



**UNITED STATES DEPARTMENT OF EDUCATION**

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Office of Postsecondary Education (OPE)

# **Gainful Employment Disclosure Template Quick Start Guide**

September 2015

For use with Mozilla Firefox 3.0 and above

U.S. DEPARTMENT OF EDUCATION

# **Gainful Employment Disclosure Template Quick Start Guide**

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Office of Postsecondary Education

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Washington, DC 20006

<http://www.ed.gov/ope>

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## 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.

**E**ffective July 1, 2011, Federal regulations published in the Federal Register on October 29, 2010 [75 FR 66665 and FR 66832] by the U.S. Department of Education (ED) require postsecondary institutions that participate in the student financial assistance programs authorized under Title IV of the *Higher Education Act of 1965* (HEA), as amended, to disclose to prospective students certain information about the institution's Gainful Employment (GE) Programs.

ICON KEY	
	Critical information
	Tips
	Key terms

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.

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. Institutions must use the GEDT to disclose the required information about their GE 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. The output file must also be included on any printed invitations, advertisements, promotional materials, or solicitations that mention or otherwise refer to the specific GE program, when feasible.

## INTRODUCTION



**Critical information:** A unique output file must be generated for each program at the institution that is subject to the gainful employment regulations.

This quick start guide is intended to explain to users the steps for completing the GEDT. While most users are able to successfully and effectively navigate the form without a detailed set of instructions, the provided additional hints, tips, and insights may help focus time and efforts more productively. Whether it is more helpful to read this guide in full or to browse specific sections will depend largely on the scope and complexity of the information being reported, as well as on past experience with other ED applications.

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 Gainful Employment Disclosure Process Overview

ED's GEDT provides two options for creating the necessary disclosure file for use on the institution's website:

1. **Template:** This option will guide 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.
2. **Bulk Upload Tool:** This option requires users to input their data in a text document and upload it to the website. This tool can be used to produce an output file for one or more programs at a time, as described in Chapter 3 – Bulk data File Upload Tool.

ED's GEDT is comprised of two components for both of the options referenced above. 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. This includes the following information for each of the institution's GE Programs:

## INTRODUCTION

Section	Input Requirements
<b>Program Information</b>	<ul style="list-style-type: none"><li>• The 6-digit Classification of Instructional Program (CIP) code for the GE Program;</li><li>• The institution's name for the program (if different from the CIP Program Name);</li><li>• The credential level for the program; and</li><li>• The occupations for which the program prepares students.</li></ul>
<b>Cost</b>	<ul style="list-style-type: none"><li>• The tuition and fees the institution charges a student for completing the program within normal time;</li><li>• The typical costs for books and supplies;</li><li>• The cost for on-campus room and board (if applicable); and</li><li>• The URL for other program cost information available on the institution's website pursuant to Sec. 668.43(a).</li></ul>
<b>Debt at Program Completion</b>	<ul style="list-style-type: none"><li>• The number of students who completed the program during the specified year;</li><li>• Of these completers, the number who completed the program with any student loan debt as a result of enrollment in the program (optional); and</li><li>• The median loan debt incurred by students who completed the program (reported separately for Title IV loans, private loans, and institutional financing).</li></ul>
<b>Program Completion in Normal Time</b>	<ul style="list-style-type: none"><li>• The normal time to complete the program, as published in the institutional catalog or other publications; and</li><li>• Of the students who completed the program during the most recent full year extending from July 1 to June 30, the number who completed the program within normal time.</li></ul>
<b>Job Placement</b>	<ul style="list-style-type: none"><li>• The job placement rate for students completing the program as reported to the institution's accrediting agency and/or state (if applicable).</li></ul>

**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, with information grouped into three primary categories:

## INTRODUCTION

- (1) Costs (comprised of the data entered on the **Cost** screen of the data entry form);
- (2) Financing (comprised of the data entered on the **Debt at Program Completion** screen of the data entry form); and
- (3) Success (comprised of the data entered on the **Program Completion in Normal Time and Job Placement** screens of the data entry form).



**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.

## 1.2 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.

## 1.3 Java Script

In order to use the GEDT data entry form, you must have JavaScript enabled in your browser. In newer versions of Mozilla Firefox (version 23 and above), JavaScript will always be enabled. To enable JavaScript in versions of Mozilla Firefox prior to version 23 follow the instructions below:

1. Click the **Tools** menu.
2. Select **Options**.
3. Click the **Content** tab.
4. Check the **Enable JavaScript** box.
5. Click the **OK** button.

## 1.4 Helpful 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](mailto:gedt@inovas.net).

## INTRODUCTION

- 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.



- Java Script must be enabled in the web browser to use this template. Instructions for enabling Java Script available in this chapter.

**Continue to Chapter 2: Using the Gainful Employment Disclosure Template to use the Template; Or to Chapter 3: Using the Bulk Data File Upload Tool to use the Bulk Upload Tool.**

## Using the GEDT

This chapter contains detailed instructions for completing the GEDT at [ope.ed.gov/gainfulemployment/](http://ope.ed.gov/gainfulemployment/).

