



April 16, 2014

Mr. Ernest Amburgey
President/CEO
Ralph R. Willis Career and Technical Center
144 Vocational Road
Stollings, West Virginia 25646

UPS Tracking #
1ZA879640292372990

RE: **Final Program Review Determination**
OPE ID: 02524500
PRCN: 201310328144

Dear Mr. Amburgey:

The U.S. Department of Education's (Department's) School Participation Division - Philadelphia issued a program review report on May 23, 2013 covering Ralph R. Willis Career and Technical Center's (Ralph R. Willis') administration of programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 *et seq.* (Title IV, HEA programs). The review consisted of an evaluation of the institution's compliance with Gainful Employment (GE) disclosure regulations. The institution's final response was received on August 15, 2013.

The School Participation Division - Philadelphia has reviewed Ralph R Willis' response(s) to the Program Review Report. A copy of the program review report (and related attachments) and Ralph R Willis' response are attached. Any supporting documentation submitted with the response is being retained by the Department and is available for inspection by Ralph R Willis upon request. Additionally, this Final Program Review Determination (FPRD), related attachments, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this FPRD is issued.

Ralph R Willis' response has resolved all findings. In addition, Ralph R Willis has provided assurances that the appropriate corrective actions have been taken to resolve and prevent future occurrences of all findings. Therefore, Ralph R Willis may consider the program review closed with no further action required.

Program records relating to the period covered by this program review must be retained until the later of: the resolution of the loan(s), claim(s) or expenditure(s) questioned in the program review [34 C.F.R. § 668.24(e)(3)(i)] or the end of the retention period applicable to the record [34 C.F.R. § 668.24(e)(1) and (e)(2)].

If you have any questions please call Laurie Carmean at 202-377-4834.

Sincerely,

(b)(6)

Nancy Paula Gifford
Division Director

DTV

Enclosure: Program Review Report
Ralph R Willis' Response to the Program Review Report

cc: Peggy Vance, Financial Aid Administrator



May 23, 2013

Mr. Ernest Amburgey
President/CEO
Ralph R. Willis Career and Technical Center
144 Vocational Road
Stollings, West Virginia 25646

Overnight Mail, Tracking #
1Z A54 67Y 01 9794 5159

RE: **Program Review Report**
OPE ID: 02524500
PRCN: 201310328144

Dear Dr. Amburgey:

From December 17, 2012 through December 21, 2012, Ms. Laurie Carmean as a representative of the U.S. Department of Education conducted a review of Ralph R. Willis Career and Technical Center's (Ralph R. Willis') administration of the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs). The findings of that review are presented in the enclosed report.

Findings of noncompliance are referenced to the applicable statutes and regulations and specify the action required to comply with the statute and regulations. Please review the report and respond to the finding, indicating the corrective actions taken by Ralph R. Willis. The response should include a brief, written narrative for each finding that clearly states Ralph R. Willis's position regarding the finding and the corrective action taken to resolve the finding. Separate from the written narrative, Ralph R. Willis must provide supporting documentation as required in each finding.

Please note that pursuant to HEA section 498A(b), the Department is required to:

- (1) provide to the institution an adequate opportunity to review and respond to any preliminary program review report¹ and relevant materials related to the report before any final program review report is issued;
- (2) review and take into consideration an institution's response in any final program review report or audit determination, and include in the report or determination –
 - a. A written statement addressing the institution's response;
 - b. A written statement of the basis for such report or determination; and
 - c. A copy of the institution's response.

¹ A "preliminary" program review report is the program review report. The Department's final program review report is the Final Program Review Determination (FPRD).

Federal Student

An OFFICE of the U.S. DEPARTMENT of EDUCATION
School Participation Division –Philadelphia
830 First Street NE Washington, DC 20202-5402
StudentAid.gov

The Department considers the institution's response to be the written narrative (to include e-mail communication). Any supporting documentation submitted with the institution's written response will not be attached to the FPRD. However, it will be retained and available for inspection by Ralph R. Willis upon request. Copies of the program review report, the institution's response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after the FPRD is issued.

The institution's response should be sent directly to Ms. Laurie Carmean of this office within 30 calendar days of receipt of this letter.

Record Retention:

Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans, claims or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. § 668.24(e).

We would like to express our appreciation for the courtesy and cooperation extended during the review. Please refer to the above Program Review Control Number (PRCN) in all correspondence relating to this report. If you have any questions concerning this report, please contact Laurie Carmean at 202-377-4834 or laurie.carmean@ed.gov.

Sincerely,

(b)(6)

John S. Loreng
Compliance Manager

cc:

Peggy Vance, Financial Aid Administrator

Enclosure:

Program Review Report

Prepared for
Ralph R. Willis Career
and Technical Center



PROUD SPONSOR of
the AMERICAN MIND™

OPE ID 02524500
PRCN 201310328144

Prepared by
U.S. Department of Education
Federal Student Aid
School Participation Division-Philadelphia

Program Review Report

May 23, 2013

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A. Institutional Information

Ralph R. Willis Career and Technical Center
144 Vocational Road
Stollings, West Virginia 25646-0144

Type: Public

Highest Level of Offering: Non-Degree 1 Year

Accrediting Agency: North Central Association of Colleges and Schools

Current Student Enrollment: 23

% of Students Receiving Title IV: 26%

Title IV Participation:

Title IV Participation: 2010-2011

Federal Pell Grant (Pell)

\$83,941.00

B. Scope of Review

The U.S. Department of Education (the Department) conducted an off-site program review of Ralph R. Willis Career and Technical Center (Ralph R. Willis) from December 17, 2012 to December 21, 2012. The review was conducted by Laurie Carmean.

