



JOB PLACEMENT FOR STUDENT ATTESTATION FORM CAREER SERVICES INSTRUCTION SHEET

The Career Services personnel or individual responsible for submission of this placement for verification should discuss this form with the student to answer any questions; ensure any additional explanatory details are included as supplementary, back-up documentation; and then sign and date the form with the student. If the student provides the information over the phone or via the internet, a manager in Career Services or someone with responsibility for internal verification of placements should also sign the form as a witness to its validity.

NOTE: While the following outcomes are all legitimate, may benefit the student, occur with some frequency, and may not be under the control of the institution, they do not qualify as official placements. This is because they cannot be defended as career placements within ACICS' scope of accreditation, which is limited to institutions which provide professional, occupational, or technical education to enhance the careers of students.

- a new position that does not require the skills and knowledge learned in a student's program nor does it require the credential provided through the program in order to gain employment;
- any position for which the campus has directly or indirectly provided remuneration to the employer in order for a student to obtain a position;
- an internship/externship/practicum, whether for credit or not, paid or not;
- a voluntary, unpaid position, whether or not expenses or an honorarium are provided;
- an extended interview, even if paid;
- a temporary position, with a specified end-date, without the expectation of continuing or repeated, subsequent employment that is documented by an attestation from the graduate (e.g., a one-day job at a health fair is not a placement for a graduate from any Allied Health program);
- temporary work (on jobs that could lead to repeated, sustained employment) less than 1 month;
- part-time work for a single employer less than 7.5 hours a week;
- a part-time or non-traditional position that does not meet the graduate's employment goal;
- a position of underemployment, where the skills that were learned in the program do not constitute a predominant component of the job or benefit the student, who could have obtained or maintained employment without the credential [e.g., a non-management job working at McDonalds or Starbucks is not a placement for a Culinary Program graduate];
- A student maintaining a current position in one field while completing a degree in a different field (The student should be categorized as "employed, not placed," unless that degree helps the student advance in the current position by increasing the student's qualifications for a promotion in the student's current field);
- A student who completes or graduates from a program for personal development (e.g., to pursue a hobby) and therefore does not seek employment in the field of study;
- A student who decides to maintain a current position in a field different from the field of study for whatever reason, e.g., because the salary is higher than an entry-level job in the field of study;
- A student who decides not to seek employment in the field of study for any other reason (e.g., deciding not to work at all, or deciding to work as a stay-at-home parent).