### 2.1 Getting Started

On the GEDT home page, enter the institution's 6-digit ED assigned OPE ID:

**Gainful Employment Program Disclosure Template**

For Help Call 855-359-3697 [gedt@inovas.net](mailto:gedt@inovas.net)

**INSTITUTION OPE ID**

PROGRAM INFORMATION

COST

DEBT AT PROGRAM COMPLETION

PROGRAM COMPLETION IN NORMAL TIME

JOB PLACEMENT

CONTEXT

This input template is to be used to meet the gainful employment disclosure requirements as required by the regulations at 34 CFR 668.6(b)(2)(iv).

Enter the information requested for each program at your institution subject to the gainful employment regulations. Generally, gainful employment 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.*

Enter the institution's 6-digit Department of Education assigned OPE ID:

**INOVAS Institute**

Once the OPE ID has been provided, click **Next →** to continue.

### 2.2 Program Information

You must complete all screening questions applicable to your institution.

## COMPLETING THE FORM

### Step 1 – CIP code

On the **Program Information** screen of the GEDT, enter the 6-digit Classification of Instructional Program (CIP) code of the program for which data are being provided:

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:

13.1003 [Search CIP](#)

**CIP Program Name: Education/Teaching of Individuals with Hearing Impairments Including Deafness**

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

Special Education - Deaf and Hard of Hearing

Select the credential level for this program:

Bachelor's degree

[Occupations for which this program prepares students](#) (2 occupation(s) selected)

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.

SOC Code: 25-2054.00 Occupation: Special Education

If needed, click the "Search CIP" link to search by partial CIP code and browse a list of potential matches, as shown below:

Enter CIP: 1003

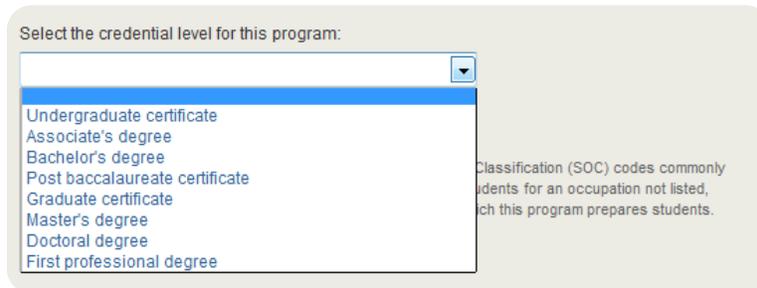
- [11.1003 Computer and Information Systems Security/Information Assurance](#)
- [13.1003 Education/Teaching of Individuals with Hearing Impairments Including Deafness](#)
- [14.1003 Laser and Optical Engineering](#)
- [26.1003 Neuropharmacology](#)
- [45.1003 Canadian Government and Politics](#)
- [50.1003 Music Management](#)
- [51.1003 Hematology Technology/Technician](#)
- [52.1003 Organizational Behavior Studies](#)

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.

## COMPLETING THE FORM

### 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, as shown in the image below:



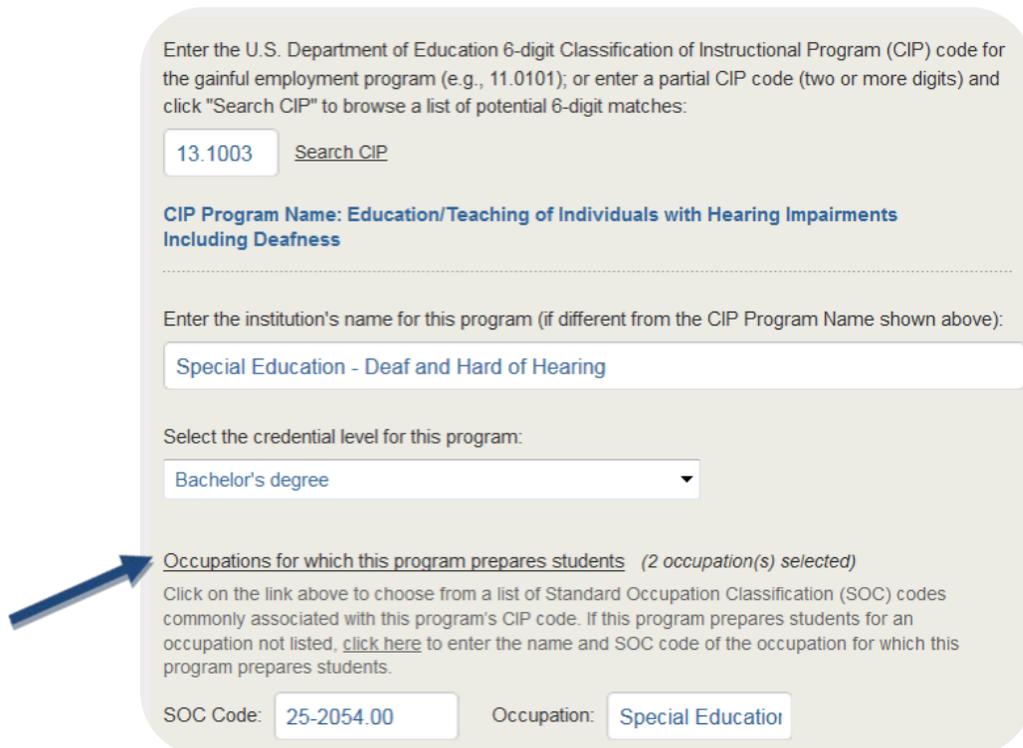
Select the credential level for this program:

