Updated: February 24, 2020

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).

1. Help! I can’t find the 12.b in AMS.

Log into AMS through ACCET’s website (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.)

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.
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.)

Once you’ve located the correct document, click on “edit” on the right-hand side.
This will take you to the document itself, where you can input all of your information online directly into AMS.

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.)*

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@acet.org).

5. 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:

<table>
<thead>
<tr>
<th>Document:</th>
<th>What it is:</th>
<th>When it’s due:</th>
<th>How it’s submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.a – Annual Report and Data Verification</td>
<td>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.</td>
<td>30 days prior to an institution’s fiscal year end</td>
<td>Email to Kaitlyn (<a href="mailto:KGough@acet.org">KGough@acet.org</a>)</td>
</tr>
<tr>
<td>12.b – Annual Report and Enrollment Statistics</td>
<td>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 that the clock/credit hours reported for programs are accurate. <em>(Although revenue reporting is required, this is not a financial document.)</em></td>
<td>30 days after the close of an institution’s fiscal year</td>
<td>In AMS</td>
</tr>
<tr>
<td>12.c – Annual Completion and Placement Reporting</td>
<td><em>(For vocational institutions only)</em> This document allows ACCET to verify that institutions are meeting required benchmarks for program completion and job placement of an institution’s graduates.</td>
<td>May 1st of each year</td>
<td>In AMS</td>
</tr>
<tr>
<td>12.d – Annual Financial Report</td>
<td>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.</td>
<td>Last day of the sixth month following the close of your fiscal year</td>
<td>Manually; soon to be required in AMS (stay tuned!)</td>
</tr>
</tbody>
</table>

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

- Doc 12.a – Due November 30 (send to Kaitlyn)
- 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 (send to Kaitlyn)
- Doc 12.b – Due July 31 (submit in AMS)
- Doc 12.c – Due May 1 (submit in AMS)
6. What is “Annual Reporting” anyway?

Let’s break down the Document 12.b section by section. The first section is administrative and helps ACCET ensure that our records about your institution are accurate.

The next section refers to open legal issues, complaints, and regulatory status. It is important that you disclose information about any complaints, lawsuits, or other legal queries into your institution or any of the owners, even if the legal action does not specifically name the institution as an organization.

Lastly, the document asks about enrollment data. Numerically, we want to know how many students enrolled in each program and each location during the fiscal year. This number will be different from the number of graduates, withdrawals, etc. Anyone who enrolled in the program should be counted in this statistic, whether they completed or not.

If your fiscal year end is December, this includes the time period from January 1, 2019 through December 31, 2019. If your fiscal year end is, say, October, this would include the time period from November 1, 2018 through October 31, 2019.

The final line asks about the tuition revenue reported. When entering this data in AMS, it should auto-populate with last year’s data for comparison purposes. A brief narrative explanation is required for any variance in enrollment numbers or tuition revenue of 20% or more (increase or decrease). For example, if your enrollment increased by 22% from 2018 to 2019, you might say: “Our enrollment numbers increased due to our aggressive marketing campaigns aimed at local populations of students who did not require F1 visas in order to matriculate in our school,” and not simply, “More students.”

Any incomplete Doc 12bs will be reverted back to the institution with a comment.

If you’re unsure of what to report or how to report it, contact Courtney Smith at CSmith@accet.org.

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.