



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



NOTICE TO COMPLY - CA 29369839 1213 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	National Holistic Institute	Institution Telephone:	916-568-6411
Institution Code:	29369839	Administrator Name:	Ms. Linda Riklil, CAO/COO
Street Address:	1610 Arden Way, Suite 110, Sacramento, CA 95815	Date of Inspection:	December 10, 2013

Nature and Facts of the Violation(s):

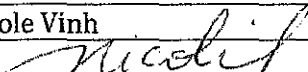
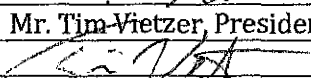
Code of Regulations	Subsection and Description
§71930(c)(1). Maintenance of Records.	(c) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following may apply: (1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act. -Institution's branch campus does not store nor maintain student records at this location. Student files were delivered from the Emeryville campus location.
§71930(c)(2). Maintenance of Records.	(c) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following may apply: (2) For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days. -Institution's branch campus does not store nor maintain student records at this location. Student files are stored at the Emeryville campus location.
§71930(d). Maintenance of Records.	(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subdivision would include fire resistant cabinets. -Institution's branch campus does not store nor maintain student records at this location. All student files are stored at Emeryville campus location. Student files were delivered from the Emeryville campus location in card board boxes.

Only minor violations are listed on the Notice to Comply.

Additional violations may have been identified that will be forwarded to the Enforcement Unit for further review.

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>

Inspector's Name	Ms. Nicole Vinh
Inspector's Signature	
Institution Administrator Name/Title:	Mr. Tim Vietzer, President/Co-owner
Institution Administrator's Signature:	

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

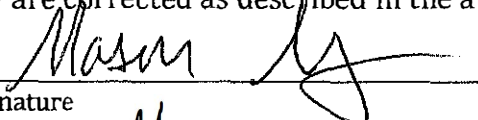
California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

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

1/6/14
Date

Mason Myers, Co-owner
Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY JANUARY 10, 2014.