- Undergraduate certificate
- Associate's degree
- Bachelor's degree
- Post baccalaureate certificate
- Graduate certificate
- Master's degree
- Doctoral degree
- First professional degree

Classification (SOC) codes commonly associated with 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.

### Step 3 – soc Codes

Once a CIP code is provided and verified, use the link shown below to choose from a list of Standard Occupation Classification (SOC) codes commonly associated with this program's CIP code:



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:

13.1003 [Search CIP](#)

**CIP Program Name: Education/Teaching of Individuals with Hearing Impairments Including Deafness**

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

Special Education - Deaf and Hard of Hearing

Select the credential level for this program:

Bachelor's degree

[Occupations for which this program prepares students \(2 occupation\(s\) selected\)](#)

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.

SOC Code: 25-2054.00 Occupation: Special Education

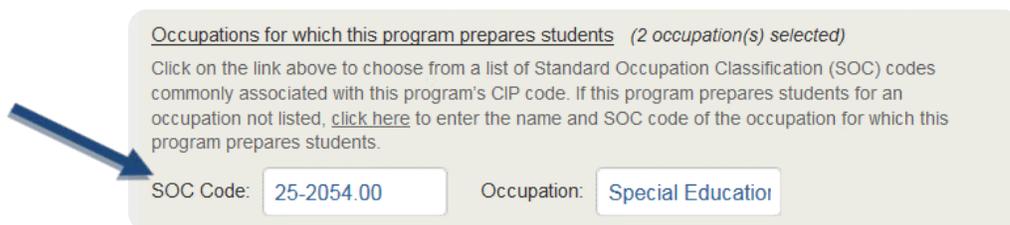
## COMPLETING THE FORM

Upon clicking the “Occupations for which this program prepares students” link, a pop –up window will appear listing commonly associated SOC codes for the CIP code entered:



Choose the occupation(s) for which the program prepares students from this list, or provide a custom SOC code for the program. At least one related occupation must be select or provide to continue.

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.



**Tip** - The on-screen text provides valuable information regarding what data to include and/or exclude. For example, in most cases, the screen text notes that information should be provided for the period extending from July 1, 2014 to June 30, 2015. 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

### Step 1 – Costs for completion of the entire program

On the **Cost** screen, provide cost information including tuition and fees, books and supplies, room and board, and any additional expenses. The amounts entered must be for the length of the entire program,

## COMPLETING THE FORM

assuming normal time to completion. If the institution does not offer on-campus housing for students enrolled in the program, be sure to mark the designated check box shown below:

INOVAS Institute (099999)  
CIP Program Name: Education/Teaching of Individuals with Hearing Impairments Including Deafness

Include costs for completion of the entire program, assuming normal time to completion.  
Enter amounts in whole dollars.

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

Enter the total estimated costs for books and supplies for the entire program:

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 (for example: optional equipment, parking permits, etc.):

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

### Step 2 – URL for other program cost information

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

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

## 2.4 Debt at Program Completion

### Step 1 – Completers

On the **Debt at Program Completion** screen, report the number of students who completed the program (completers) and enter the number of those completers that acquired any student loan debt as a result of attendance in the program.

## COMPLETING THE FORM

Enter the number of students who completed the program between July 1, 2014 and June 30, 2015:

Of the **100** completers reported above, enter the number completing with any student loan debt as a result of attendance in this program (optional):

For all students (both borrowers and non-borrowers) completing the program between July 1, 2014 and June 30, 2015, enter the median cumulative amount of debt for each of the following, in whole dollars:

Title IV student loan debt:	<input type="text" value="6000"/>
Private loan debt:	<input type="text" value="3500"/>
Institutional financing plan debt:	<input type="text" value="3500"/>

### Step 2 – Student loan debt

Next, enter the median cumulative amount of debt for all students (both borrowers and non-borrowers) who completed the program.

If fewer than 10 graduates received loans, the median debt amount fields are disabled in order to preserve the confidentiality of the loan recipients.

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

## 2.5 Program Completion in Normal Time

### Step 1 – Normal time to completion

On the **Program Completion in Normal Time** screen, enter the normal time to complete the program as published in the institution's catalog or other publications in weeks, months, or years.

