



**NOTICE TO COMPLY** – CU-2701161-0419 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	P Steve Ramirez Vocational Training Centers	Institution Telephone:	866-478-0609
Institution Code:	2701161	Administrator Name:	Jaime A Castillo
Street Address:	1300 W. Shaw Suite 1A Fresno, CA. 93711	Date of Inspection:	4/3/2019

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:

Referenced Law	Subsection, Description, and Required Correction
<p><b>§76140 - Record-Keeping Requirements.</b></p>	<p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:</p> <ol style="list-style-type: none"> <li>(1) Student identification number,</li> <li>(2) First and last names,</li> <li>(3) Email address,</li> <li>(4) Local or mailing address,</li> <li>(5) Address at the time of enrollment,</li> <li>(6) Home address,</li> <li>(7) Date enrollment agreement signed,</li> <li>(8) Courses and course costs,</li> <li>(9) Amount of STRF assessment collected,</li> <li>(10) Quarter in which the STRF assessment was remitted to the Bureau,</li> <li>(11) Third-party payer identifying information,</li> <li>(12) Total institutional charges charged, and</li> <li>(13) Total institutional charges paid.</li> </ol> <p><b>The institution's STRF Assessment Reporting Form back-up data for forth quarter 2018 failed to include all 13 categories in an electronic format.</b></p> <p><b>To remedy the violation the institution shall provide the back-up data to substantiate the information reported on the STRF Assessment Reporting form for forth quarter 2018.</b></p> <p><b>A copy of the required documents shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>

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Inspector's Initial: *[Signature]*

Administrator's Initial: *J.A.C.*



<p><b>5, CCR §71720. Faculty.</b></p>	<p>(b) Instructors in an Educational Program Not Leading to a Degree.          (2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p> <p><b>The institution did not have an employee policy requiring instructors to complete a minimum number of hours of continuing education each year. The institution did not maintain faculty records showing the instructor completed continuing education requirements in the last year.</b></p> <p><b>To remedy this violation, the institution shall update each faculty member file with documentation of their completed continuing education courses. The institution shall submit with their NTC response an established policy and procedure for updating and maintaining faculty files with each faculty member’s continuing education documentation.</b></p> <p><b>The records correction shall be submitted with the institution’s response to the NTC and the last page of this document within the specified time frame.</b></p>
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**Only minor violations are listed on a Notice to Comply.**

Inspector’s Name	Greg A Seib
Inspector’s Signature	
Institution Administrator Name/Title:	Jaime Castillo
Institution Administrator’s Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](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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Inspector’s Initial:

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**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 **May 5, 2019****