



St. Petersburg Campus

**Follow-Up Plan
Completers & Employers of
Completers
2026-2027**



Pinellas Technical College, St. Petersburg Campus

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Completers & Employers of Completers

The mission of Pinellas Technical College – St. Petersburg Campus is to provide students the opportunity to develop national workplace competencies to fill the needs of business and industry. Pinellas Technical College – St. Petersburg Campus believes that an effective plan for following up on program graduates and completers with marketable skills is essential for accreditation and other mandated reports.

Responsibility and Coordination of Follow-Up Activities

Program instructors, Student Services personnel, and the COE Liaison are responsible for the coordination of all follow-up activities.

Collection of Information from Completers and Employers of Completers

The collection of information from completers and employers of completers is accomplished by utilizing several collection methods. This information is gathered through the following methods:

1. When a completer exits a program, the instructor completes an electronic withdrawal form; the form contains the appropriate withdrawal code and employment data, if applicable, and submits it:
 - a. TO THEIR Program Assistant Director for review. The Assistant Director then forwards the form to
 - b. The Student Records Office to be entered into the Pinellas County Schools' Student Management System (FOCUS).
 - c. The Curriculum Coordinator/COE Liaison and other identified staff for their use in maintaining completion, placement, and certification data in the COE Accreditation files.
2. Graduate/Completer Follow-Up Survey
 - a. Upon completion of the program, students meet with guidance staff for their final steps. During this process, students scan the QR code for the Survey Monkey completer survey and that information is shared with instructors and administrators. Final yearly data is stored in the program's COE folder.
3. Employer Follow-Up Survey
 - a. Upon receiving the withdrawal form or a COE Placement Update form containing employment information, a survey that includes the student's name and program attended. Along with a self-addressed envelope, is sent via US Postal service to the employer.
 - b. Returned and completed employer survey responses are entered into the employer survey in Survey Monkey by the Curriculum Coordinator/COE Liaison and populated. This data is then shared with the administrators, instructors, and Occupational Advisory Committee members.

Routine Follow-Up of Graduate and Employment Placement with Instructors

1. Throughout the school year, the COE Liaison creates completer and employer placement

reports using the current placement data from the Student Management System (FOCUS).

- a. The reports are shared with the program instructors and administration for their review to identify any changes, additions, or deletions.
- b. Revisions and applicable documentation are submitted to the COE Liaison and the Student Records Office to update the data in the Student Management System at the end of each school year. The instructors review the graduate/completer employment placement and if applicable, licensure data maintained in the Student Management System, to review for accuracy, their current placement/completion/licensure rates.

Evaluation of Follow-Up Data & Availability

The results are a component in the planning and decision-making process to ensure continuous improvement of the program.

1. Final graduate completer and employer survey summary reports are created, forwarded to the administrative team and to the applicable instructor(s), and a copy placed in the COE files in the COE Liaison's office. The COE Annual Report uses this data. As of 26-27, the COE now reviews the average completion and placement rates of all the programs for the institutional data requirement.
2. The administrative team reviews the graduate completer and employer follow-up survey results with the program instructors during program meetings.
3. The program instructors share and discuss the survey results with their program advisory committee members and log into meeting minutes.

ACTIVITY	ACTION	TIMELINE
Student Management Advance Reports	At the request of the COE Liaison, reports containing the status of the student i.e. graduate/completer and employment data are created from the student management system.	Ongoing
Completer Follow-Up Survey	The survey is included as part of the Application for Certificate and Request for Transcript form. Once received, this information is given to the COE Liaison for tracking.	Ongoing
Employer Follow-Up Survey	An employer follow-up survey is mailed to the student's employer as listed on the withdrawal form. Responses are logged into our tracking system.	Ongoing
Instructor Follow-Up of Student	When a non-employed student graduate/completer leaves a program, instructors contact the students using various methods, such as email or phone call, to gather updated employment and other vital information. This information is shared with the COE Liaison for reporting.	After the student terminates enrollment from the program
Computer Updating	Noew or corrected completion, placement, and licensure information is updated in the Student Management System when received from the instructor. The COE Liaison maintains completion, placement, and licensure rates information and uses it to complete COE Annual Report for completion, placement and licensure rates.	Ongoing

PINELLAS TECHNICAL COLLEGE - ST. PETERSBURG CAMPUS
STUDENT WITHDRAWAL FORM

STUDENT INFORMATION

Student Type:

First Name	Middle Name	Last Name	Suffix
Student ID Number	Email Address	Phone Number	
Updated Mailing Address		City	State Zip Code

PROGRAM INFORMATION

Program Name	Last Date of Attendance
Withdrawal Code	
Has the student obtained industry certification? NO	

WORKFORCE EDUCATION PLACEMENT INFORMATION

Is the Student entering Military Service?

Is the Student continuing their training/education?

If so, at which school will they continue their training/education:

School Name			
Street Address	City	State	

Is the Student presently employed?

Is the work related to the program's training? Date Student began working:

Employment Information:

Company Name			
Address			
City	State	Zip Code	Phone Number
Student's Job Title			
Supervisor's Name		Supervisor's Email Address	

MISC INFORMATION

Notes	
Instructor's Name	Date Submitted

Revised: 1/19/2023

PTC- St. Petersburg
COE Annual Report - Placement Update Form
(Use only for completers, graduates, and other withdrawals)

Student Name:				
	Last	First	Middle	
Student ID #:			Program Name:	
Date:			Program Number:	

A. Training Related Placement (select one):

☐	Entering military service				
	Branch: _____				
☐	Continuing education/training (in school)				
	School: _____				
☐	Employed related to the program they attended				
	Start Date: _____		Employer Name: _____		
	Address: _____		City: _____	State: _____	Zip: _____
	Work Phone: _____	Work or Supervisor's Email: _____	Supervisor's name: _____		

If needed, explain role and relationship to curriculum:

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B. Unavailable to Attain Credential or be Employed (select one):

☐	Pregnancy	☐	Child Care Problems
☐	Caring for ill family members	☐	Family Related Problems
☐	Incarceration	☐	Time/Schedule Conflict
☐	Serious health-related issues (physical/mental/behavioral)	☐	Address Change/Left Area
☐	Other (Specify): _____		

Note: Other reason must be approved by administration

C. Refused Employment (select one):

☐	Failed to keep interview appointments
☐	Refused employment offer in the field of related instruction
☐	Enrolled in the program of instruction strictly for personal use

For B and C, Please provide a brief description of the student's specific situation:

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Documented By
Instructor's Name:

Date

Keep a copy for your records and email to the COE Data Coordinator & Records Department



PROGRAM TITLE: _____ DATE STUDIES COMPLETED: _____

Clerk: _____