

## Having trouble with your 12.bs?

If your fiscal year end was in December, that means your Document 12.b – Annual Report and Enrollment Statistics is due by the end of January. As of this year, **all 12.bs must be submitted in AMS, even if you have previously emailed or mailed manually completed copies in the past.** If this is new or challenging for you, please refer to this handy troubleshooting guide to ensure that your 12.bs are complete, accurate, and submitted before the due date (late fees apply to any required document submitted after the due date).

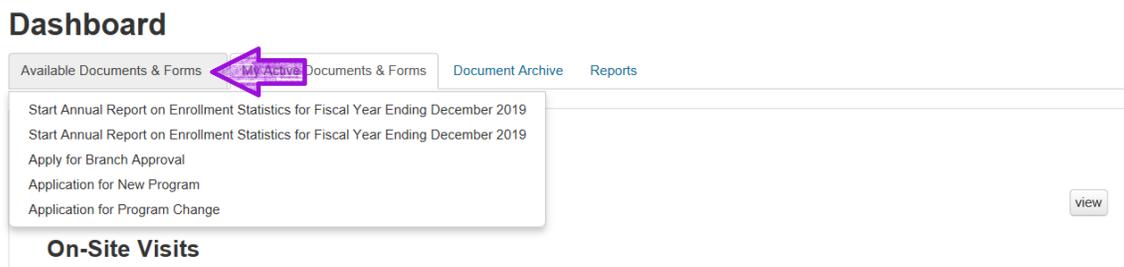
*Please note that due to the COVID-19 pandemic, ACCET has extended the submission deadlines for Documents 12.a and 12.b for institutions with fiscal year end dates of January 1 through May 31, 2020. See the revised [2020 Calendar of Document 12 Requirements](#) and please check ACCET's website regularly for updates.*

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### 1. I can't find the 12.b in AMS.

Log into AMS through ACCET's website ([www.accet.org](http://www.accet.org)). You'll find the login button at the top right-hand corner of the menu bar. The Dashboard will immediately bring you to "My Active Documents & Forms." Click on the tab on the left entitled "Available Documents & Forms" and a drop-down menu will appear with all of the documents available for you to access.



The 12.b should be one of the first available documents in that list. Select “Start Annual Report on Enrollment Statistics for Fiscal Year Ending December 2019.” (You might see two options here; this indicates that the 12.b for 2018 has not yet been entered digitally. We’ll get to that later.)

## Dashboard

The screenshot shows the AMS Dashboard with four tabs: 'Available Documents & Forms', 'My Active Documents & Forms', 'Document Archive', and 'Reports'. The 'Available Documents & Forms' tab is active, displaying a list of documents. A purple arrow points to the first document, 'Start Annual Report on Enrollment Statistics for Fiscal Year Ending December 2019'. Below the list is a 'view' button. Underneath the document list is a section titled 'On-Site Visits'.

This should bring you to the beginning of the document where you can start filling in all of your institution’s data. *Please check that you are filling in the data for the correct year (2019) at the top left of your screen; some of the documents may appear on the Dashboard with a different year in the title, but the correct year will be in the document itself.*

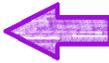
The screenshot shows the '2019 Annual Report and Enrollment Statistics (12.b)' form. The top navigation bar includes 'ACCET AMS', 'Dashboard', and 'Profile'. The form title is '2019 Annual Report and Enrollment Statistics (12.b)'. The form is divided into three steps: '1. Legal/Regulatory Status', '2. Enrollment Data', and '3. Review / Submit'. The first step is active, showing four questions with radio button options for Yes and No. The questions are: 1. Have there been any complaints, legal actions, judgments, or involuntary liens filed against the institution? 2. Have any federal reviews/audits been conducted? 3. Have there been any reviews/audits conducted by any state agency or any accrediting agency other than ACCET? 4. Is the institution under investigation by any state or federal agency? At the bottom of the form are three buttons: 'Save and Continue Working', 'Save and Exit', and 'Save and Proceed to Next Section'.

