

COAMFTE Annual Report Guide

Below please find an outline of the information that programs completing the Annual Report will be asked to provide. Please note that additional detailed instructions are located on the form.

General Reminders

- Please note that institutions with multiple accredited degree programs (e.g. masters and doctoral program) will need to complete a separate Annual Report form for each program.
- Respondents will be able to start the form and complete it at another time by utilizing the "save and continue" feature located at the top of each page starting with the second page. An email will be sent with a unique link to continue the form (please be sure to check the spam/junk folder).
- A copy of the program's submission will be sent to the email inbox listed by the respondent after completion.
- Questions about the Annual Report form should be sent to coa@aamft.org.

Summary of Annual Report Questions:

Program Contact Information Page

Programs will be prompted to provide information on:

- Program's Institution
- Degree Level (master's, doctoral, post-degree institute)
- Degree Type
- Program ID Number (please contact coa@aamft.org if your program ID number is unknown)
- Operation of a full-time and/or part-time track (Only programs that advertise full-time and part-time tracks to their prospective students are required to report on separate tracks in the Annual Report form.)
- Accreditation Status with other specialized accreditors (CACREP, CSWE, etc.)
- Number of students enrolled in the program at time of submission
- Program Director Contact Information

Program Information Page

Programs will be prompted to provide information on:

- Operation of an on-site clinic (Yes/No)
- Access to paid internships
- Program's Focus (faith-based, research based, LGBTQ, etc.)
- If the program's outcomes based education framework follows the Version 11 Standards, the Version 12 Standards, or if it is in transition between the two standards
- For Master's programs:
 - Undergraduate degree that current students entered program with (programs may check all that apply from a provided list of degrees)
 - Approximate percentage of graduates from the past six years that have gone on to enroll in MFT doctoral programs

- Employment settings of graduates (programs may select all that apply from a provided list of settings)
- Number of completed applications received and accepted per cohort

Faculty Contact Information Page

Provide contact information for each **core faculty member*** including:

- Name
- Work Email Address

*information on adjunct faculty is not needed

Program Demographics Page

Programs will be prompted to provide information on:

- Number of Faculty (core and adjunct), Supervisors and Students in the program by:
 - Ethnicity
 - Gender
- Please calculate the sum of the first columns in the final TOTAL column and check that the totals are consistent

Graduate Data by Calendar Year Pages

Programs will be prompted to provide following information on Graduate Data by calendar year:

- Graduates per **calendar year**
- Number of Graduates who passed the National or State Exam
- Number of Graduates who gained licensure as an LMFT
- Number of Graduates Employed using MFT skills

Maintenance Criterion A Page

Programs need to verify that the following resources are sufficient to enable the program to achieve its outcome-based education framework:

- Fiscal and Physical Resources
- Technological Resources
- Institutional and Clinical Resources
- Academic Resources
- Student Support Services

For each type of resource:

- Indicate whether or not each resource area above remains sufficient to achieve the program's mission, goals and outcome-based education framework.
- If insufficiency is identified,
 - Explain the insufficiency
 - Describe any action taken to address deficiency.
 - Provide evidence (for example: budget, aggregated data, meeting minutes, survey results) that addresses the insufficiency used in your review of resources in the past reporting year
- **Provide evidence of financial viability (for example: program budget worksheet, or chart with updated multi-year comparison of selected budget lines, or statement from institutional administrator).**

SAC Data Disclosure Page

Programs are required to publish data on all of the required Student Achievement Criteria set by the Commission, per cohort, on an annual basis on the landing page of their program's website in accordance with the COAMFTE Accreditation Standards Version 12.

Programs may use the table format that can be accessed on the [COAMFTE forms page](#) or develop their own format as long as all elements in the template are included.

Programs must display this table on their home page, or have a clearly displayed link which leads directly to the SAC table.

Below are instructions for completing the Student Achievement Criteria Data Disclosure table.

- Complete all sections of the Student Achievement Criteria Data Disclosure table that is required to be published on the program's website, including initial accreditation date, advertised graduation rates, and percentage rates for each track of the program.
- Provide the URL link to the program's landing/homepage which must clearly display the COAMFTE Student Achievement Criteria Data Disclosure Table either on the homepage itself or be "one click away" in a button or link on the homepage that is clearly identifiable that directly leads to the SAC table. The URL link must be a working link.
- Update the data on the COAMFTE Student Achievement Criteria Data Disclosure Table that is published on the website annually so that the data is consistent with the Student Achievement Criteria Data that is reported in the program's Annual Report.

In the Annual Report, place the URL link to the **program's landing/homepage**.

Maintenance Criterion B Pages

Programs will be prompted to provide information on:

- Program's Initial Accreditation Date
- Advertised length of program completion (in years)
- Maximum length of program completion (in years)
- Length of time (in years) before a graduate can sit for the licensure exam in the state where the program is housed (if not applicable, please enter "n/a")
- Data for SAC I - Graduation Rate per cohort
 - # of students enrolled (# of students entering program)
 - Total # of students who graduated within the Advertised Length of Program Completion
- Data for SAC II - Job Placement Rate per cohort
 - # of graduates that reported their employment status to the program
 - # of graduates, who entered in the year listed, that are employed utilizing skills learned in the COAMFTE accredited program
- Data for SAC III - National/State Exam Pass Rate per cohort
 - # of Students and Graduates who sat for the National or State Equivalent Exam
 - # of Students and Graduates who passed the National or State Equivalent Exam

Programs are only required to provide data on the past 10 years/cohorts or since the program was initially accredited, whichever is shorter. When reporting data, programs are encouraged to provide all the requested information below for each cohort.

The information for Maintenance Criterion B is collected **by cohorts** in the program. A cohort is defined

as the students who **entered the program** between a given time period (example: the students in the 2007 – 2008 Cohort, entered their respective programs in the 2007 – 2008 school year).

Programs have the following four options to complete the tables for Maintenance Criterion B in the Annual Report form:

1. **No Students:** Use ONLY when no students have enrolled in a given cohort
2. **No Data:** Use when no data is available, this should **not** be used in place of zero
3. **Not Accredited:** Use with cohorts that entered prior to your program being granted COAMFTE Accreditation that your program does not wish to provide data on.
4. **Numbers:** 0-3,000

The form will display a dropdown of these options as you start typing, **to quickly move from cell to cell tap the "tab" key twice once the value you would like to enter is selected in the dropdown.**

Programs that enter "no data" for cells will need to provide contextual information regarding why "no data" was entered. Programs that do not provide contextual information will be required to submit a Special Report and assessed a Special Report Fee.

Please note that the data above should be collected **per track if the program advertises separated tracks to their students (full-time or part-time)** and programs will be asked to complete separate pages for the full-time and part-time tracks (as needed).

The program's Graduation Rates, Job Placement Rates and Exam Pass Rates will be calculated within the form and displayed based on the information provided on the previous pages.

SAC III - Exam Pass Rate Review Page

Master's programs will be prompted to provide contextual information for any cohort that has a pass rate of lower than 70% for the exam pass rate. The program's exam pass rate per cohort will be displayed based on information provided on the previous page.

Doctoral and Post-Degree programs will not need to enter any information but may review the pass rate percentages.

Signature Page

Program Director signature attesting that:

- Information in the form is accurate
- The Program Director, or person who has or share ultimate program responsibilities, meets the Version 12 Accreditation Standards Program Director requirements

Thank You Page

Once this page is reached an email will be sent to the email inbox listed earlier in the form with a copy of the program's submission (please be sure to check the spam/junk folder).