

## Chapter EAB 6

## PLACEMENT SERVICES

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**EAB 6.01 General philosophy.** The placement methods define the role of the placement function in the private school. The offer of placement services to students is optional but when made, standards of performance on the part of the school will be required.

**History:** Cr. Register, December, 1972, No. 204, eff. 1-1-73.

**EAB 6.02 Minimum requirements.** When a placement service is offered or advertised by a school, the following minimum requirements must be observed:

(1) Student referrals must result from direct contact between the school placement service and prospective employer representatives. A list of employers given graduates in and by itself will not be considered a placement service.

(2) Documented evidence of student referrals must be maintained and should include, but not be limited to the following:

- (a) Number of referrals by company per individual student.
- (b) The results of referrals.
- (c) Final placement or other disposition (when this information is available).
- (d) Percent of graduates placed.

**History:** Cr. Register, December, 1972, No. 204, eff. 1-1-73.

**EAB 6.03 Student understanding of placement service representations.** (1) No communications, either oral or written, between school representatives and prospective students shall state or imply job guarantees as a result of any placement service offered.

(2) It must be made clear to the student that the placement service provided by the school is offered to him as an assistance in working out his placement, but is not offered as an assumption of the responsibility for finding the student a job.

**History:** Cr. Register, December, 1972, No. 204, eff. 1-1-73.

**EAB 6.04 Disclaimer.** Whenever a school knows or has reason to know that a prospective student is unlikely to successfully complete a course of instruction or is unlikely to qualify for employment in the vocation or field for which the training is designed to prepare a student, this fact must be affirmatively disclosed to the prospective student. If a prospective student expresses a desire to enroll after such disclosure, a disclaimer may be obtained by the school. A valid disclaimer shall only

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consist of a statement, separately signed by the student, that the student is fully aware that it is unlikely he or she will be able to successfully complete the course of instruction and/or fully aware of the improbability or impossibility that he or she will qualify for employment in the vocation or field for which the course was designed to prepare the student.

**History:** Cr. Register, December, 1972, No. 204, eff. 1-1-73.

**EAB 6.05 Employment advisory services.** (1) Whenever a school offers employment counseling or placement services not meeting the minimum requirements of section EAB 6.02 or furnishes employment referrals not the result of direct contact between the school and prospective employer representatives, such counseling shall only be designated as "Employment Advisory Services."

(2) Whenever a school makes reference to its "Employment Advisory Services," affirmative disclosure that any student referrals are not based on direct contact is required.

**History:** Cr. Register, December, 1972, No. 204, eff. 1-1-73.