Enter the normal time to complete the program as published in your institutional catalog or other publications. Please enter the amount in whole numbers (e.g., no fractions):

<input type="text" value="4"/>	<input type="radio"/> weeks	<input type="radio"/> months	<input checked="" type="radio"/> years
--------------------------------	-----------------------------	------------------------------	--

Of the **100** students who completed the program between July 1, 2014 and June 30, 2015, enter the number who completed the program within the normal time, as reported above:

## COMPLETING THE FORM

### Step 2 – Completers within normal time

Then, identify the number of students that completed the program within normal time. The number of students who completed the program, as entered on the previous screen, is displayed for reference.

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

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

## 2.6 Job Placement

On the **Job Placement** screen, indicate whether the institution is required to calculate a job placement rate for the program completers by state and/or accrediting agency by selecting the applicable option, as demonstrated in the example below:

INOVAS Institute (099999)  
CIP Program Name: Education/Teaching of Individuals with Hearing Impairments Including Deafness

---

Select the option that applies. Are you required to calculate a job placement rate for the program completers by:

- Your accrediting agency
- Your state
- Both (accrediting agency and state)
- We are not currently required to calculate a job placement rate for program completers

If the institution is not required to calculate a job placement rate for program completers, select that option from the available list. If the institution reported fewer than 10 completers on the ‘Debt at Program Completion’ screen, an additional option will be added to the list but only the last two options will be accessible on this screen, as shown below:

Select the option that applies. Are you required to calculate a job placement rate for the program completers by:

- Your accrediting agency.
- Your state.
- Both (accrediting agency and state).
- We are not currently required to calculate a job placement rate for program completers.
- We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data.



If the institution reported 0 completers on the ‘Debt at Program Completion’ screen, an additional option will be added to the bottom of the list: We are required to calculate this information, however, there were no graduates in this program for 2014-15.

## COMPLETING THE FORM

If the institution is required to calculate a job placement rate and at least 10 completers are reported for the program, then choose from *Accrediting agency*, *State*, or *both* to report the job placement rate for the program completers.

### 2.6.1 Accrediting agency

If the institution is required to calculate a job placement rate for its accrediting agency, then additional information will be required, including: job placement rate, accrediting agency name, placement rate methodology, 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. An example of this is shown below:

#### Accreditor Rate

Enter the job placement rate calculated for program completers:

80 %

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.*

American Speech-Language-Hearing Association

**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.*

inovas.edu/placementrate

**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:**

Educator, Interpreter

**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.)*

This rate is based on program completers who were

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

Completer/alumni survey    Response rate: 85 %  
 State data system  
 Other    Please specify: \_\_\_\_\_

## COMPLETING THE FORM

### 2.6.2 State

If the institution is required to calculate a job placement rate for its state, then additional information will be required, including: job placement rate, state name, placement rate methodology, 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. An example of this is shown below:

#### State Rate

The calculated job placement rate (and related methodology) calculated for the state is the same as the information entered for the Accreditor Rate above.

Enter the job placement rate calculated for program completers:

80 %

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.

Maryland

**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.

inovas.edu/placementrate

**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:**

Educator, Interpreter

**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.)

This rate is based on program completers who were

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

Completer/alumni survey    Response rate: 85 %  
 State data system  
 Other    Please specify: \_\_\_\_\_

## COMPLETING THE FORM

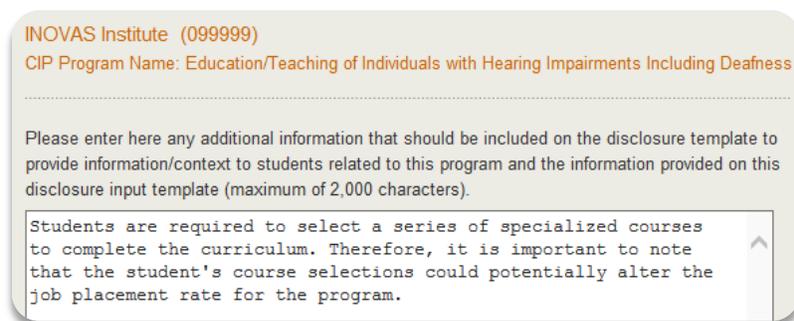
### 2.6.3 Both (accrediting agency and state)

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 placement rates. 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.

## 2.7 Context

### Step 1 – Additional Information

On the **Context** screen, enter any additional information related to this program and the data provided on this disclosure input template. This contextual information will be included on the disclosure template output. A maximum of 2,000 characters is allowed. An example of this is shown below:



INOVAS Institute (099999)  
CIP Program Name: Education/Teaching of Individuals with Hearing Impairments Including Deafness

.....

Please enter here any additional information that should be included on the disclosure template to provide information/context to students related to this program and the information provided on this disclosure input template (maximum of 2,000 characters).

Students are required to select a series of specialized courses to complete the curriculum. Therefore, it is important to note that the student's course selections could potentially alter the job placement rate for the program.

### Step 2 – Download Template

Once all screens have been completed and reviewed, click **Create Disclosure Template** to generate a zip-file containing the disclosure. Please be aware that choosing **Clear** will erase all data entered in the GEDT. Continue to the next chapter for instructions on saving, extracting, and hosting the disclosure.

