ANNUAL REPORT

Student Tracker and Faculty Database

ANNUAL REPORT

Due February 15 ,2023

Submit electronically via website
(w/ appropriate supporting documents)

ACCESS VIA
FOR EDUCATORS PAGE OF ABFSE WEBSITE

http://www.abfse.org/html/educators.html

STAR acronym = Student Tracker Annual Report

aka School Reporting

or https://star.abfse.org/

FOR EDUCATORS PAGE OF ABFSE WEBSITE

Annual Report - Click here for Annual Report/Student Tracker/Faculty Database seminars

For the Annual Report - Programs using remote learning to cope with the pandemic conditions are not to report as Distance Education programs.
Only those programs approved by COA to offer 50% or more of the accredited program via distance should report Distance Ed graduates.
Changes to the Annual Report

- **Annual Report/Student Tracker/Faculty Database**

- **Annual Report Summaries**

  ---Select One---

ABFSE User Login

ABFSE

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

Username or Email

staff-smith

Password

••••••••••••

☐ Remember Me

Log In

Forgot Password

STARTING POINT – ~~JANUARY 1~~ FOR ANNUAL REPORT (*DELAYED*)
STUDENT TRACKER & FACULTY DATABASE AVAILABLE NOW

LOG-IN

Uses same User ID/ password info from last year

(Initial setup info was provided using PD email)

New PDs can use access with predecessor log-in.
If not available, contact the ABFSE office and we will establish new credentials for you.

Use *Forgot Password* option

GETTING STARTED

1st step   Complete Student Tracker

- Input New Enrollees for 2023
- Update status of currently enrolled students as Graduates (or designate 'did not finish') as applicable

2nd step   Complete Faculty Database

This info is used for Annual Report

ANNUAL REPORT

- Submit Annual Report (Start Annual Report) available January 15 (delays encountered)
- Complete Student Tracker & Faculty Database 1st
- Sample Forms (available now)
- Preview
- Certification Report (last step)

INSTRUCTIONS

Annual Report User Guide – available at the Annual Report tab

Review demographic data in Student Tracker before starting Annual Report

(*Note*: Student demographics and some faculty info will autofill beginning with the 2023 Annual Report)

SUBMIT ANNUAL REPORT (START)

- This step initiate the auto-fill process

- Be sure to verify data
  Make corrections, if necessary

- Save is automatic

- REMINDER: if you change demographic data on the Annual Report, be sure to amend in the Student Tracker (and Faculty Database)

SUBMIT REPORT TO START
CERTIFICATION PAGE TO FINISH

Annual Report
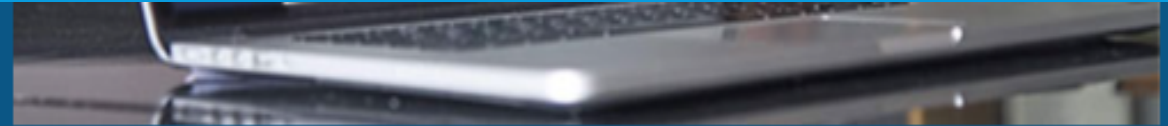
Submit Report

Certification Report

Sample Forms

User Guide

BLANK SAMPLE FORMS (10 SCREENS)

Profile

Accreditation info

Faculty/staff changes

Other program changes

Standards compliance

Demographics
- Race, ethnicity, gender
- Residence locations
- Other

Distance Education

Student Outcomes

You can print a blank copy of each page at
Annual Report Sample

ANNUAL REPORT - NEW LOOK IN 2023

- You can print a blank copy of each page at Annual Report Sample

- When you submit, signatures are now electronic save as PDF *and* send a pdf copy to ABFSE office w/ lists of New Enrollees and Grads (DE grads where required)

CAN PRINT EACH SECTION, IF DESIRED

Annual Report Blank Sample Forms

These blank sample forms have been provided for use in preparation for the Annual Report Submission process. Each form includes an icon at the top of the page. Print a copy of the form for offline use, to assist your school in collecting its reporting data and to simplify the submission process.

