

# **TECH ELEVATOR, INC. CINCINNATI, OHIO CAMPUS**

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**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

**For the Reporting Period  
January 1, 2018 through June 30, 2018  
And  
July 1, 2018 through December 31, 2018**

**TECH ELEVATOR , INC.  
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**AGL CPA Group, Inc.**  
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## **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES**

To Management:

We have performed the procedures agreed upon by Tech Elevator, Inc. and management solely to assist Tech Elevator, Inc. with its analysis of their Student Data, Employment Outcome Rate and Graduation Rate for the periods of **January 1, 2018 through June 30, 2018** and **July 1, 2018 through December 31, 2018**. Management is responsible for Tech Elevator, Inc.'s Student Data, Employment Outcome Rate and Graduation Rate. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in our report either for the purpose for which this report has been requested or for any other purpose.

Tech Elevator, Inc. is responsible for the agreed-upon procedures to be performed outlined in Exhibit A and that it is in accordance with applicable standards; and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes. Tech Elevator, Inc. is also responsible for, and has provided us in writing regarding the Company's assertions about accuracy and existence of Student Data, Employment Outcome, and Graduation Rates which is presented in accordance with Council on Integrity in Results Reporting "CIRR" Standards & Implementation Standards which governs outcome reporting for graduates of 2018 rev. 2019-07-05 "CIRR Standards".

**Agreed-upon procedures on Tech Elevator, Inc.'s Student Data, Employment Outcome Rate, and Graduation Rate for Enrolled Students who graduated during the periods of January 1, 2018 through June 30, 2018 and July 1, 2018 through December 31, 2018.**

### **Definitions:**

- A. Published Course Length:** For fixed-length programs, the Published Course Length must be in calendar days such that the following statement is true: If a student needs to repeat a module/section prior to meeting the graduation criteria, he or she should not count as graduated in 100% of the program length.
- B. Employment Outcome Rate** – Calculated based on dividing (i) the number of graduates available for employment who accepted an offer of gainful employment within 90 and 180 days of graduation by (ii) the number of graduates available for employment. The Employment Outcome Rate is calculated as an aggregate number for all graduates of the Full-Stack Web Development Program and Full-Stack Software Development Program – Cincinnati, Ohio campus.
- C. Graduates**– Calculated based on the number of students who have successfully completed the requirements for graduation notated in Exhibits B and C. Students who successfully completed the requirements are eligible for graduation.

**Definitions (continued):**

- D. Job outcomes** – Calculated based on the number of students who accepted offer of employment within 90 and 180 days of graduation.
- a. Graduates that are considered employed for in-field positions must either:
    - i. Include a statement that the job requires the skills for which the student was trained at the school; or
    - ii. Have a job title that would fall under an in-field classification used by Bureau of Labor Statistics SOC codes.
  - b. "Full-time employee (30 hours or more per week)" roles must:
    - i. State that the offer or contract is permanent, at-will, or greater than six months.
    - ii. Indicate that the job is full-time or at least 32 hours per week.
  - c. "Full-time apprenticeship, internship, or contract position" roles must:
    - i. State that the offer or contract is three to six months.
    - ii. Indicate that the job is full-time or at least 32 hours per week.
  - d. "Short-term contract or part-time position" roles must:
    - i. Indicate that the student would be employed or contracted for at least 150 hours.

**E. Non-job outcomes** –

- e. Non-reporting: If the school attempts to contact the student a minimum of four (4) times through four (4) different means of communication, and the student never responds, the student may be classified as "Non-reporting". The school must keep documentation including the dates of the attempted contacts and the student's contact information used in those attempts.
  - f. Not seeking a job: The graduate states that she or he is not pursuing employment because he or she (a) took the program solely for self-enrichment, (b) has had a medical or family emergency arise post-graduation, (c) is continuing education at another institution, or (d) does not have a visa to work in the country in which the graduate took the program. (For the avoidance of doubt: if a non-visa holder finds work, in or out of the country where they took the program, they would more likely be categorized as another code.)
  - g. Started a new company or venture: The graduate states that she or he is pursuing entrepreneurship full-time in lieu of searching for a job. The endeavor may be for-profit or not-for-profit.
- F. Enrolled Students** – Enrolled students are all students in a course as of (i) the final date under applicable state regulations on which the school is required to provide the student with a full tuition refund, or (ii) if applicable state regulations do not contain such a requirement, the final date as specified in the school's published policies on which a student may receive a full tuition refund. The full tuition refund may exclude nominal non-refundable registration fees.

