

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

**Staff recommends using Mozilla Firefox or Google Chrome as your browser for filling out this report.*

- 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)
- 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.)
- Accreditation Status with other specialized accreditors (CACREP, CSWE, etc.)
- 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:

- Instructional method of the program according to updated COAMFTE definition of Distance Education (Online/Distance Education, Hybrid/Blended, or Campus Based)
- Number of completed applications received and accepted per cohort

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 calculate the sum of the first columns in the final TOTAL column and check that the totals are consistent

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 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**

SAC Data Disclosure Page

Programs should use the SAC Data Disclosure template located on the [Accreditation Forms page](#) to display the Student/Graduate Achievement Data in accordance with the COAMFTE Accreditation Standards Version 12. Programs must display this table on their homepage or have a clearly displayed link which leads directly to the SAC table. In each case, the SAC information must be clearly labeled and identifiable on the program's homepage and provide all of the required information. Programs may use the SAC 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 SAC Data on the program's website:

1. 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.
 - Programs must include the most recent cohort on the SAC table even if the program is still collecting data for that cohort.
 - Programs must complete all sections of the Student Achievement Criteria Data Disclosure table, including initial accreditation date and percentage rates (not raw data) for the graduation rates, job placement rates and exam pass rates 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 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.
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 Student Achievement Criteria Data Disclosure Table that is published on the website annually needs to be consistent with the Student Achievement Criteria Data that is reported in the program's Annual Report. In other words, the Student Achievement Criteria Data for Advertised Graduation Rates, Job Placement Rates and Exam Pass Rates (MC-B) that is presented in the Annual Report should reflect (be the same as) the Student Achievement Criteria disclosure table presented on the program's website. Programs are encouraged to ensure consistency of data between the SAC table on their respective website and the data they include in their Annual Report to avoid additional reports.**

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
- Date Branch location was implemented (if applicable)
- 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 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 SAC 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 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 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. **In Process:** Use ONLY for **recent cohorts** that the program is in the process of collecting data, due to:
 - Students are still in the process of completing the program within the advertised time-frame.
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 "0" for cells will need to provide contextual information regarding why "0" 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. **Please use these calculations to display the required SAC information on the program's website as mentioned above.**

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. (Programs in California can use the California Law and Ethics exam for MFTs to meet this requirement.)

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).