



**APPEAL OF CITATION INFORMAL CONFERENCE**  
**DECISION: CITATION MODIFIED**

October 12, 2022

Northern California Bible College, Owner  
 Northern California Bible College  
 4439 Stoneridge Drive, Ste 210  
 Pleasanton, CA 94588

Date of Issuance	Citation Number	Institution Code
October 12, 2022	2223007	4300511

On September 8, 2022, an informal telephone conference was held in the matter of Citation: Assessment of Fine and Order of Abatement No. 2223007 (Citation) against Northern California Bible College, Owner of Northern California Bible College (Institution). In attendance were Daniel Rangel, Enforcement Chief, Greg Holsclaw, President, and James Stoner Holk, Compliance and Operation Director.

Pursuant to Business and Professions Code, section 125.9; California Education Code, section 94936; and Title 5 of the California Code of Regulations, section 75020 and section 75040, the Bureau for Private Postsecondary Education (Bureau) renders the following decision relative to your appeal of the Citation No. 2223007.

It is the decision of the Enforcement Chief that on October 3, 2022, Citation No. 2223007 is modified and makes the following change(s):

VIOLATION CODE SECTIONS

#	Below you will find the California Education Code (CEC) and/or Title 5 of the California Code of Regulations (5, CCR code) section(s) of law you are charged with violating.
1.	<p><b>Violation:</b>  <b>CEC Section 94902(b)(1)(3) – General Enrollment Requirements</b>  <i>“(b) An enrollment agreement is not enforceable unless all of the following requirements are met:            (1) The student has received the institution’s catalog and School Performance Fact Sheet prior to signing the enrollment agreement.            (3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.”</i></p>

**5, CCR Section 74112 (m)(1)(3)(4)(5)(6)(7)(8)(9) – Uniform Data – Annual Report, Performance Fact Sheet**

*“(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; and the data for each program shall include at a minimum:*

- (1) the list of job classifications determined to be considered gainful employment for the educational program;*
- (3) graduate’s place of employment and position, date employment began, date employment ended, if applicable, actual salary, hours per week, and the date employment was verified;*
- (4) for each employer from which employment or salary information was obtained, the employer name(s) address and general phone number, the contact person at the employer and the contact’s phone number and email address, and all written communication with employer verifying student’s employment or salary;*
- (5) for students who become self-employed, all documentation necessary to demonstrate self-employment;*
- (6) a description of all attempts to contact each student. or employer;*
- (7) any and all documentation used to provide data regarding license examinations and examination results;*
- (8) for each student determined to be unavailable for graduation or unavailable for employment, the identity of the student, the type of unavailability, the dates of unavailability, and the documentation of the unavailability; and*
- (9) the name, email address, phone number, and position or title of the institution’s representative who was primarily responsible for obtaining the students’ completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.”*

During the inspection, Bureau staff reviewed student files and found that the files were missing SPFS. Institution staff stated that SPFS are not provided to nor reviewed with students prior to ,or at the same time, as the enrollment agreement. Institution staff stated that going forward they will ensure to provide students with the SPFS and will maintain a copy in student files.

Furthermore, Bureau staff reviewed the supporting documentation to substantiate the data reported on the 2018-2019 SPFS and found that the information was incomplete as required data points were missing.

The SPFS data the Institution provided to the Bureau was determined to be missing section 74112 (m)(1)(3-9).

**Order of Abatement:**

The Bureau orders the Institution to submit the missing items from the supporting documentation to substantiate the data reported on the 2018-2019 SPFS. In addition, the Bureau orders the Institution to submit a written policy, or procedure, of how future compliance will be maintained in accordance with CEC Section 94902 and 5, CCR Section 74112.

**Fine Amount: \$5,000.00**

	<u>Reason for modification:</u> New substantive facts were presented at the conference.
	The administrative fine for this violation has been modified from \$5,000.00 to <u>\$2,500.00</u> .
<b>TOTAL MODIFIED ADMINISTRATIVE FINE DUE: <u>\$2,500.00</u></b>	

ORDER OF ABATEMENT

**The Bureau orders that you comply with the orders described in the ‘Violation Code Sections’ of this document and submit evidence of compliance within 30 days from the date of this decision.**

PENALTY – ASSESSMENT OF A FINE

**Payment of the administrative fine is due within 30 days from the date of this decision.** Please complete the Payment of Fine form. Payment must be made to the Bureau by check, or money order. Please include the citation number on the payment of the fine assessment. Payment of the administrative fine shall not constitute an admission of the violation(s) charged and shall be represented as satisfactory resolution of the matter for purposes of public disclosure. Payments may be mailed to:

Tessa Barron, Discipline Citation Program  
 Bureau for Private Postsecondary Education  
 1747 N. Market Blvd., Suite 225  
 Sacramento, CA 95834

APPEAL OF CITATION

You *do not* have the right to request another Informal Conference to appeal this modified Citation. If you did not initially request an Administrative Hearing within 30 days from when the original citation was issued, you can no longer request one.

EFFECTIVE DATE OF CITATION AND FINE ASSESSMENT

This modified Citation is effective on **October 12, 2022**. The Order of Abatement and payment are due by **November 11, 2022**.

Failure to abate the violation or to pay the administrative fine within the time allowed is grounds for denial of an application for an approval to operate or discipline. The Bureau will promptly take all appropriate action to enforce the Modified Citation and recover the civil penalties prescribed therein or found to be due after a hearing.

CONTACT INFORMATION

If you have any questions regarding this decision or desire further information, please contact Tessa Barron, Citation Analyst, at (916) 574-7791 or at Tessa.Barron@dca.ca.gov.

“Original Signature On File”

“10/12/2022”

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**Christina Villanueva**  
**Discipline Manager**

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**Date**

Enclosures

- Payment of Fine – Waiver of Appeal Rights
- Declaration of Service by Certified and First-Class Mail