Enrolled students do not include students who died, became incarcerated, or were called into active military duty during the course, but the student list should contain documentation supporting that classification. In the case of self-paced programs dealing with students with multiple start dates (who may return after pausing or dropping out), a student should only be counted using the earliest start date.

## **Procedures and Findings:**

1. Verify the number of students who successfully completed the program as well as the number of days the graduating students were enrolled in the program prior to graduation during the periods from January 1, 2018 through June 30, 2018 and July 1, 2018 through December 31, 2018.

### **Procedures:**

- a. Obtained the list of all enrolled students with an original or effective graduation date, per Tech Elevator's records, during the periods from January 1, 2018 through June 30, 2018 and July 1, 2018 through December 31, 2018.
- b. Verified that students designated as "graduated" completed the program during the periods from January 1, 2018 through June 30, 2018 and July 1, 2018 through December 31, 2018 through direct communication with the graduate. For those graduates who don't respond one of the following alternative methods or sources of verification were performed or obtained:
  - i. Graduation attestation or written record;
  - ii. School records representing the student graduated such as email communication, offer letters or other student data.
  - iii. Professional or company web-sites

**Findings: AGL CPA Group, LLC obtained an enrollment list of 77 students consisting of all students with an original graduation date during the period of January 1, 2018 through June 30, 2018 and July 1, 2018 through December 31, 2018, all of which are eligible to be included in the Graduation Rate calculation. (See Exhibits B and C)**

**AGL CPA Group, LLC verified that 70 of 77 or 90.91% of enrolled students graduated within 100% of the published course length of 103 days for the period of January 1, 2018 through June 30, 2018 and 95 days for the period of July 1, 2018 through December 31, 2018. The remaining 7 of 77 or 9.09% of enrolled students did not graduate. No exceptions were noted. (See Exhibits B and C)**

**AGL CPA Group, LLC verified 23 of 70 or 32.86% of graduates through an independent survey through Survey Monkey, administered and controlled by AGL, with the graduate. The remaining 47 of 70 or 67.14% of graduates were verified through one or more alternative procedures described in section 1.b above. (See Exhibits B and C)**

2. Verify the number of graduates who were employed as defined by Definition C and D.

### **Procedures:**

- a. Using the list obtained in procedure 1.a, AGL CPA Group, LLC verified the Employment Outcome provided by Tech Elevator, Inc. for each student who was designated as a graduate as defined by Definitions C, through direct communication with the student. For those students who didn't respond, one of the following alternative methods or sources of verification was performed or obtained:
  - i. Signed offer letter from employer.
  - ii. School records representing the student graduated such as email communication, offer letters or third party professional web sites, graduate attestation, or documented detail communication with the student/employer.
- b. Using the verified number obtained from procedure 2.a above, recalculate the January 1, 2018 through June 30, 2018 and July 1, 2018 through December 31, 2018 Employment Outcome Rate as defined by Definition B.

**Procedures and Findings (Continued):**

**Findings:** AGL CPA Group, LLC verified that 64 of 70 or 91.43% of graduates with an original graduation date during the period of January 1, 2018 through June 30, 2018 and July 1, 2018 through December 31, 2018, which are eligible to be included in the Employment Outcomes Rate calculation were employed within 180 days of graduation. The remaining 6 of 70 or 8.57% of graduates were not employed within 180 days of graduation. No exceptions were noted. (See Exhibits B and C)

AGL CPA Group, LLC verified Employment Outcome for 22 of 64 or 34.38% of graduates who received and reported an offer of employment by independent survey through Survey Monkey, administered and controlled by AGL, with the graduate, 42 of 64 or 65.62% were verified through one or more alternative procedures defined in section 2.a above. (See Exhibits B and C)

See Exhibits B and C for the recalculated verified Employment Outcome Rate for the periods of January 1, 2018 through June 30, 2018 and July 1, 2018 through December 31, 2018.

3. Verify the number of graduates who accepted an offer of employment and reported salary information to the school.

**Procedures:**

- a. Using the list obtained in procedure 1.a and the verified information in section 2; AGL CPA Group, LLC verified the salary as stated in the Outcome Report for graduates who were designated as employed as defined by Definition C, provided by Tech Elevator, Inc., through direct communication with the student. For those students who didn't respond, one of the following alternative methods or sources of verification was performed or obtained:
  - i. Signed offer letter from employer
  - ii. School records representing the student graduate such as email communication, offer letters or third party professional web sites, graduate attestation, or documented detail communication with the student/employer.
- b. For the graduates who provided salary information through applicable documentation, calculate the median annual base salary for graduates for the 90 and 180 day window.