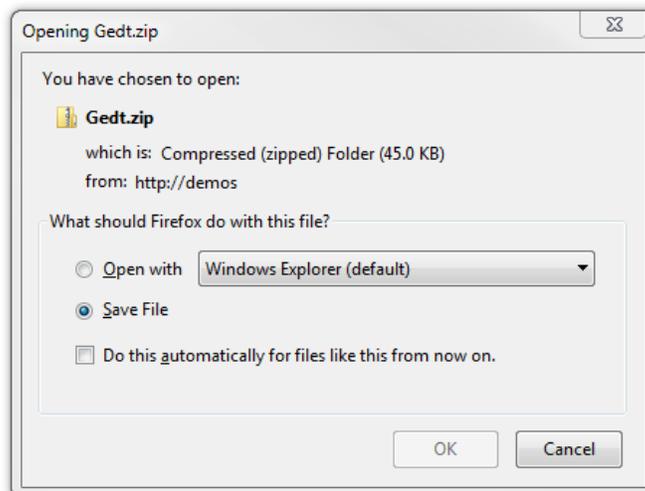
**Tip** - Was all information reviewed to ensure that it is accurate and complete? The output file contains a custom web page for hosting on the institution's website. It is important to carefully review the provided information for spelling, grammatical errors, and content.

## 2.8 Save and Extract the File

Your download is a zip file, also called a compressed folder, containing the images and HTML code needed to run the customized Net Price Calculator 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.

### Step 1 – Save file

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.



**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 2 – File name

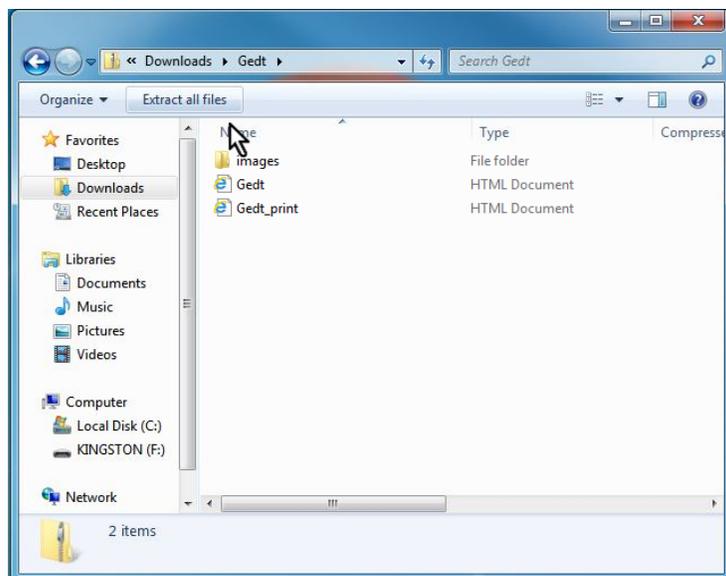
Enter the desired file name and destination; then click “Save.” The browser may be set to automatically save downloaded content to a default location. If this is the case, skip this step and go directly to the Downloads window using the  button at the top right corner of the browser.

If prompted, click the **Gedt.zip** folder from the Downloads list to view the downloaded folder on-screen. Otherwise, locate the downloaded file on the computer's hard drive.

### Step 3 – Extract

The zip-file must be extracted/unzipped to view the customized web page. To do this, click the “Extract all files” button (as shown below); or right-click the downloaded file and choose “Extract All.”

## COMPLETING THE FORM



While extracting the files, be sure to preserve the structure of the directory. In the example shown above, this is done automatically. When using WinZip, make sure the box marked “Use Folder Names” is checked.

**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 4 – Preview

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 (in the example shown above, this is the file named “Gedt”). An example output file is shown below:

**Special Education - Deaf and Hard of Hearing**  
 Program Level - Bachelor's degree  
 Program Length - 4 years

**COST**

Q. How much will this program cost me?\*

A. Tuition and fees: \$36,000  
 Books and supplies: \$4,800  
 On-campus room & board: \$24,000

What other costs are there for this program?  
 For further program cost information [click here](#).

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

**FINANCING**

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$6,000  
 Private education loans: \$3,500  
 Institutional financing plan: \$3,500

The school has elected to provide the following additional information: 80% of program graduates used loans to help finance their costs for this program.

**SUCCESS**

Q. How long will it take me to complete this program?

A. The program is designed to take 4 years to complete. Of those that completed the program in 2014-2015, 58% finished in 4 years.

Q. What are my chances of getting a job when I graduate?

A. Both the institution's state and accreditor require the calculation of a job placement rate for this program.

Accreditor Rate: The job placement rate for students who completed this program is 80%.  
 For further information about this job placement rate, [click here](#).

State Rate: The job placement rate for students who completed this program is 80%.  
 For further information about this job placement rate, [click here](#).

Click here for more information on jobs related to this program.

For additional information related to this program and/or the information provided above, [click here](#). Date Created: 10/9/2015

**Tip** - If the output page is not appearing as expected and the zip-file has been extracted, users may need to click the “Allow Blocked Content” button in the browser to view all content.

