

COAMFTE Annual Report Guide

Below please find an outline of the information programs completing the Annual Report will be asked to provide. This guide is intended to assist Program Directors, faculty, and administrators working with accredited programs, etc. as they complete the Annual Report. 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.
- Individuals 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)
- Optional questions have been marked as optional, **ALL** other questions are required and must be completed according to form instructions before submission.
- 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 can be sent to coa@aamft.org.

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
- Accreditation Status with other specialized accreditors (CACREP, CSWE, etc.)
- Number of students enrolled in the program at time of submission
- Program Director Contact Information
- Updates to the program's entry in the [Directory of MFT Training Programs](#) (as necessary)

Program Information Part 1 Page

Programs will be prompted to provide information on:

- Operation of an on-site clinic (Yes/No)
- Number of internship sites the program has
- Access to paid internships
 - If the program has access to paid internships, the pay range for these 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
- Employment settings of graduates (programs may select all that apply from a provided list of settings and **do not** need to enter exact numbers for each work setting selected)
- Number of completed applications received, accepted, and applicants enrolled per cohort (starting with the 2005-2006 cohort, programs will only need to enter data if they were open and/or accepted applications)
- For Master's programs:
 - Undergraduate degree types of students (programs may check all that apply from a provided list of degrees and **do not** need to enter exact numbers associated with each degree selected)
 - Approximate percentage of graduates from the past six years that have gone on to enroll in MFT doctoral programs
- For Doctoral programs:
 - Approximate percentage of current students that have a degree from a COAMFTE accredited master's or PDI program

Program Information Part 2 Page

Programs will be prompted to provide information on:

- Top three employment settings of graduates based on the settings selected on the previous page
- For Master's programs:
 - Approximate percentage of students that hold each of the undergraduate degree types selected on the previous page

Faculty Contact Information Page

- Contact information for each **core faculty member*** including:
 - Name
 - Work Phone Number
 - Work Email Address
 - Position
 - Supervisor Status
 - Rank

*information on adjunct faculty is not needed

Faculty and Supervisor Demographics Pages

Programs will be prompted to provide information on:

- Number of Faculty (core and adjunct) in the program
- Number of Faculty (core and adjunct) in the program broken down by:
 - Ethnicity
 - Gender
- Number of Supervisors in the program
- Number of Supervisors in the program broken down by:
 - Ethnicity
 - Gender

Program Data Page*

Programs will be prompted to provide information on:

- Number of Students in the program track
- Number of Students in the program track broken down by:
 - Ethnicity
 - Gender
- Graduates per **calendar year** (2011-2016)
- Number of Students and Graduates who passed the National or State Exam in 2016
- Number of Students and Graduates who gained licensure as an LMFT in 2016
- **Per cohort** starting with the 2005-2006 cohort**, data for:
 - Number of Students and Graduates who are Members of AAMFT
 - Number of Students and Graduates who hold membership in Other Mental Health Organizations
 - Number of Students Licensed as MFTs
 - Number of Graduates Licensed as MFTs

*please note that the data above should be collected **per track (full-time or part-time)** and programs will be asked to a complete separate pages for the full-time and part-time tracks (as needed)

** All programs, regardless of degree level, are required to provide the information requested beginning with the 2005-2006 cohort or with the cohort that entered the program after the program was granted Initial Accreditation status. Although not required for programs accredited after 2005, these programs are encouraged to provide all the requested information for each cohort.

Maintenance Criterion A Page

Programs need to provide a short narrative regarding changes to the following resources:

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

For each type of resource:

- Describe any changes in the program's resources during 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, or others.)
- Provide evidence (for example: budget, aggregated data, meeting minutes, survey results) used in your review of continuing sufficiency for every resource listed in MC-A during the past reporting year and how this evidence supports on-going sufficiency
- If insufficiency is identified, describe any action taken to address deficiency. If no insufficiency was identified, state so.

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 using the template published by the Commission.

All programs must download the COAMFTE approved table to display the new SAC information, the table (called "SAC Data Disclosure Template") can be accessed on the [Program Director's Homepage](#). 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, minimum/advertised/maximum 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** containing the program's SAC disclosure.

Maintenance Criterion B Pages*

Programs will be prompted to provide information on:

- Minimum length of program completion (in years)
- 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")
- Program's Initial Accreditation Date
- Data for SAC I - Graduation Rate (per cohort starting with the 2005-2006 cohort)
 - # of students enrolled (# of students entering program)
 - **Percentage (%)** of students who graduated within the Minimum Length of Program Completion
 - **Percentage (%)** of students who graduated within the Advertised Length of Program Completion
 - **Percentage (%)** of students who graduated within the Maximum Length of Program Completion

- Data for SAC II - Job Placement Rate (per cohort starting with the 2005-2006 cohort)
 - **Percentage (%)** of graduates pursuing employment, who entered in the year listed, that provided their employment status to the program
 - **Percentage (%)** 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 starting with the 2005-2006 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

*please note that the data above should be collected **per track (full-time or part-time)** and programs will be asked to a complete separate pages for the full-time and part-time tracks (as needed)

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).