



Bureau for Private Postsecondary Education
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APPEAL OF CITATION INFORMAL CONFERENCE
DECISION: CITATION MODIFIED

July 1, 2021

Shasta Bible College and Graduate School, Owner
Shasta Bible College and Graduate School
2951 Goodwater Ave.
Redding, CA 96002

Date of Issuance	Citation Number	Institution Code
July 1, 2021	2021236	4500041

On June 1, 2021, an informal telephone conference was held in the matter of Citation: Assessment of Fine and Order of Abatement 2021236 (Citation) against Shasta Bible College and Graduate School, Owner of Shasta Bible College and Graduate School (Institution). In attendance were Beth Danielson, Enforcement Chief, Dr. David Nicholas, Faith McCarthy, Registrar and Dean of Undergraduate Studies, Linda Iles, Director of Financial Aid, and Jane Deangelo, Executive Assistant.

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. 2021236.

It is the decision of the Enforcement Chief that on June 22, 2021, Citation No. 2021236 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>5, CCR Section 74112(m)(1)(2)(3)(4)(5)(6)(7)(8)(9) – Uniform Data – Annual Report, Performance Fact Sheet</p> <p><i>“(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:</i></p> <p><i>(1) the list of job classifications determined to be considered gainful employment for the educational program;</i></p> <p><i>(2) student name(s), address, phone number, email address, program completed, program start date, scheduled completion date, and actual completion dates;</i></p> <p><i>(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;</i></p> <p><i>(4) for each employer from which employment or salary information was obtained, the employer</i></p>

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."

Bureau staff requested the supporting documentation to substantiate the data reported on the 2018-2019 SPFS and found that the following information was missing:

Violation: 5, CCR Section 74112(m)(1): The 2018-2019 SPFS supporting documentation provided failed to contain the list of job classifications determined to be considered gainful employment for the educational program.

Violation: 5, CCR Section 74112(m)(2): The 2018-2019 SPFS supporting documentation provided failed to contain student address, phone number, email address, and program start date.

Violation: 5, CCR Section 74112(m)(3): The 2018-2019 SPFS supporting documentation provided failed to contain graduate's position, date employment began, date employment ended, if applicable, actual salary, hours per week, and the date employment was verified.

Violation: 5, CCR Section 74112(m)(4): The 2018-2019 SPFS supporting documentation provided failed to contain for each employer from which employment 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.

Violation: 5, CCR Section 74112(m)(5): The 2018-2019 SPFS supporting documentation provided failed to contain for students who become self-employed, all documentation necessary to demonstrate self-employment.

Violation: 5, CCR Section 74112(m)(6): The 2018-2019 SPFS supporting documentation provided failed to contain a description of all attempts to contact each student. or employer.

Violation: 5, CCR Section 74112(m)(7): The 2018-2019 SPFS supporting documentation provided failed to contain any and all documentation used to provide data regarding license examinations and examination results.

Violation: 5, CCR Section 74112(m)(8): The 2018-2019 SPFS supporting documentation provided failed to contain for each student determined to be unavailable for graduation or unavailable for

<p>employment, the identity of the student, the type of unavailability, the dates of unavailability, and the documentation of the unavailability.</p> <p>Violation: 5, CCR Section 74112(m)(9): The 2018-2019 SPFS supporting documentation provided failed to contain the 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, and copies of notes, letters or emails through which the information was requested and gathered.</p> <p><u>Order of Abatement:</u> The Bureau orders the Institution to submit to the Bureau a policy, or procedure, of how the Institution will maintain future compliance with 5, CCR section 74112.</p> <p><u>Assessment of Fine</u> The fine for this violation is <u>\$5,000.00</u></p> <p><u>Reason for fine modification:</u> New substantive facts were presented at the conference.</p> <p>The administrative fine for this violation has been modified from <u>\$5,000.00</u> to <u>\$500.00</u>.</p>
<p>TOTAL MODIFIED ADMINISTRATIVE FINE DUE: <u>\$500.00</u></p>

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:

Gabiella Perez, 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. You *do*, however, have the right to appeal this affirmed or modified Citation through an Administrative Hearing. A hearing before an Administrative Law Judge will be scheduled and you will be notified of the hearing date. The hearing will be held pursuant to Chapter 5 (commencing with section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

If you do not wish to appeal this modified Citation you must withdraw your initial request for an Administrative Hearing. Please complete and mail the enclosed Withdrawal – Request for Administrative Hearing within **30 Days** of the date of this decision.

EFFECTIVE DATE OF CITATION AND FINE ASSESSMENT

This modified Citation is effective on **July 1, 2021**. The Order of Abatement and payment are due by **July 31, 2021**,

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 Gabriella Perez, Citation Analyst, at (916) 574-8969 or at Gabriella.Perez@dca.ca.gov.

“Original signature on file”

“7/2/2021”

Christina Villanueva
Discipline Manager

Date

Enclosures

- Payment of Fine – Waiver of Appeal Rights
- Withdrawal- Request for Administrative Hearing
- Declaration of Service by Certified and First-Class Mail