Edit any of the data they provided about the GE Program by repeating the process outlined in this guide. This will generate a new version of the disclosure template with the updated information.

Continue to Chapter 4: Uploading the Application.

## Bulk Data File Upload Tool

This chapter contains detailed instructions for how to use the GEDT bulk data file upload tool at <http://ope.ed.gov/gainfulemployment/upload.aspx>.

The Bulk Data File Upload Tool is available to create disclosures for multiple GE Programs at an institution at the same time. To use this tool, create a text document using the format outlined in the import specifications provided and upload the document at the Bulk Data File Upload Tool website.

### 3.1 Explanation of GEDT Import Specifications

The import specifications for creating an upload text document are available in Excel format from a link on the main page of the Bulk Data File Upload Tool website. This Excel document is a guide for creating the necessary text file to use the Tool – it is not a template. An explanation for how to follow the import specification is provided in this section.

Click on the link for “Gainful Employment Disclosure Template Import Specifications” to open the file entitled “GEDTUpload”:

The screenshot shows a web interface for the "Gainful Employment Program Disclosure Template". At the top, there is a header with the title "Gainful Employment Program Disclosure Template" and a "HELP" button. Below the header, there is a section titled "Bulk Data File Upload Tool". The main content area contains the following text:

Before using this tool, please refer to the [Gainful Employment Disclosure Template Import Specifications](#) for information on setting up your file.

Once you are ready to upload the file, complete the steps below to create a Web page containing the required gainful employment disclosure information for each of the GE Programs included in the file. If any problems are detected, an error report will be displayed on screen (when uploading data for a single program); or in a separate text file within the downloaded zip file (where data for multiple programs are being uploaded).

**Step 1:** Click "Browse" and select a .txt file to upload.

No file selected.

**Step 2:** Click the "Upload" button below. Please allow time for the .zip file to be generated.

## COMPLETING THE FORM

In column A, the headings for each section of the guide are listed. These sections correspond to the screens in the template. Each section represents one line of the text document.

	A	B	C	D	E
1	Note: The first 15 digits of each line must be entered for your file to be accepted.				
2		Field Name	Description	Start	Length
3	OPE ID and Program Information	OPE ID	Enter your institutions unique OPE ID.	1	6
4		CIP Code	Enter a 6-digit CIP code in xx.xxxx format.	7	7
5		Line 01	Enter '01'	14	2
6		Custom Program Name	Enter the institution's name for this program, if different from the CIP Program Name. (optional)	16	85
7		Credential Level	Enter credential level for program: '03' = Undergraduate certificate, '05' = Associate's degree, '07' = Bachelor's degree, '17' = Post baccalaureate certificate, '18' = Master's degree, '19' = Doctoral degree, '01' = First professional degree	116	2

Each section contains the Field Name (column B) and Description (column C) of the required data for that section.

	B	C	D	E
1	Note: The first 15 digits of each line must be entered for your file to be accepted.			
2	Field Name	Description	Start	Length
3	OPE ID	Enter your institutions unique OPE ID.	1	6
4	CIP Code	Enter a 6-digit CIP code in xx.xxxx format.	7	7
5	Line 01	Enter '01'	14	2
6	Custom Program Name	Enter the institution's name for this program, if different from the CIP Program Name. (optional)	16	85
7	Credential Level	Enter credential level for program: '03' = Undergraduate certificate, '05' = Associate's degree, '07' = Bachelor's degree, '17' = Post baccalaureate certificate, '18' = Master's degree, '19' = Doctoral degree, '01' = First professional degree	116	2

The first two fields (thirteen digits), plus the two-digit line number, must be entered for each line and program for the file to be accepted. These three required fields are: the institution's six-digit OPE ID, the six-digit CIP code, and the two-digit line number. Skipping any of the eight lines will result in errors upon upload.

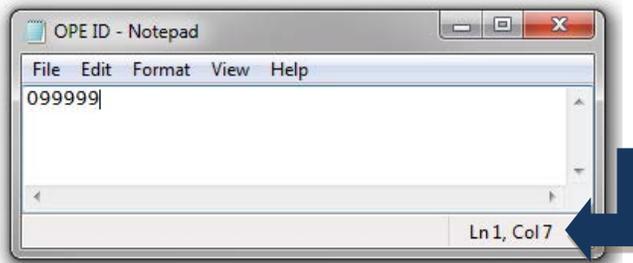
	A	B	C	D	E
1	Note: The first 15 digits of each line must be entered for your file to be accepted.				
2		Field Name	Description	Start	Length
3	OPE ID and Program Information	OPE ID	Enter your institutions unique OPE ID.	1	6
4		CIP Code	Enter a 6-digit CIP code in xx.xxxx format.	7	7
5		Line 01	Enter '01'	14	2
6		Custom Program Name	Enter the institution's name for this program, if different from the CIP Program Name. (optional)	16	85
7		Credential Level	Enter credential level for program: '03' = Undergraduate certificate, '05' = Associate's degree, '07' = Bachelor's degree, '17' = Post baccalaureate certificate, '18' = Master's degree, '19' = Doctoral degree, '01' = First professional degree	116	2

The start position and length are provided for each field. These numbers represent the location and the length of the required data. For example, the OPE ID should start at position "1", and the maximum length for this field is six characters.

