teachers, Postsecondary

Licensure Requirements ⓘ

This program meets licensure requirements in

District of Columbia, Maryland*

There are no licensure requirements for this profession in:

Virginia

*State requires students to sit for licensure exam

Additional Information

Date Created 12/19/2016

These disclosures are required by the U.S. Department of Education

4 Uploading the Disclosure

This chapter contains detailed instructions for how to upload the GEDT to your institution's website.

Once the necessary files have been downloaded and extracted, they can be hosted on your institution's website.

Step 1 – Create a New Web Folder

To begin, create a new folder for the output file within the specific GE Program's home directory on the institution's website.

The name chosen for this folder will be included in the link used to access the application, so a detailed name more closely related to the specific GE Program, such as "ComputerandInformationSciences_2year" is recommended.

Step 2 – Upload the Files

Move the extracted files (both HTML files) from their previous destination to this new folder.

! Critical Information - All files must be contained within the same folder for the print function to work.

Step 3 – Verify the Application

The GE program's customized web page should now be accessible on the institution's website! Verify this by entering the URL into the web browser as follows:

http://[Homepage URL]/[Folder Name]/[File Name]

For example, in the case illustrated above, the URL would look like this:

http://www.inovas.edu/ComputerandInformationSciences_2year/Gedt

Tip - To change the URL above, rename the folder created within the home directory, or rename the HTML file within that folder. Be sure to preserve the structure of the directory when making these changes.

Please remember that a unique output file must be generated for **each** program at the institution that is subject to the gainful employment regulations.

5 Glossary of Terms

This section defines and explains some of the more common terms found in the system. In addition, you may access the online IPEDS Glossary at <https://surveys.nces.ed.gov/ipeds/VisGlossaryAll.aspx> to find definitions for nearly 500 postsecondary-related terms used in the collection of IPEDS data.

Term	Definition
Board charges	Charges assessed students for an academic year for meals.
Books and supplies	The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g. engineering or art majors), unless they constitute the majority of students at an institution.
CIP code	A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.
Completer	A student who receives a degree, diploma, certificate, or other formal award. For GE reporting and disclosure purposes: a student is considered to have completed an educational program when the student has satisfied all of the academic requirements of the program, regardless of whether the degree, certificate, or other institutional credential has been awarded to the student.
Loans to students	Any monies that must be repaid to the lending institution for which the student is the designated borrower. Includes all Title IV subsidized and unsubsidized loans and all institutionally- and privately-sponsored loans. Does not include PLUS and other loans made directly to parents.
Median	In probability theory and statistics, a median is described as the numerical value separating the higher half of a sample or population from the lower half. The median of a finite list of numbers can be found by arranging all of the observations from lowest value to highest value and selecting the middle one. If there is an even number of observations, then there is no single middle value; the median is then typically defined as the average of the two middle values.

Term	Definition
Normal time to completion	The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution; 2 years (4 semesters or trimesters, or 6 quarters, excluding summer terms) for an associate's degree in a standard term-based institution; and the various scheduled times for certificate programs.
Occupational program	A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
On-campus housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
OPE ID	Identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible institution.
Other expenses	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, and entertainment. For the purposes of providing pricing data, room and board and tuition and fees should not be included here.
Private for-profit institution	A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk.
Private not-for-profit institution	A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Public institution	An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.

Term	Definition
Required fees	A fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay the charge is an exception.
Room charges	The charges for an academic year for rooming accommodations for a typical student sharing a room with one other student.
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.