Profile Information	Standards Compliance	Distance Education
Accreditation Information	Demographics – Race, Ethnicity & Gender	Student Outcomes
Faculty and Staff Changes	Demographics – Residence Locations	
Other Program Changes	Demographics – Other Information	

STUDENT TRACKER FOR DEMOGRAPHICS

- Will summarize data needed to complete student demographics in Section 4 of Annual Report

- List of Graduates, New Enrollees, DE Grads will be available.

   40 names to a page
   print (save as pdf) and submit with Annual Report

- Submit electronically by February 15, 2022

STUDENT TRACKER

ANNUAL REPORT

Due February 15 ,2023

Submit electronically via website

ANNUAL REPORT

2023 version has 4 new items:

- Branch Location

- Additional location(s)

- Degree awarded upon graduation

- New option for Reason Left Program

    'Changed to a non-accredited program'

BRANCH LOCATION
ADDITIONAL LOCATIONS

Branch and Locations

Does your institution operate a branch campus location for delivery of the accredited funeral service program?

○ Yes   ○ No

Is academic instruction of the accredited Funeral Service / Mortuary Science program delivered at any additional locations? Additional location does not refer to clinical sites only.
Note: Tracking additional locations is an ABFSE requirement from the US Department of Education.

○ Yes   ○ No

DEGREES

Graduates by Degree

*(List the **Number of Graduates** for each ABFSE Accredited Degree)*
Count each student only once. If a student graduates with more than one degree, include them only in one degree category.

Reminder: Certificate or diploma must be equivalent to Associate degree. (Standard 5.2)

	# of Graduates
Certificate or Diploma:	
Associate of Arts:	
Associate of Science:	
Associate of Applied Science:	
Associate Degree Other:	
Bachelor Degree:	
Column Total:	0

NEW OPTION

Students Who Left Program

During the calendar year for which the program was prepared, how many students left prior to completing the accredited program? *(Answer to the best of your knowledge.)*

# of Students

Transferred to another institution in FS-related program:

Changed to a non-accredited program: ⟵   **New**

Changed major - Remained in Higher Ed:

Left for academic reasons:

Left for financial reasons:

Left for personal reasons:

Left for other reasons:

GENERAL

- Review pre-filled info and make any necessary changes

- Must click *next* to advance to next page
  save is automatic

- Stop/start as often as you like.
  Start on any page. Not necessary to complete in order

- You cannot submit an incomplete report.

ABFSE

AMERICAN BOARD OF
FUNERAL SERVICE EDUCATION

Annual Report

Start Annual Report Submission

Select any form section to work on as you prepare your Annual Report submission. Visit the Submission Preview form at any time. It will display the current status of your Report. The Preview page will display all errors in red. Each section on the Preview page will provide links back to each corresponding Report section for you to correct errors or complete any Report section.

The Annual Report can be submitted only when all Submission sections have been completed and all outstanding errors have been corrected.

START SUBMISSION

PROFILE INFORMATION
ACCREDITATION INFORMATION

- Pre-fills with last year's info.
  Be sure to make any necessary amendments.

- Notes: Program webpage
                  College website

- US Department of Ed wants info about Department,
          i.e. who do **you** answer to?
  Some programs have department status within the institution,
  but still answer to a Dean or V-P of some area.

CHECK/VERIFY AUTO FILL INFO

🖨️
Print

Annual Report Submission Form

Program Information

Sample School 1

Note: *All fields on this form are required unless unapplicable.*

Institution Profile

CEO Name

CEO Title

About the Institution

Institution Purpose

○ Single Purpose   ○ Multi Purpose

Institution Type

○ Public   ○ Private - Not-For-Profit
○ Private - Proprietary

If Multi Purpose, in which department is the program located?:

Courses are assigned which designation?:

○ Semester hours   ○ Quarter hours

Embalming facility on campus is:

Where does clinical embalming occur?: *(Select all that apply.)*

If other location(s), please specify: *(e.g. ME office, med school, hospital, etc.)*

○ Fully functional
○ Demonstration only

☐ On campus
☐ In funeral homes
☐ Other location

PROFILE INFORMATION ACCREDITATION INFORMATION

- Annual Report collects detailed info regarding <u>accredited</u> programs.

