



**TRADE ACADEMY**

CA Trade Academy  
 2409 S. Vineyard Ave. Suite F, Ontario, CA 91761  
 888-204-6064  
[www.catradeacademy.com](http://www.catradeacademy.com)

School Performance Fact Sheet  
 Calendar Years 2023 & 2024

**Microsoft Office Specialist Program Length: 96 Hours**  
**On Time Completion Rates (Graduation Rates)**  
 (Includes data for two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	11	11	11	100%
2024	0	0	0	0%

Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Microsoft Office Specialist Program Length: 96 Hours**  
**Student Completing Within 150% of the Published Program Length**

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	150% Graduates	150% Completion Rates
2023	11	11	11	100%
2024	0	0	0	0%

Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Microsoft Office Specialist Program Length: 96 Hours**  
**Job Placement Rates** (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2023	11	11	11	0	0%

2024	0	0	0	0	0%
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You may obtain a list of the employment positions determined to be within the field for which a student received education and training by contacting the school administration.

**Microsoft Office Specialist      Program Length: 96 Hours**

**Gainfully Employed Categories** (includes data for the two calendar years prior to reporting)

**Part Time vs. Full Time Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the field 20 to 29 hours per week</b>	<b>Graduates Employed in the field at least 30 hours per week</b>	<b>Total Graduates Employed in the Field</b>
2023	0	0	0
2024	0	0	0

**Single Position vs. Concurrent Aggregated Positions**

<b>Calendar Year</b>	<b>Graduates Employed in the field in a single position</b>	<b>Graduates Employed in the Field in Concurrent Aggregated Positions</b>	<b>Total Graduates Employed in the Field</b>
2023	0	0	0
2024	0	0	0

**Self-Employed / Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are self employed or working freelance</b>	<b>Total Graduates Employed in the Field</b>
2023	0	0
2024	0	0

**Institutional Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution.</b>	<b>Total Graduates Employed in the Field</b>
2023	0	0
2024	0	0

Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Microsoft Office Specialist      Program Length: 96 Hours**

**License Examination Passage Rates (continually administered examinations)**

This program does not require state licensure

<b>Calendar Year</b>	<b>Number of Graduates in Calendar Year</b>	<b>Number of Graduates Taking Exam</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
2023	n/a	n/a	n/a	n/a	n/a
2024	n/a	n/a	n/a	n/a	n/a

Licensure examination passage data is not available from the state agency administering the examination.

We are unable to collect data from \_\_\_\_\_ graduates.

Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Microsoft Office Specialist      Program Length: 96 Hours**

**Salary and Wage Information (includes date for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in the Field</b>	<b>\$15,001 to \$20,000</b>	<b>\$20,001 to \$25,000</b>	<b>\$25,001 to \$30,000</b>	<b>\$30,001 to \$35,000</b>	<b>No Salary Information Reported</b>
2023	11	0	0	0	0	0	0
2024	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative for a copy of this list.

Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**Cost of Educational Program:**

Total Charges for the program for students completing on-time in 2023: \$6,164

Total charges may be higher for students that do not complete on-time.

Total Charges for the program for students completing on-time in 2024: 3,900

Total charges may be higher for students that do not complete on-time.

Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Federal Student Loan Debt**

Students at CA Trade Academy are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free number (888).370.7589 or by fax (916) 916.263.1897

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

School Official \_\_\_\_\_ Date \_\_\_\_\_

## Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates unavailable for employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENTS RIGHT TO CANCEL: You have the right to cancel or withdrawal the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh (7th) day after enrollment, whichever is later, less \$75 credit to attend a future class. You have the RIGHT TO CANCEL ON/OR BEFORE: month\_\_\_\_\_/day\_\_\_\_\_/year\_\_\_\_\_.

Cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. To cancel or withdrawal the contract for school, the student must mail or deliver a signed and dated copy of the Notice of Cancellation, or any other written notice to: CA Trade Academy, mailing address: 2409-F VINEYARD AVE. ONTARIO 91761

Cancellation or Withdrawal: Students do not have the right to cancel by just telephoning the school or by not coming to class. Student's who wish to cancel or withdrawal from the course need to inform administration or instructional staff. At, which point, the student is referred to the cancellation policy received during the enrollment process and if necessary, will be provided another copy of the cancellation/withdrawal policy and the notice of cancellation form.