



**Bureau for Private Postsecondary Education**  
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**NOTICE TO COMPLY – CU 53555857 0122 (Ed. Code §94935; 5, CCR §75010)**

Institution Name:	Pathways College LLC., Nursing and Health Care Careers	Institution Telephone:	310-225-2702
Institution Code:	53555857	Administrator Name:	Cheri Allmond, Program Director
Street Address:	637 East Albertoni Street, Suite 100 Carson, CA 90746	Date of Inspection:	January 25, 2022

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

**STUDENT RECORDS**

Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
<p><b>5, CCR §71920(b)(5)(A)(B)(C)(D)(E). Student Records</b></p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:            (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:            (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;            (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;            (C) Credit for courses earned at other institutions;            (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;            (E) The name, address, website address, and telephone number of the institution.</p> <p><b>Graduated and withdrawn student files did not contain a transcript from the institution.</b></p> <p><b>To remedy this violation, the institution shall develop a transcript template meeting the requirements of 5, CCR §71920(b)(5)(A)(B)(C)(D)(E). The institution shall develop a procedure to document a transcript for each graduate or withdrawn student in the student’s file. The template transcript and procedures shall be submitted to the Bureau to document compliance with this section.</b></p> <p><b>Corrections to the violation shall be submitted to the NTC Analyst with the Declaration page of this document by February 25, 2022.</b></p>


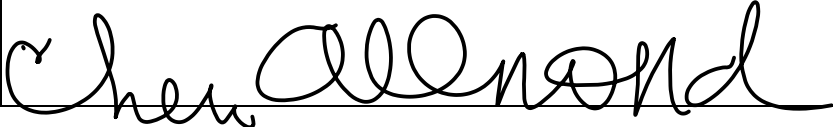
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Inspector’s Initial: *MW*

Administrator’s Initial: *CA*

<p>5, CCR §71920(b)(10). Student Records.</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;</p> <p><b>The withdrawn student files failed to contain a document calculating a student's refund. A refund calculation shall be included in a withdrawn student's file for purposes of determining and documenting the amount the student may be owed for a refund or owe to the school.</b></p> <p><b>To remedy this violation, the institution shall provide the refund calculation worksheet used to determine the amount the institution earned from the student. The document shall calculate the total charges earned and specify the amount of a refund (if applicable), including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent. The institution shall provide their written policy and procedure specifying when the form will be used and implemented.</b></p> <p><b>Corrections to the violation shall be submitted to the NTC Analyst with the Declaration page of this document by February 25, 2022.</b></p>
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Only minor violations are listed on this Notice to Comply.

Inspector's Name	Matthew Wiggins
Inspector's Signature	
Institution Administrator Name/Title:	Cheri Allmond, Program Director
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.pdf](http://www.bppe.ca.gov/lawsregs/ppe_act.pdf)

Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

RETURN THIS FORM BY **FEBRUARY 25, 2022** TO THE NTC ANALYST WITH EITHER:  
1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

**Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.**

DECLARATION

Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **February 25, 2022**.

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Inspector's Initial: *mw*

Administrator's Initial:

*CA*

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