- *Non-accredited programs* are offered by at least 19 institutions and 5-6 offer bachelor degree completion programs.

- Annual Report focuses on the <u>accredited</u> programs leading to initial (complete) licensure in the profession.

- Limited info on the Bachelor degree completion and non-accredited programs is collected.

NON-ACCREDITED / UNACCREDITED PROGRAMS

Non-ABFSE Accredited

Does the institution offer any funeral service / mortuary science-related programs or diplomas leading to licensure that are **not** ABFSE Accredited? *(Do not include Bachelor degree completion programs. These will be addressed later in your submission, in section 4.3.)*

○ Yes   ○ No

List each program and diploma. *(Separate each with a comma.)*

FACULTY DATABASE

FACULTY AND STAFF
OTHER PROGRAM CHANGES

- When a 'yes' response is provided, be sure to describe.

- Indicate + and –

- Reminder: % sign is **un**necessary.

- Prior enrollment pre-fills.
  Notify the ABFSE office if an error exists.

- Some changes require Substantive Change form – See Manual, Appendix K

TEACHING STAFF - NUMBER

Faculty and Staff Changes

Sample School 1

Note: All fields on this form are required unless unapplicable.

Staff Information

Size of Dedicated Funeral Service Staff

Enter the number of teaching staff, including the program director. *(Enter whole numbers only.)*

Full Time With Masters   Full Time Without Masters

[   ]   [   ]

Part Time With Masters   Part Time Without Masters

[   ]   [   ]

STANDARDS COMPLIANCE

- Annual Report responses in this section should correspond to info provided in the Self study (e.g. frequency of surveys, etc.)

- Student complaints are to be reported via Annual Report (Standard 3.4)

- Student complaints do require follow-up action (*expect review of complaints during site visit*)

STANDARDS COMPLIANCE SURVEY EXAMPLE

Survey of Graduates

What was the date of the last survey of graduates as per Standard 10.1.2.e, and how often do such evaluations occur?

mm/dd/yyyy 📅

(e.g. Annual, Quarterly, etc.)

Survey of Employers

What was the date of the last survey of employers as per Standard 10.1.2.e, and how often do such evaluations occur?

mm/dd/yyyy 📅

(e.g. Annual, Quarterly, etc.)

OTHER PROGRAM CHANGES

Enrollment Changes

Have significant changes in student enrollment since the last annual report?

*(i.e. Is increase/decrease of **Total Current Enrollment** over **Total Prior Enrollment**, as entered above, greater than 10%?)*

🔵 Yes   ◯ No

if yes, then additional questions appear

If yes, please indicate if the enrollment change you entered above is an increase or a decrease.

◯ Increase   ◯ Decrease

Describe the Impact of the Change

Describe whether existing funding, facilities, and staffing, etc. are sufficient to manage the change. If they are not sufficient, indicate the steps being taken and when it is anticipated those steps will be completed.

0 of 2000 max characters

DEMOGRAPHICS
(COLLECTED VIA STUDENT TRACKER)

- Demographic info is reported in the aggregate. Individual student responses are <u>not</u> identified or tracked.

- Number of New Enrollees and Graduates must match the number of names on the attached lists.

- Counts must be consistent and you will not be able to submit an Annual Report with errors. (counts that do not match is an error!)

DEMOGRAPHICS

DEMOGRAPHICS

(COLLECTED VIA STUDENT TRACKER)

- Program director (or assignee) typically completes the report.

  Not the students!

- Number of New Enrollees and Graduates **must match** the number of names reported.