**Findings:** AGL CPA Group, LLC verified independently directly with the student via a survey through Survey Monkey, administered and controlled by AGL, or alternatively verified through the procedures described in section 3.a, the reported median salary for 53 of 55 or 96.36% and cumulative 62 of 64 or 96.88% of graduates who accepted an offer of employment and reported salary for the 90 and 180 day window, respectively. (See Exhibits B and C)

See Exhibits B and C for the recalculated verified median salary for the periods of January 1, 2018 through June 30, 2018 and July 1, 2018 through December 31, 2018.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on the effectiveness of Tech Elevator, Inc. internal control over compliance.

Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Tech Elevator, Inc. and Management and is not intended to be and should not be used by anyone other than these specified parties.

*ASL CPA Group, LLC*

Atlanta, GA  
January 23, 2020

**SUPPLEMENTAL EXHIBITS**



# **EXHIBIT A**

## **AGREED UPON PROCEDURES**

<b>Management Objective</b>	<b>Assertion</b>	<b>Procedure Description</b>
1. All enrolled students who were included in the CIRR Outcomes Report exist and are accurately reported in accordance with Council on Integrity in Results Reporting ("CIRR") Standards & Implementation Requirements rev. 2019-07-05 which governs outcome reporting for graduates during 2018. Including, students that were enrolled during the reporting period and included in the underlying data used for reporting results of the CIRR Outcomes Report.	Existence and Accuracy	AGL CPA Group, LLC ("AGL") will obtain from management a list of students who are designated as enrolled, per the published CIRR Standards, in the program for the six-month period from January 1, 2018 through June 30, 2018 and July 1, 2018 through December 31, 2018, and perform the following procedures to test existence and accuracy.  1) AGL will verify enrollment with the student through confirmation. For those students who don't respond, one of the following alternative methods of verification will be performed or obtained: a) graduation attestation or written record; b) school records representing the student graduated such as email communication, offer letters or other student data; c) professional or company web-sites.
2. Enrolled students who were enrolled in the program exist and are presented accurately in the CIRR Outcomes Report, properly classified in the percentage calculation of students who graduated within 100% and 150% of the published course length, and proper documentation has been retained for verification, as defined by the CIRR Standards.	Existence, Classification and Accuracy	2) AGL will verify graduation date with the student through confirmation. For those students who don't respond, one of the following alternative methods of verification will be performed or obtained: a) graduation attestation or written record; b) school records representing the student graduated such as email communication, offer letters or other student data; c) professional or company web-sites.
3. Enrolled students who were enrolled in the program exist and are classified and presented accurately in the number of students employed within 90 days and cumulatively within 180 days after graduation. Additionally, these are reported in the CIRR Outcomes Report accurately and proper documentation, as defined by the CIRR Standards, has been retained for verification.	Existence, Classification and Accuracy	3) AGL will verify the student was employed as stated in the employment calculation with the student through confirmation. For those students who don't respond, one of the following alternative methods of verification will be performed or obtained: a) signed offer letter from employer; b) school records representing the student graduated such as email communication, offer letters or third party professional web-sites, graduate attestation, or documented detail communication with the student/employer.
4. Graduates reported salary's after employment exist, reported accurately, and classified in the proper reporting period, as defined by the CIRR Standards.	Existence, Classification and Accuracy	4) AGL will verify the student's salary as stated in the Outcome Report through confirmation. For those students who do not respond, one of the following alternative methods of verification will be performed or obtained: a) examine signed offer letter from employer, b) school records representing the students salary such as email communication, offer letters or documented detail communication with the student/employer.

**EXHIBIT B**  
**CIRR SCHEDULE OF OUTCOMES DATA**  
**FULL-STACK WEB DEVELOPMENT**  
**CINCINNATI CAMPUS**  
**JANUARY 1, 2018 THROUGH JUNE 30, 2018**

