



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY – CU 4305001 0422 (Ed. Code § 94935; 5, CCR § 75010)

Institution Name:	Santa Clara Beauty College	Institution Telephone:	408- 249-2622
Institution Code:	4305001	Administrator Name:	Kim Dang
Street Address:	2630 El Camino Real Santa Clara, CA 95051	Date of Inspection:	April 19, 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:

WEBSITE MINIMUM REQUIREMENTS

	Education Code (CEC) or Regulation (5, CCR)	Violation – Requested Submission
1	CEC §94913(a)(1). Institutional Web Site Requirements.	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (1) The school catalog.</p> <p>The institution’s website failed to contain a current school catalog. The catalog available on the institution’s website is for the 2017/2018 academic year. The institution shall update the catalog annually and post to the institution’s website.</p> <p>To remedy this violation, the institution shall update the website to contain a link to the current school catalog.</p> <p>Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 19, 2022.</p>
2	CEC §94913(a)(2). Institutional Web Site Requirements.	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p>The institution’s website failed to contain current School Performance Fact Sheets (SPFS). The SPFS’s available on the institution’s website are the 2018/2019 SPFS’s. The institution’s website shall contain the most current SPFS’s by December 1 each year. The website should contain the 2019/2020 SPFS’s.</p> <p>To remedy this violation, the institution shall update the website to contain a link to the 2019/2020 SPFS’s for each program offered.</p> <p>Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 19, 2022.</p>
3	CEC §94913(a)(5). Institutional Web Site Requirements.	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (5) The institution’s most recent annual report submitted to the bureau.</p>

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Inspector’s Initial: *smw*

Administrator’s Initial: *KD*

		<p>The institution's website failed to contain the most recent annual report submitted to the bureau. The institution's website contained the 2016 Annual Report. Bureau records shows the institution submitted their 2020 Annual Report, and the report is available from the Bureau's website.</p> <p>To remedy this violation, the institution shall update the website to contain a link to the 2020 Annual Report.</p> <p>Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 19, 2022.</p>
4	<p>CEC §94897(j). Prohibited Business Practices.</p>	<p>An institution shall not do any of the following: (j) In any manner make an untrue or misleading change in, or untrue or misleading statement related to, a test score, grade or record of grades, attendance record, record indicating student completion, placement, employment, salaries, or financial information, including any of the following:</p> <p>The institution's website claims, "Over 90% pass the state exam." This claim is not substantiated by the institution's SPFS's or the exam passage rates from the Board of Barbering and Cosmetology.</p> <p>To remedy this violation, the institution shall update the website with the removal of the claim, "Over 90% pass the state exam."</p> <p>Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 19, 2022.</p>

INSTITUTIONAL RECORDS

	<p>Education Code (CEC) or Code of Regulations (5, CCR)</p>	<p>Subsection, Description, and Required Correction</p>
5	<p>CEC §94900.5(c). Required Institutional Records.</p>	<p>An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information: (c) Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928).</p> <p>The institution was unable to make all required institutional records available upon request as School Performance Fact Sheet and Student Tuition Recovery Fund supporting data was maintained offsite away from the institution's principal place of business in this state.</p> <p>To remedy this violation, the institution shall maintain all institutional records at the institution's principal place of business. The institution shall submit an attestation confirming institutional records will be immediately available at the institution's primary place of business and provide a policy and procedure indicating the institution's practices for ensuring institutional records will be maintained and made immediately available at the institution's principal place of business in this state.</p>

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Inspector's Initial: *MW*

Administrator's Initial:

KD

		Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 19, 2022.
6	5, CCR §71760. Self-Monitoring Procedures.	<p>Each institution shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.</p> <p>The institution failed to provide the institution's written self-monitoring procedures.</p> <p>To remedy this violation the institution shall provide adequate procedures used by the institution to assure that the institution operates in compliance with Bureau's laws and regulations.</p> <p>Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 19, 2022.</p>

Only minor violations are listed on this Notice to Comply.

Inspector's Name	Matthew Wiggins
Inspector's Signature	
Institution Administrator Name/Title:	Kim Dang
Institution Administrator's Signature:	

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppe_act.shtml

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

RETURN THIS FORM BY **May 19, 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 **May 19, 2022**.

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Administrator's Initial:

KD