



**Bureau for Private Postsecondary Education**  
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## **CITATION: ASSESSMENT OF FINE AND ORDER OF ABATEMENT**

To: Brigitte Illingworth  
Coast Career Institute  
1250 E. Cooley Drive  
Colton, CA 92324

**INSTITUTION CODE: 3711841**

**CITATION NUMBER: 1617023**

**CITATION ISSUANCE/SERVICE DATE: SEPTEMBER 1, 2016**

**DUE DATE: OCTOBER 1, 2016**

**FINE AMOUNT: \$ 2,501.00**

**ORDER OF ABATEMENT INCLUDED: YES**

Elainea Shotwell issues this Citation: Assessment of Fine and Order of Abatement (Citation) in her official capacity as Enforcement Manager of the Bureau for Private Postsecondary Education (Bureau) of the California Department of Consumer Affairs.

### CITATION

A Citation is hereby issued to Brigitte Illingworth, Owner of Coast Career Institute (CCI) located at 1250 E. Cooley Drive, Colton, CA 92324, pursuant to Business and Professions Code section 148; California Education Code (CEC) Section 94944; and Title 5 of the California Code of Regulations (5, CCR) Section 75020 for the violation(s) described below.

### BACKGROUND

On March 14, 2014, the Bureau received a complaint from D.Y. The complaint alleges that CCI falsified D.Y.'s Certificate of Completion and falsified attendance records. The complaint alleges violations of California Education Code (CEC) 94897(j).

Bureau staff's review of D.Y.'s records show he was issued a Certificate of Achievement and a Certificate of Completion on July 31, 2013. However, D.Y.'s Student Master Attendance Record Log from his student file shows he attended classes at CCI until August 19, 2013. In addition, CCI's version of D.Y.'s student file contains a different Certificate of Achievement with a date of August 19, 2013. The attendance dates on D.Y.'s attendance log, and CCI's version of D.Y.'s Certificate of Achievement contradict the dates on D.Y.'s Certificate of Achievement and Certificate of Completion. Therefore, CCI is in violation of CEC 94897(j).

## VIOLATION

#	The California Education Code (CEC) and the California Code of Regulations (CCR). Below you will find the code section(s) of law you are charged with violating.
1.	<p><b><u>Violation:</u></b> CEC 94897(j) – Prohibited Business Acts <i>“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:...”</i></p> <p>D.Y. enrolled in CCI’s 32-week Solar Installation-2 course on January 14, 2013. The course began on January 14, 2013, and was scheduled to finish on August 26, 2013. Despite this, CCI issued D.Y. a Certificate of Achievement and a Certificate of Completion on July 31, 2013. D.Y.’s Student Master Attendance Record Log shows D.Y. attended classes until August 19, 2013. In addition, CCI’s version of D.Y.’s student file contains a different Certificate of Achievement with an issue date of August 19, 2013.</p> <p><b><u>Order of Abatement:</u></b> The Bureau orders CCI to cease issuing Certificates of Achievement and Certificates of Completion to students before they finish their program. CCI shall submit a policy or procedure detailing the process for issuing certificates of completion that includes the responsibility of verifying the completion of all required program hours.</p> <p><b><u>Assessment of Fine</u></b> The fine for this violation is <u>\$2,501.00</u>.</p>
<b>TOTAL ADMINISTRATIVE FINE DUE: \$2,501.00</b>	

### ASSESSMENT OF A FINE

In accordance with CEC section 94944; and 5, CCR section 75020(b), the Bureau hereby orders this assessment of a fine in the amount of **\$2,501.00** for the violations described above. **Payment must be made, to the Bureau, within 30 days from the date of service of the Citation.**

### ORDER OF ABATEMENT

In accordance with the provisions of CEC Section 94936 and 5, CCR Section 75020 the Bureau hereby issues the order(s) of abatement described above. **Evidence of compliance with the order(s) of abatement must be submitted, to the Bureau, within 30 days from the date of service of the Citation.**

### APPEAL OF CITATION

You have the right to contest this Citation through an informal conference with the Bureau; and/or through an administrative hearing in accordance with Chapter 5 (Commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.



If you wish to contest this Citation, you must submit the 'Notice of Appeal of Citation – Request for Informal Conference and/or Administrative Hearing' form (enclosed) within 30 days from the date of service of the Citation. *If you do not request an informal conference and/or an administrative hearing within 30 days from the service of the Citation, you will not be able to request one at a later time.*

Unless a written request for an informal conference and/or an administrative hearing is signed by you and delivered to the Bureau by **October 1, 2016**, you will be deemed to have waived or forfeited your right to appeal this matter.

EFFECTIVE DATE OF CITATION

If you do not request an informal conference and/or an administrative hearing, this Citation shall become effective on **September 1, 2016**. Payment of the administrative fine and evidence of compliance with the order(s) of abatement shall be due by **October 1, 2016**. Your payment of the administrative fine shall not constitute an admission of the violation(s) charged.

If a hearing is requested, you will not be required to comply with this Citation until 30 days after a final order is entered against you.

**Payment of the administrative fine and/or written request for appeal must be mailed to:**


Ben Graber, Discipline Citation Program  
Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Failure for an applicant or institution to abate the violation(s) listed above or to pay the administrative fine within the time allowed may result in denial of an application for an approval or renewal to operate; disciplinary action, and/or collection action. The Bureau will promptly take all appropriate action to enforce this 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 Citation, or desire further information, please contact Ben Graber, Enforcement Analyst, at 916-576-2409 or Benjamin.graber@dca.ca.gov.

  
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**Elainea Shotwell**  
**Enforcement Manager**

  
\_\_\_\_\_  
**Date**

Enclosures

- Applicable Laws Violated
- Statement of Rights: Appeal Process Information Sheet
- Notice of Appeal of Citation: Request for Informal Conference and/or Administrative Hearing

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