

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.
 - If you are Program Director for two or more programs, to complete Annual Report for each program click the "Switch institutions" drop down that is located on the upper right corner of the screen.



- Respondents will be able to start the form and complete it at another time by utilizing the "Save and Exit" feature located at the bottom of each page.
- 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
- Main Campus or Branch Location
- Operation of two distinct separate tracks, and 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.)
- Number of students enrolled in the program at time of submission
- Program Director Contact Information

General Program Information Page

Programs will be prompted to provide information on:

- Whether the institution is under any adverse action by its institutional accrediting agency
- Whether the program holds another specialized accreditation besides COAMFTE
- Whether the program is under any adverse action by another accrediting agency
- Instructional method of the program (Online/Distance Education, Hybrid/Blended, or Campus Based)
- Number of completed applications received and accepted per cohort
- Evidence (form, survey link, website link, etc.) that students are informed and acknowledge the MFT profession's general regulatory structure and that practice/licensure requirements, including qualifying degree requirements, may vary across state/provincial jurisdictions (EC-E and KE III-E)
- The program's intention to demonstrate core-faculty sufficiency (KE II-C) by new 1:15 ratio or use of alternative ratio

Faculty Contact Information Page

Provide contact information for each **core faculty member (including the Program Director)*** 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 check that the Ethnicity total column is consistent with the Gender Total column. If it is not, please provide contextual information or correct error.

Maintenance Criterion A Page

Programs need to indicate whether there has been a significant change for any of the following environmental supports:

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

Provide a letter from the institutional administrator as evidence of financial viability. The letter must:

- **be dated**
- **on the institution's letter head**
- **contain a signature of the institutional administrator that has financial oversight of the program's budget, who is not serving as the program director. (ex. Department Chair, Dean, Provost)**
- **indicate that there is support from the institution that resources are in place for the MFT program.**

Graduate Achievement Data (GAD) Disclosure Page

Programs should use the GAD Disclosure template located on the [Accreditation Forms page](#) to display the Graduate Achievement Data in accordance with the COAMFTE Accreditation Standards Version 12.5. Programs must display this table on their homepage or have a clearly displayed link which leads directly to the GAD table. In each case, the GAD information must be clearly labeled and identifiable on the program's homepage and provide all of the required information. Programs may use the GAD Data Disclosure template or develop their own format as long as all elements in the template below are included.

Instructions for completing and posting the GAD Data on the program's website:

1. Programs are required to publish data on all of the required Graduate Achievement Data set by the Commission per cohort on an annual basis on the landing page of their program's website.
 - Programs must include recent cohorts on the GAD table even if the program is still collecting data for those cohorts.
 - Programs must complete all sections of the Graduate Achievement Data Disclosure table, including initial accreditation date and percentage rates (not raw data) for the graduation rates, job placement rates and Licensure Rate in each track of the program.
 - Use the term "In process" instead of leaving table cells blank or inputting "NA" for cohorts where the program is in the process of collecting data.
2. The information must be clearly labeled and identifiable on the program's home page and provide all of the required information.
 - The program's landing/homepage must clearly display the COAMFTE Graduate Achievement 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 GAD table. The URL link must be a working link.
3. Programs that do not offer a part-time track should delete the corresponding column and report only for their full-time students.
4. **The data on the COAMFTE Graduate Achievement Data Disclosure Table that is published on the website annually needs to be consistent with the Graduate Achievement Data that is reported in the program's Annual Report. In other words, the Graduate Achievement Data for Advertised Graduation Rates, Job Placement Rates and Licensure Rates (MC-B) that are presented in the Annual Report should reflect (be the same as) the Graduate Achievement Data Disclosure Table presented on the program's website. Programs are encouraged to ensure consistency of data between the GAD table on their respective website and the data they include in their Annual Report to avoid additional reports.**

In the Annual Report:

1. Place the current URL link to the **program's landing/homepage**.
2. Place the current URL link that leads directly to the program's GAD table.

Maintenance Criterion B Pages

Programs will be prompted to provide information on:

- Program's Initial Accreditation Date
- Date Branch location was implemented (if applicable)
- Advertised length of program completion (in years)
- Maximum length of program completion (in years)
- The point/reporting year (i.e., one year post-graduation, two years post-graduation, three years post-graduation*) in which the benchmark for licensure rates is calculated . Doctoral and post-degree programs can indicate "NA".
- Data for GAD 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 GAD II - **Job Placement Rate** per cohort which is defined as the percentage of graduates from the cohort year listed that are employed utilizing skills learned in the COAMFTE accredited program. Job Placement Rates for GAD II are calculated using the following data:
 - # 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 GAD III - **Licensure Rate** per cohort of graduates who achieve **ANY** level of post-graduate MFT licensure (e.g., associate, provisional, or registered, as applicable per jurisdiction). The licensure rate data is calculated by dividing the number of licensed individuals in a cohort by the number "graduated." **Licensure Rates for GAD III are calculated using the following data at the selected point/reporting year indicated by the program*.**
 - # of Graduates (include all graduates)
 - # of Graduates who achieved **ANY** level of MFT licensure
 - Programs need to indicate "in process" for graduated cohorts that are not yet at the selected point/reporting year.
 - **Licensure Rate Data is required at the selected point/reporting year indicated by the program***

GAD III - Licensure Rate

Master's programs are required to provide contextual information for any cohort that has a Licensure Rate lower than the 70% benchmark (i.e., international students, small cohorts, and students entering into doctoral programs).

Programs are only required to provide data on the past 7 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 2010 – 2011 Cohort, entered their respective programs in the 2010 – 2011 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. **IP=In Process:** Use ONLY for recent cohorts that students are still in the process of completing the program within the advertised timeframe.
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

Programs that enter "0" for cells will need to provide contextual information regarding why "0" was entered. Programs that do not provide contextual information may 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 Licensure Rates will be calculated within the form and displayed based on the information provided. **Please use these calculations to display the required GAD information on the program's website as mentioned above.**

Attestation Page

Program Director attests that:

- Information in the form is accurate.
- The Program Director, or person who has or share ultimate program responsibilities, meets the Version 12.5 Accreditation Standards Program Director requirements