FORMAL NOTICE OF SIGNIFICANT FTE SHIFT

Institution Name:	
COE Institution ID:	
Address:	
Reporting Period Used in Most-Recently-Submitted Annual Report:	
Date of FTE Shift:	
Chief Admin. Officer:	
Email address:	
Telephone:	

COE monitors significant shifts in the total Full-Time Equivalent (FTE) of candidate and accredited institutions by requiring formal notice when a qualifying FTE shift occurs. An institution must submit a formal notice to the Commission if the institution has an overall significant shift in FTE of 25 percent or more of an established baseline. The baseline for each twelve-month period is the FTE calculation reported in the most recent annual report. When a significant shift of **-/+**25 percent or more occurs, this form must be submitted to the Commission within 30 days. The notice must include the rationale for the shift. Additional specific data on program enrollment may be requested. If heightened monitoring or interim reporting is required, the institution must submit the Institutional FTE Monitoring Form (Enrollment) for Heightened Monitoring and related program-level enrollment data so the reported FTE shift can be verified. Continued reporting of enrollment data by program may be required until the submission of the next institutional annual report. An institution that fails to notify the Commission on a timely basis when required due to a triggered significant FTE shift is subject to fees and penalties per the Handbook of Accreditation.

1. Provide a rationale for the reported significant shift in FTE of -/+25 percent or more. Include the baseline FTE from the most recently submitted Annual Report, the current FTE following the shift, and the percentage change.

2. Complete the table below to identify the program-level enrollment changes that contributed to the overall institutional FTE shift.

List only the programs that contributed to the institution's overall FTE increase or decrease of 25 percent or more. For each program listed, provide the cumulative enrollment used in the most recently submitted Annual Report and the cumulative enrollment for the six-month period following the most recently reported Annual Report data. Use whole numbers only. If additional space is needed, attach a separate sheet using the same column headings.

PROGRAM NAME (Report data only for the programs that contributed to the overall institutional FTE shift.)	Cumulative Enrollment Used in the Most-Recently-Submitted Annual Report	Cumulative Enrollment for the 6-month period following most recently reported Annual Report Data
SAMPLE Welding	**150**	**200**

3. Submit this form along with supporting documentation, if any, via the EDvera COE Documentation Portal, and keep a copy for your institution's accreditation file.

The Council will contact the institution after submission of the initial notice of increase/decrease regarding continuous monitoring deadlines.

Signature of Chief Administrative Officer Date