

Licensure Reporting Process and Procedures

The intent of this document is to establish a process and to communicate the procedures for the collection and analysis of student external licensure examination data.

External Licensure Pass/Fail rates are used in various ways, some examples include; as evidence of continued program improvement and as substantiation of student success. The licensure pass/fail rate is also a Core indicator within the Carl Perkins Grant Performance Measures and Standards Assessment Tool.

In years past the Texas Higher Education Coordinating Board (THECB) would contact licensing agencies, collect data concerning pass/fail rates and compare the collected data with completer/graduate reports provided by the Community Colleges. THECB no longer contacts individual licensing agencies for the collection of this data but relies on the Community Colleges to report licensure pass/fail rates.

In consideration of this change in procedure by the THECB, Central Texas College is establishing internal procedures by which external licensure data collection methods are consistently and accurately applied and reported to the necessary office in a manner that provides for the timely access to the required data.

Instructional Departments Responsibility:

Career and Technical Education programs that require external licensing/certification (see attachment A) of students prior to employment will maintain a cumulative list of students that attempt the examination. The reporting tool (Fig. A) below will be utilized to record the required data.

LICENSURE REPORTING TOOL

Program Title:
Program CIP:
Reporting Period:

Licensing/Certification Agency (full name) _____
License _____ or Certification _____

Data Originated from:
Agency _____ Student Self-Reported _____ Both _____

LAST NAME	FIRST NAME	MIDDLE INITIAL	STUDENT ID or SSN	GENDER	DATE TEST TAKEN	TEST RESULTS Pass(P)/Fail (F)
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Fig. A

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This reporting tool will be provided to the Office of Instructional Services at the end of each semester.

The report will list any student who has attempted the licensure exam during the stated time period as well as testing results. The stated time period for the THECB report has been Sept 1 thru Aug 31 of the previous academic year. For example in Aug 2011 the request asked for data from September 2009 to August 2010)

Report due dates are as follows:

February 1

June 15

Instructional Services Department Responsibility:

Instructional Services will maintain a list of all Career and Technical Education Programs that require external licensure examination prior to employment. (See attachment A)

Instructional Services will extract the data necessary for the completion of the Carl Perkins quarterly Performance Measure Report and forward the collected reports to the Office of Institutional Effectiveness.

Institutional Effectiveness Department Responsibility:

The Institutional Effectiveness office will use the collected data in various internal and external reports. The IE office will report this data to the Texas Higher Education Coordinating Board as well as the Texas Legislative Budget Board.

Attachment A

Central Texas College

Career and Technical Education Programs
Requiring Licensure Examination

CIP	Program	Licensure available	Licensing/Certification Agency
49010200	Aviation Science Emergency Medical	L	Federal Aviation Administration
51090400	Technology/Technician Nursing-Registered Nurse Training	C	National Registry
51160100	(RN,ASN) Licensed Practical/Vocational Nurse	L	Texas Board of Nursing
51161300	Training	L	Texas Board of Nursing
51100400	Medical Laboratory Technician	L	American Society of Clinical Pathology