



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY – CU 90285468 0122 (Ed. Code §94935; 5, CCR §75010)

Institution Name:	Sushi Chef Institute	Institution Telephone:	310-782-8483
Institution Code:	90285468	Administrator Name:	Andy Matsuda
Street Address:	1123 Van Ness Ave Torrance, CA 90501	Date of Inspection:	January 26, 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 TUITION RECOVERY FUND MINIMUM REQUIREMENTS

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
1	5, CCR §76140(a)(5)(10) Record-Keeping Requirements	<p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:</p> <ol style="list-style-type: none"> (1) Student identification number, (2) First and last names, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid. <p>(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.</p> <p>The institution maintains supporting documentation which did not identify the data points bolded and italicized above.</p> <p>To remedy this violation, the institution shall provide documentation to substantiate the 3rd Quarter 2021 STRF Assessment Reporting Form</p>

Notice to Comply – CU 90285468 0122

Inspector's Initial: *mw*



Administrator's Initial: *R*

	<p>containing ALL elements required by 5, CCR §76140(a)(1-13). The documentation shall be submitted in an electronic format pursuant to 5, CCR §76140(b).</p> <p>Corrections to the violation shall be submitted to the NTC Analyst with the Declaration page of this document by February 26, 2022</p>
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STUDENT RECORDS

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
2	5, CCR §71920(b)(5)(A)(B)(C)(D)(E). Student Records	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;</p> <p>(B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;</p> <p>(C) Credit for courses earned at other institutions;</p> <p>(D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;</p> <p>(E) The name, address, website address, and telephone number of the institution.</p> <p>Graduated and withdrawn student files did not contain a transcript from the institution. Institutional records showed the institution developed a transcript template, but the records do not show the institution is creating a transcript for each graduate or withdrawn student.</p> <p>To remedy this violation, 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.</p> <p>Corrections to the violation shall be submitted to the NTC Analyst with the Declaration page of this document by February 26, 2022.</p>

Only minor violations are listed on this Notice to Comply.

Inspector’s Name	Matthew Wiggins
Inspector’s Signature	
Institution Administrator Name/Title:	Andy Matsuda, CEO
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>

Notice to Comply – CU 90285468 0122

Inspector’s Initial: *MW*

Administrator’s Initial: *AM*

RETURN THIS FORM BY **FEBRUARY 26, 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 26, 2022**.