MULTIPLE PAGES

For Section 4: Report only those in the accredited program(s) offered by your institution.

Total New Enrollees

Leave blank if "0"

Total Graduates

Leave blank if "0"

Distance Education Graduates

How many are Distance Education Graduates? *Leave blank if "0"*

US Military Service

New Enrollee Veterans

How many New Enrollees are veterans of US military service? *Leave blank if "0"*

Graduate Veterans

How many Graduates are veterans of US military service? *Leave blank if "0"*

Next

PREVIOUSLY ATTENDED, ETC.

- Use for student who attended another program **or** left and returned to your program in a different reporting year (i.e. included in attrition report)

- Bachelor degree completion applies to students who previously completed an accredited program leading to licensure.
Do not count a 2nd time.

- Bachelor degree completion is NOT for programs offering a bachelor degree designed to accomplish initial licensure (i.e. Wayne State, SUNY-Canton, U CO, SIU, etc.)

DISTANCE EDUCATION

- Everyone answers at least 2 questions. Your response determines which question(s) you answer.

- 50% of program via DE is the benchmark.

- Do your best to estimate GPA.

- Designate the number of DE grads who take the NBE. These numbers will be tracked with the list of DE grads.

- If the answer to USDE compliance is 'no', there is a PROBLEM!

STUDENT OUTCOMES

- % boxes only require a number (not the percent sign).

- Verify the number of NBE takers with your ICFSEB reports.

- Reminder: for job placement – a survey at graduation is acceptable. It is not necessary to wait 6 months to track employment.

- Improved job placement results after 6 months should be documented
  report for site visit
  ABFSE Directory is updated June and December

PREVIEW (WHEN YOU THINK EVERYTHING IS FINISHED)

- Errors and omissions appear in red.

- Cannot submit the final report if there are blanks.

- When response calls for an answer in %, a whole number is expected (<u>no</u> % sign)

- *After* Preview (and any necessary corrections) go to Certification

FINAL PREVIEW

- Correct errors/omissions in order to submit.

- Save/Print a copy for your records.

- Certification page requires 2 signatures. Complete early enough to get admin signature.

- Graduate and New Enrollee lists are available via Student Tracker.

- *Note*: incomplete or late reports are subject to Administrative Probation and fine.

START SUBMISSION

Submit Annual Report

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Annual Report Certification

The 2023 Annual Report submission for **Development Test - ProAccess** is complete.

View/Download the 2023 Annual Report Certification

CERTIFICATION

- Final step

- Requires 2 signatures (electronic)

- Be sure to save a copy
(Save as pdf and send to ABFSE office)

SUBMIT   DUE DATE: FEBRUARY 15, 2023

- Late reports delay processing.
  Fines are applicable.

- Submit *electronically* by deadline.
  Hard copy is not appreciated.   **Send PDF**.

- Help is available: email   or phone.

ANNUAL REPORT

- Access via *For Educator* page to start
  http://www.abfse.org/html/educators.html

- Due February 15 ,2023

END

Student Tracker

Add Student

Edit Student

Remove Student

Reinstate Student

Student Reports

New Enrollment and Graduates

Student Counts

The student counts you enter below for **New Enrollees** and **Graduates** will be used as control totals that must be consistent throughout this section. You must also attach a list of **New Enrollees** and **Graduates** *(and Distance Education Graduates, if applicable)* and submit it with your final Annual Report. It will be displayed for you to print and mail at the end of the submission process.

For Section 4: Report only those in the accredited program(s) offered by your institution.

Total New Enrollees

Leave blank if "0"

Total Graduates

Leave blank if "0"

Distance Education Graduates

How many are Distance Education Graduates? *Leave blank if "0"*

US Military Service

New Enrollee Veterans

Graduate Veterans

BLANK SAMPLE FORMS (10 SCREENS)

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Other program changes

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Submit

Faculty Database

Add Faculty

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Faculty Reports