The focus of the review was the institution's compliance with requirements under the gainful employment consumer information disclosure regulations (34 C.F.R. § 668.6). The review consisted of an examination of Ralph R. Willis's catalogs, brochures, and WEB site.

Disclaimer:

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning Ralph R. Willis' specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve Ralph R. Willis of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

This report reflects initial findings. These findings are not final. The Department will issue its final findings in a subsequent Final Program Review Determination letter.

C. Findings

During the review, an area of noncompliance was noted. The finding of noncompliance is referenced to the applicable statutes and regulations and specifies the actions to be taken by Ralph R. Willis to bring operations of the financial aid programs into compliance with the statutes and regulations.

Finding #1 Failure to Meet Gainful Employment Consumer Information Requirement

Citation:

An institution must provide prospective students with specific data for each eligible program that prepares students for gainful employment. The institution must provide the different occupations, including the name of the occupations and the Standard Occupational Classification (SOC) codes, for which the program prepares students. The institution must include links to profiles of those occupations on the O*NET website, or its successor site. If the number of occupations related to the program is more than ten, the institution may provide links to a representative sample of occupations in which its graduates typically find employment. 34 C.F.R. § 668.6(b)(1)(i).

The institution must provide the on-time graduation rate for students completing the program. 34 C.F.R. § 668.6(b)(1)(ii).

The institution must specify the tuition and fees it charges a student for completing the program within normal time. It must include the typical costs for books and supplies (unless those costs are included as part of tuition and fees), and the cost of room and board, if applicable. The institution may include information on other costs, such as transportation and living expenses, but it must provide a Web link, or access, to the program cost information the institutions makes available under 34 C.F.R. § 668.43(a). 34 C.F.R. § 668.6(b)(1)(iii).

The institution must disclose the placement rate for students completing the program, as determined under a methodology developed by the National Center for Education Statistics (NCES) when that rate is available. In the meantime, beginning on July 1, 2011, if the institution is required by its accrediting agency or State to calculate a placement rate on a program basis, it must disclose that rate and identify the accrediting agency or State agency under whose requirements the rate was calculated. If the accrediting agency or State requires an institution to calculate a placement rate at the institutional level or other than a program basis, the institution must use the accrediting agency or State methodology to calculate a placement rate for the program and disclose that rate;. 34 C.F.R. § 668.6(b)(1)(iv).

The institution must make all of this information available to prospective students through its promotional materials and through its website. 34 C.F.R. § 668.6(b)(2)(i).

The institution must prominently provide the required information in a simple and meaningful manner on the home page of its program Web site, and provide a prominent and direct link on any other Web page containing general, academic, or admissions information about its programs, to a single Web page that contains all required information. 34 C.F.R § 668.6(b)(2)(ii).

Noncompliance:

Ralph R. Willis failed to disclose certain information about its GE program programs to its prospective students. Specifically, Ralph R. Willis failed to disclose: the names and SOC codes of the occupations for which its programs prepare students; its on-time graduation rates; and its placement rates.

In addition, Ralph R. Willis did not include the URL, or a live link to a Web page containing the GE disclosures, in its promotional material. The institution must prominently provide the required information on the home page of its Web site and provide a prominent and direct link to this page on any other Web page about its programs.

An institution's failure to provide GE program disclosure information deprives students of the opportunity to make an informed decision.

Required Action:

Ralph R. Willis must update its disclosure data to comply with the Department regulations for all twelve programs. The institution must update its website and promotional material with the required GE disclosure data and ensure that it is provided in a simple and meaningful manner. In addition, Ralph R. Willis must establish policies and procedures to ensure the GE disclosures are provided to prospective students for all eligible programs. Ralph R. Willis must provide a copy of its GE disclosures policies and procedures, confirm that the updates have been made to its Web site, and provide the URL with its responses to this program review report.

In addition, Ralph R. Willis should continue to monitor the Gainful Employment Information Page on the Department's Information for Financial Aid Professional (IFAP) Web site for information and updates.

RALPH R. WILLIS CAREER AND
TECHNICAL CENTER

P.O. BOX 1747 LOGAN, WV 25601 304-752-4687

David Adkins, Principal

Robert Dials, Assistant Principal

Peggy Vance
Special Populations Director

June 20, 2013

Ms. Laurie Carmean
Representative U.S. Department of Education
Federal Students Aid
School Participation Division-Philadelphia
830 First Street NE
Washington, DC 20202-5402

RE: Program Review Report
OPE ID: 02524500
PRCN: 201310328144

Attached you will find Ralph R. Willis Career and Technical Center brochures which are updated to comply with the Department regulations for all twelve programs on Gainful Employment Consumer Information Requirement. Links to profiles of occupations on the O*NET website are included.

On time graduation rate for students completing the program along with tuition, fees, and charges associated with completing the program within normal time is included. The typical costs for books and supplies are listed. Ralph R. Willis Career and Technical Center does not provide campus room and board.

The placement rate for students completing the programs, as determined by the National Center for Education Statistics is included were applicable and by the North Central Accrediting agency.

Policies and Procedures have been updated to insure that brochures will be updated annually to ensure the GED disclosures are provided to prospective students for all eligible programs. Continued monitoring of the Gainful Employment Information Page on the Department's Information for Financial Aid Professional Web site for information and updates.

Sincerely,

Peggy Vance
Special Populations Director
Ralph R. Willis Career and Technical Center
Logan County Schools
Logan, WV 25601