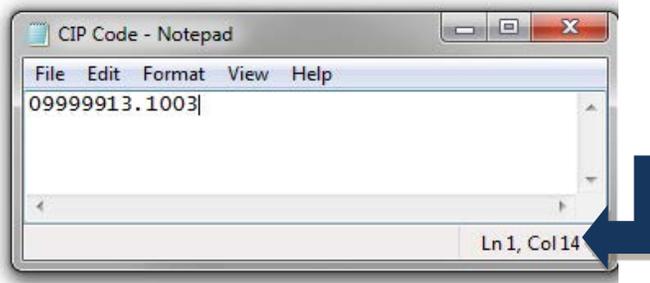
### 3.2 Creating a Text Document

The following examples are provided to assist users with creating the text document needed to upload information using the Bulk Data File Upload Tool. To begin, use a basic text editor that displays the line number and column number in the status bar. A new document should begin at “Ln 1, Col 1.”

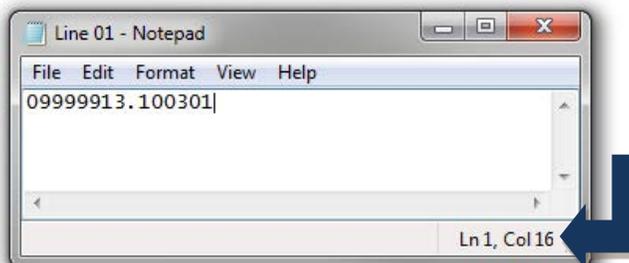
Use the instructions outlined in the import specification document to enter all necessary information in a text document. As described in the import specifications, each line should begin with the institution’s six-digit OPE ID. If the information has been entered correctly, the cursor will be at the start position for the next field at Col 7 of the same line, as shown below:



Next, the six-digit CIP code must be entered in the appropriate format, as shown in the image below. The allowed length for this field is seven characters.



The two-digit line number should then be entered as indicated in the Description column of the import specifications document. This is shown in the example below:



The rest of the text document should be completed in the manner demonstrated above using the import specifications to enter in the information on occupations, cost, debt at program completion, and all other remaining sections.

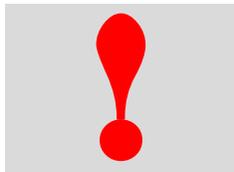
## COMPLETING THE FORM

If the complete length of a specific field has not been utilized, press the space bar to move the cursor to the next field's start position.

Users may skip over providing information which has been marked as optional in the import specifications.

**Tip** - Specifications for multiple GE programs may be entered in one text document by grouping each program by the eight complete lines of data.

If an  **errors** text document is present in the downloaded zip-file, it will contain information on any issues that occurred while uploading the bulk data file. If institutions are using this upload tool for just one program, these errors will instead be displayed at the bottom of the upload tool screen.



**Critical information:** It is the user's responsibility to remain in compliance by answering all required fields.

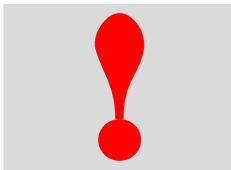
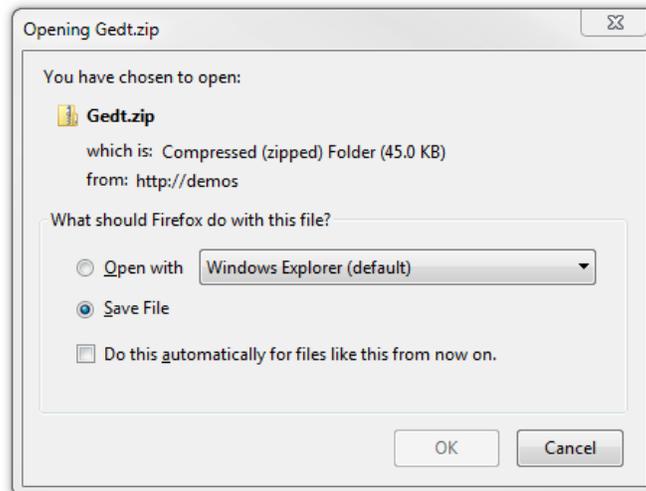
### 3.3 Save and Extract the File

Your download is a zip file, also called a compressed folder, containing the images and HTML code needed to run the customized Net Price Calculator 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.

#### Step 1 – Save file

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.

