



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-25861237-0216 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Creative Career Options	Institution Telephone:	949-493-4154a
Institution Code:	25861237	Administrator Name:	Jorge Porta
Street Address:	19 Wimbledon Court Dana Point, CA 92629	Date of Inspection:	February 25, 2016

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:

Education Code	Subsection, Description, and Required Correction
§94909 - Minimum Requirements for School Catalog.	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(3) The following statements:</p> <p>(A) "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at a (address), Sacramento, CA (ZIP Code), (Internet Web site address), a (telephone and fax numbers)."</p> <p>The institution failed to include the required information.</p> <p>The institution shall submit a copy of its revised catalog to include the required statement verbatim.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(4) The address or addresses where class sessions will be held.</p> <p>The institution failed to include the required information.</p> <p>Institution shall submit a copy of its revised catalog that includes the correct location where class sessions will be held.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p>

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	<p>(8) A detailed description of institutional policies in the following areas:</p> <p>(C) Probation and dismissal policies.</p> <p>The institution failed to include the required policies.</p> <p><i>Institution shall submit a copy of its revised catalog that contains the institution's dismissal policies. The catalog currently states a student will be withdrawn if they do not abide by the institution's rules and regulations. Please provide the rules and regulations that will withdraw a student if not followed.</i></p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p> <p>The institution failed to include all of the required information.</p> <p><i>The institution shall submit a copy of its revised catalog that shows the schedule of total charges for a period of attendance that includes a textbook fee and also shows an estimated schedule of total charges for the entire program.</i></p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(12) A statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).</p> <p>The institution failed to include the complete information.</p> <p><i>The institution shall submit a copy of its revised catalog to include the statement if the institution has a pending petition in bankruptcy.</i></p>
<p>§94911 - Minimum Requirements for Enrollment Agreements.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(b) A schedule of total charges, including a list of any charges that are nonrefundable and the student's obligations to the Student</p>

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Administrator's Initial: *S. R.*

	<p>Tuition Recovery Fund, clearly identified as nonrefundable charges.</p> <p>The institution failed to include a schedule of total charges.</p> <p><i>The institution shall submit a copy of its revised enrollment agreement that includes a schedule of total charges.</i></p>
<p>§94900.5. - Required Institutional Records.</p>	<p>An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:</p> <p>(b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.</p> <p>The institution failed to maintain the proper documentation of faculty records.</p> <p><i>The institution shall submit a copy of the current faculty files with verification of educational qualifications for each faculty.</i></p>

Code of Regulations	Subsection, Description, and Required Correction
<p>§71810 - Catalog.</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(9) A description of the facilities and of the types of equipment and materials that will be used for instruction;</p> <p>The institution failed to include the information in the catalog.</p> <p><i>The institution shall submit a copy of its revised catalog that includes information that the software is provided for instruction. In addition, that a textbook is required for instruction.</i></p>
<p>§71810 - Catalog.</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(14) Policies on student rights, including the procedure for addressing student grievances; and</p> <p>The institution failed to include the required information.</p> <p><i>Institution shall submit a copy of its revised catalog to include a clear description of the grievance procedures.</i></p>
<p>§71810 - Catalog.</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(15) Policies on the retention of student records.</p> <p>The institution failed to include the required information.</p> <p><i>The institution shall submit a copy of its revised catalog that</i></p>

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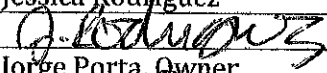

Administrator's Initial: *S. R.*

	<i>Includes student records are maintained for a period of 5 years from the student's date of completion or withdrawal.</i>
§71800 – Enrollment Agreement.	<p>In addition to the requirements of section 94911 of the Code, an institution shall provide to each student an enrollment agreement that contains at the least the following information:</p> <p>(e) Itemization of all institutional charges and fees including, as applicable:</p> <p>(5) Textbooks, or other learning media;</p> <p>The institution failed to include a complete itemization of charges.</p> <p><i>Institution shall submit a copy of its revised enrollment agreement that includes an itemization of all institutional charges and fees; the tuition cannot include the cost of textbooks.</i></p>
§71920 – 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>(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:</p> <p>(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;</p> <p>The institution failed to maintain the proper documentation of student records.</p> <p><i>The institution shall submit a copy of three (3) current student files with verification of high school completion or equivalent.</i></p>

Only minor violations are listed on this Notice to Comply.

Additional material violations have been found? Y / N (Circle one)

If yes, material violations will be forwarded to Enforcement for further review. A Bureau representative will contact the institution with additional guidance.

Inspector's Name	Jessica Rodriguez
Inspector's Signature	
Institution Administrator Name/Title:	Jorge Porta, Owner
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>

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Administrator's Initial: J. P.

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

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY MARCH 25, 2016

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Administrator's Initial: *S.P.*