## 2. I don’t have the 12.b in my Available Documents & Forms tab.

If you’ve accessed the Doc 12.b from AMS previously, you will find the active document on your AMS Dashboard as soon as you log in, under the heading “2019 Annual Report and Enrollment Statistics (12.b).” (It may be below “Reaccreditation Application,” “Site Addition Request,” or a number of other active documents, depending on the current situation of your institution; there may be additional documents below it as well.)

|             |                                     |      |
|-------------|-------------------------------------|------|
| ASER        | Status: Review                      | view |
| Team Report | Status: Ready For Commission Action | view |

**2019 Annual Report and Enrollment Statistics (12.b)** 

2019-12-31      Unsubmitted

[edit](#) [submit](#)

**New Program Application** [View/Comment](#)

Once you've located the correct document, click on "edit" on the right-hand side.

|             |                                     |      |
|-------------|-------------------------------------|------|
| ASER        | Status: Review                      | view |
| Team Report | Status: Ready For Commission Action | view |

**2019 Annual Report and Enrollment Statistics (12.b)**

2019-12-31      Unsubmitted

 [edit](#) [submit](#)

**New Program Application** [View/Comment](#)

This will take you to the document itself, where you can input all of your information online directly into AMS.

ACCET  AMS
Dashboard ▾ Profile ▾
?  William ▾

## 2019 Annual Report and Enrollment Statistics (12.b)

1. Legal/Regulatory Status
2. Enrollment Data
3. Review / Submit

1. Have there been any complaints, legal actions, judgments, or involuntary liens filed against the institution?  
 Yes  No
2. Have any federal reviews/audits been conducted?  
 Yes  No
3. Have there been any reviews/audits conducted by any state agency or any accrediting agency other than ACCET?  
 Yes  No
4. Is the institution under investigation by any state or federal agency?  
 Yes  No

[Save and Continue Working](#)
[Save and Exit](#)
[Save and Proceed to Next Section](#)

At any point, you can save your entries and move to the next section of the document or save and continue your work at a later date. You can access the document the same way each time you log into AMS.

### 3. I can't submit my 2019 data.

Because AMS analyzes data from year to year in addition to the present statistics, all data from 2018 needs to be input into AMS before any 2019 data can be submitted. That means that even if you have submitted your 12.b manually in the past, you will have to re-enter the 2018 data into the available document in AMS. This document can be found in the same "Available Documents & Forms" tab as the 2019 document. Once data for 2018 has been entered, AMS will allow all 2019 data to be input and submitted. *(When opening the available document, please make sure that you're completing the information for the correct year.)*

When inputting tuition revenue, **please note that the system does not allow dollar signs, decimals, or commas.** If you input any of these, the tuition revenue will be incorrect and the document will have to be reverted.

If your institution has multiple locations, branches, and programs, we understand that inputting 12.b data can be time-consuming and a bit overwhelming, especially if you have previously submitted the same data manually. Please contact ACCET staff and we will do our best to make this process as smooth as possible for you.

### 4. There aren't any available 12.b forms for me and I haven't submitted them previously.

AMS attributes certain roles to various institutional contacts; this determines what functionalities are permitted in the interface. Right now, AMS lists the following:

- The institution's **Primary Administrative Contact** (the main contact person for ACCET-related correspondence);
- The **Primary Financial Contact** (the contact person for financial reporting, such as Document 12.d – Annual Financial Report, which is due by the last day of the sixth month following the close of your fiscal year);
- The **Institutional Financial Manager** (this may be an outside person or firm who handles the institution's tax documents);
- The institution's **Primary Training Contact** (for all training purposes).

Within AMS, there are also various Institutional Administrative roles that can be attributed, allowing for an additional contact person to access certain documents and reports for the institution. This may be the Primary Contact or someone previously designated as an Institutional Admin. This is a role that must be assigned to an AMS contact; it is not something that automatically happens through the ability to log into AMS for your school.