## COMPLETING THE FORM



**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 2 – File name

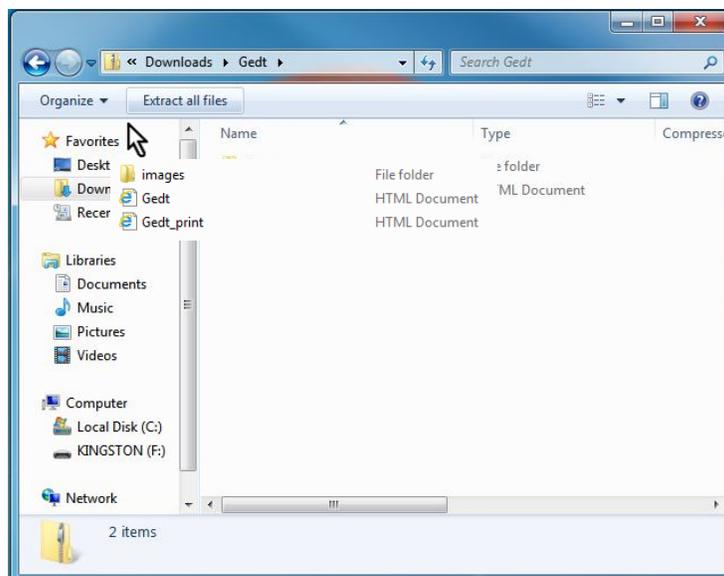
Enter the desired file name and destination; then click “Save.” The browser may be set to automatically save downloaded content to a default location. If this is the case, skip this step and go directly to the Downloads window using the  button at the top right corner of the browser.

If prompted, click the **Gedt.zip** folder from the Downloads list to view the downloaded folder on-screen. Otherwise, locate the downloaded file on the computer's hard drive.

### Step 3 – Extract

The zip-file must be extracted/unzipped to view the customized web page. To do this, click the “Extract all files” button (as shown below); or right-click the downloaded file and choose “Extract All.”

## COMPLETING THE FORM



While extracting the files, be sure to preserve the structure of the directory. In the example shown above, this is done automatically. When using WinZip, make sure the box marked “Use Folder Names” is checked.

**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.

## COMPLETING THE FORM

### Step 4 – Preview

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 (in the example shown above, this is the file named “Gedt”). An example output file is shown below:

**Special Education - Deaf and Hard of Hearing**  
Program Level - Bachelor's degree  
Program Length - 4 years PRINT

**COST**

Q. How much will this program cost me?\*

A. Tuition and fees: \$36,000  
Books and supplies: \$4,800  
On-campus room & board: \$24,000

What other costs are there for this program?

For further program cost information [click here](#).

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

**FINANCING**

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$6,000  
Private education loans: \$3,500  
Institutional financing plan: \$3,500

The school has elected to provide the following additional information: 80% of program graduates used loans to help finance their costs for this program.

**SUCCESS**

Q. How long will it take me to complete this program?

A. The program is designed to take 4 years to complete. Of those that completed the program in 2014-2015, 58% finished in 4 years.

Q. What are my chances of getting a job when I graduate?

A. Both the institution's state and accreditor require the calculation of a job placement rate for this program.

Accreditor Rate: The job placement rate for students who completed this program is 80%.

For further information about this job placement rate, [click here](#).

State Rate: The job placement rate for students who completed this program is 80%.

For further information about this job placement rate, [click here](#).

[Click here for more information on jobs related to this program.](#)

? For additional information related to this program and/or the information provided above, [click here](#). Date Created: 10/9/2015

**Tip** - If the output page is not appearing as expected and the zip-file has been extracted, users may need to click the “Allow Blocked Content” button in the browser to view all content.

Edit any of the data they provided about the GE Program by repeating the process outlined in this guide. This will generate a new version of the disclosure template with the updated information.

Continue to Chapter 4: Uploading the Application.

## Uploading the Disclosure

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 "SpecialEducation\_DeafandHardofHearing" is recommended.

### Step 2 – Upload the files.

Move the extracted files (images and html) from their previous destination to this new folder.



**Critical information:** All files must be contained within the same folder for the images to display properly.

### 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/SpecialEducation_DeafandHardofHearing/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.

## **GLOSSARY**

### **Finished!**

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

**See Chapter 5 for a Glossary of Terms**

## 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 <http://nces.ed.gov/ipeds/glossary> to find definitions for nearly 500 postsecondary-related terms used in the collection of IPEDS data.

Term	Definition
<b>Board charges</b>	Charges assessed students for an academic year for meals.
<b>Books and supplies</b>	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.
<b>CIP code</b>	A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.
<b>Completer</b>	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.
<b>Loans to students</b>	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.

## GLOSSARY

<b>Term</b>	<b>Definition</b>
<b>Median</b>	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.
<b>Normal time to completion</b>	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.
<b>Occupational program</b>	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.
<b>On-campus housing</b>	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.
<b>OPE ID</b>	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.

## GLOSSARY

<b>Term</b>	<b>Definition</b>
<b>Other expenses</b>	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 <b>not</b> be included here.
<b>Private for-profit institution</b>	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.
<b>Private not-for-profit institution</b>	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.
<b>Program</b>	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
<b>Public institution</b>	An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
<b>Required fees</b>	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.
<b>Room charges</b>	The charges for an academic year for rooming accommodations for a typical student sharing a room with one other student.
<b>Tuition</b>	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.