



## Retention, Placement, and Licensure Tracking Plan

The purpose of the Institution's Retention, Placement and Licensure Tracking plan is to ensure the graduation and completion rates for all the institution's programs. Graduation and completion rates are monitored on a quarterly basis, and any needed adjustments are done to operations and academics in order to maintain satisfactory rates with all regulatory agencies.

### RESPONSIBLE AUTHORITY

School President

### INSTITUTION'S PERSONNEL THAT FOLLOW-IMPLEMENT THIS PLAN

School President and the Director of Student Services.

### POLICY

- Benchmarks
- Retention Tracking
- Placement Tracking
- Licensure Tracking
- ATB Students Tracking
- Reporting Status in Quarterly Meetings
- Process of Corrective Actions
- Reporting to Regulatory Agencies

#### Benchmarks

Our institution's benchmark for retention for:

Medical Assistant = 65% | Medication Aide = 82% | Nurse Assistant = 91%

Our institution's benchmark for placement is for:

Medical Assistant = 100% | Medication Aide = 73% | Nurse Assistant = 71%

Our institution's benchmark for licensure is 0% as THI does not offer program licenses.

Our institution's benchmarks are in compliance with all the regulatory agencies that presently guide our institution's regulations and operations.

#### Retention Tracking

Our institution tracks on a quarterly basis the current status of the retention rate for each program as well as the overall graduation rate for the institution, following the SAP policy included in the Student Catalog.

#### Placement Tracking

Our institution tracks on a quarterly basis the current status of the placement rate for each program as well as the overall graduation rate for the institution.

#### Licensure Tracking

Our institution tracks on a quarterly basis the current status of students taking the DBPR licensing examinations in order to obtain a license to work.

#### ATB Student Tracking

A quarterly report is prepared and presented in the strategic and academic meetings to determine whether students are progressing as expected. Any changes necessary are recommended and implemented as documented in the corresponding meetings.



#### Reporting Status in Quarterly Meeting

An updated status report on completion, placement and licensure rates is presented at the quarterly meetings conducted at our institution.

#### Process of Corrective Action

Our institution maintains an on-going process of corrective action and improvement to assure the completion rate and placement rates are maintained up to compliance with all regulatory agencies.

In the case the completion or placement rates happen to fall under the established benchmark, the topic is brought forward to the Strategic and Academic quarterly meetings to analyze and propose a corrective course of action. All corrective action as well as the follow-ups are included in the meeting minutes and distributed as appropriate.

#### Reporting to Regulatory Agencies

Our institution complies annually with regulatory agencies (TWC, COE) and provides the required information on graduation, placement, licensure and withdrawals.

#### **EQUIPMENT AND TECHNOLOGY**

The school is equipped with internet, computers, printers and secure access to servers.

#### **EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS**

The equipment for this plan is a responsibility of the School Director, who coordinates any repairs, purchases or updates required. Expenses for equipment repair, maintenance, replacement are included in the budget allocated to the Academic department. Such requests are to be made directly to the School Director and will be dealt with accordingly.

#### **BUDGET**

This policy budget is allocated under the line item "Student Services"

#### **EVALUATION**

This policy is evaluated:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meeting
- Annually at the Institutional Advisory Committee meeting
- By students through the student surveys
- By employees and faculty through the employee survey

#### **PROGRAM EFFECTIVENESS**

Student and employee survey information collected is presented at the following meetings where actions are taken when necessary to improve this department's effectiveness:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meetings
- Annually at the Institutional Advisory Committee meeting

#### **POLICY AVAILABILITY**



Policies and procedures as well as all publications are available for review, comments and suggestions by administrative staff, faculty, students and Advisory members, as well as public at our public website: [www.thehealthcareinstitute.com](http://www.thehealthcareinstitute.com).