This is one reason why it is important to carefully look over your Document 12.a – Annual Report and Data Verification and ensure that all contacts and their correct email addresses are listed for your institution in AMS, since contacts not assigned certain roles in AMS will not be able to access the same information as the primary contacts.

If you need to update a contact's administrative role so they can access the appropriate reporting information in AMS, contact Kaitlyn Gough ([KGough@accet.org](mailto:KGough@accet.org)).

## 5. My Document 12.b was reverted. Why don't you like me?

Relax, it happens all the time! Reverting a document in AMS is not an adverse action. It simply means we need additional information or some of the information in the document needs to be corrected. This can happen if there is a typo in the tuition revenue, if a field is left blank when it should contain data, if an explanation of variance is missing, or if the data was input in the wrong format (swapping booking weeks for enrollees, for example).

When the Document 12.b (or any document in AMS) is reverted, you will receive an automatic message from AMS indicating such. Usually there will be an explanation in the "comments" section with information on what needs to be fixed or changed.

Once your document is reverted, please correct it and resubmit as soon as possible. There will not be any late fees assessed for reverted documents that were originally submitted on time, but there may be a late fee if a reverted document never gets resubmitted.

As always, if you need help with this, please contact Kaitlyn at [KGough@accet.org](mailto:KGough@accet.org)

## 6. There are too many Document 12s. I'm confused.

They may have the same number, but they serve different purposes and are due at different times. Here is a handy table:

| <b>Document:</b>                                      | <b>What it is:</b>  | <b>When it's due:</b>                                   | <b>How it's submitted:</b>  |
|---|---|---|---|
| <u>12.a – Annual Report and Data Verification</u>     | This is how ACCET verifies the administrative information on file for your institution and keeps it up-to-date. This includes campus locations, contact names, ownership information, addresses, etc. | 30 days prior to an institution's fiscal year end       | Online at <a href="https://tinyurl.com/accet12a">https://tinyurl.com/accet12a</a> |
| <u>12.b – Annual Report and Enrollment Statistics</u> | ACCET analyzes institutional revenue and enrollment numbers from its members every year in order to verify ongoing compliance with standards and to calculate sustaining fees. It is paramount        | 30 days after the close of an institution's fiscal year | In AMS  |

|   |   |   |  |
|---|---|---|--|
|   | that the clock/credit hours reported for programs are accurate. <i>(Although revenue reporting is required, this is not a financial document.)</i>  |   |  |
| <u>12.c – Annual Completion and Placement Reporting</u> | <i>(For vocational institutions only)</i><br>This document allows ACCET to verify that institutions are meeting required benchmarks for program completion and job placement of an institution’s graduates. | May 1 <sup>st</sup> of each year                                    | In AMS   |
| <u>12.d – Annual Financial Report</u>                   | This is used to assess the financial health and stability of ACCET’s member institutions. This document includes financial statements prepared by an independent CPA.                                       | Last day of the sixth month following the close of your fiscal year | Manually; soon to be required in AMS (stay tuned!) |

For example, if your institution’s fiscal year end is **December**, here are your due dates:

- Doc 12.a – Due November 30 (online via <https://tinyurl.com/accet12a>)
- Doc 12.b – Due January 31 (submit in AMS)
- Doc 12.c – Due May 1 (submit in AMS)
- Doc 12.d – Due June 30 (manual or AMS; check requirements by June)

If your institution’s fiscal year end is **June**, your due dates would be the following:

- Doc 12.a – Due May 31 (online via <https://tinyurl.com/accet12a>)
- Doc 12.b – Due July 31 (submit in AMS)
- Doc 12.c – Due May 1 (submit in AMS)
- Doc 12.d – Due December 31 (manual or AMS; check requirements by December)



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Still have questions? Give us a call at 202-955-1113 or send an email to ACCET staff and we are more than happy to help you with the reporting process.