<b>I. Report Information</b>		
School Name	Tech Elevator	
Campus Location	Cincinnati	
Program Name	Full-Stack Web Development	
Reporting Period	1/1/2018	6/30/2018
Published Course Length (in days, including weekends and holidays)	103	
Graduates Included in Report	26	
<b>II. Graduation Requirements</b>		
* Consecutive completion of all published course module		
* Adherence to school attendance policy		
<b>III. Graduation Data</b>		
How many students graduate within 100% of published program length (on-time)?	<b>92.9%</b>	
How many students graduate within 150% of published program length?	<b>92.9%</b>	
<b>IV. What were the employment results for graduates?</b>		
	<b>90 days</b>	<b>180 days</b>
<b>1. Employed in-field</b>	<b>76.9%</b>	<b>88.5%</b>
A. Full-time employee (30 hours or more per week)	65.4%	77.0%
B. Full-time apprenticeship, internship, or contract position	11.5%	11.5%
C. Hired by school in-field	0.0%	0.0%
D. Started a new company or venture after graduation	0.0%	0.0%
E. Short-term contract or part-time position	0.0%	0.0%
<b>2. Employed out of field</b>	<b>0.0%</b>	<b>0.0%</b>
A. Hired by school out of field	0.0%	0.0%
B. Out of field	0.0%	0.0%
<b>3. Not employed</b>	<b>23.1%</b>	<b>11.5%</b>
A. Still seeking a job (in-field)	23.1%	11.5%
B. Not seeking a job (in-field)	0.0%	0.0%
<b>4. Non-reporting</b>	<b>0.0%</b>	<b>0.0%</b>
<b>What is the median annual base salary of graduates?</b>	<b>\$55,000</b>	<b>\$55,000</b>
Under \$50,000	11.0%	19.0%
\$50,000-\$60,000	55.6%	52.4%
\$60,000-\$70,000	27.8%	23.8%
\$70,000-\$80,000	0.0%	0.0%
\$80,000-\$90,000	0.0%	0.0%
Over \$90,000	5.6%	4.8%
Percentage of job obtainers who reported salaries	90.0%	91.3%
<b>V. What were the most frequent job titles for graduates?</b>		
Software Developer	68.2%	
QA/Tester	9.1%	
Web Developer	13.6%	
Computer Programmer	4.5%	

**EXHIBIT C**  
**CIRR SCHEDULE OF OUTCOMES DATA**  
**FULL-STACK SOFTWARE DEVELOPMENT**  
**CINCINNATI CAMPUS**  
**JULY 1, 2018 THROUGH DECEMBER 31, 2018**

<b>I. Report Information</b>		
School Name	Tech Elevator	
Campus Location	Cincinnati	
Program Name	Full-Stack Software Development	
Reporting Period	7/1/2018	12/31/2018
Published Course Length (in days, including weekends and holidays)	95	
Graduates Included in Report	44	
<b>II. Graduation Requirements</b>		
* Consecutive completion of all published course module		
* Adherence to the school attendance policy		
<b>III. Graduation Data</b>		
How many students graduate within 100% of published program length (on-time)?	<b>89.8%</b>	
How many students graduate within 150% of published program length?	<b>89.8%</b>	
<b>IV. What were the employment results for graduates?</b>		
	<b>90 days</b>	<b>180 days</b>
<b>1. Employed in-field</b>	<b>79.5%</b>	<b>93.2%</b>
A. Full-time employee (30 hours or more per week)	59.0%	63.6%
B. Full-time apprenticeship, internship, or contract position	20.5%	29.6%
C. Hired by school in-field	0.0%	0.0%
D. Started a new company or venture after graduation	0.0%	0.0%
E. Short-term contract or part-time position	0.0%	0.0%
<b>2. Employed out of field</b>	<b>0.0%</b>	<b>0.0%</b>
A. Hired by school out of field	0.0%	0.0%
B. Out of field	0.0%	0.0%
<b>3. Not employed</b>	<b>20.5%</b>	<b>6.8%</b>
A. Still seeking a job (in-field)	20.5%	6.8%
B. Not seeking a job (in-field)	0.0%	0.0%
<b>4. Non-reporting</b>	<b>0.0%</b>	<b>0.0%</b>
<b>What is the median annual base salary of graduates?</b>		
	<b>\$55,000</b>	<b>\$55,000</b>
Under \$50,000	25.6%	24.4%
\$50,000-\$60,000	42.9%	46.3%
\$60,000-\$70,000	22.9%	22.0%
\$70,000-\$80,000	5.7%	4.9%
\$80,000-\$90,000	2.9%	2.4%
Over \$90,000	0.0%	0.0%
Percentage of job obtainers who reported salaries	100.0%	100.0%
<b>V. What were the most frequent job titles for graduates?</b>		
Software Developer	78.0%	
QA/Tester	4.9%	
Software Engineer	4.9%	
Analyst	4.9%	
Web Developer	2.4%	