



NOTICE TO COMPLY – CU-27687973-1019 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	California Truck Driving Academy, LLC.	Institution Telephone:	(800) 581-2048
Institution Code:	27687973	Administrator Name:	Tina Singh
Street Address:	921 North Poinsettia Street, Unit A Santa Ana, CA 92701	Date of Inspection:	10/29/2019

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:

STUDENT RECORDS MINIMUM REQUIREMENTS

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency – Requested Submission
1	5, CCR § 71920	<p>(a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.</p> <p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;</p> <p>The school did not maintain in its withdrawn student files, a document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.</p> <p>To remedy this violation, the school shall create a document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent. The school shall submit a template of this document and the school’s policy showing the school is placing the document in each withdrawn student file. The document shall be submitted with the</p>

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Inspector’s Initial: *[Signature]*

Administrator’s Initial: *[Signature]*



		institution's response to the NTC and the last page of this document by November 28, 2019.
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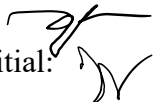

SELF-MONITORING PROCEDURES

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency - Requested Submission
2	5, CCR §71760	<p>Each institution shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.</p> <p>The school does not maintain self-monitoring procedures.</p> <p>To remedy this violation, the school shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division. The school shall submit a copy of the school's self-monitoring policy with the institution's response to the NTC and the last page of this document by November 28, 2019.</p>

FACULTY RECORDS MINIMUM REQUIREMENTS

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency - Requested Submission
3	5, CCR § 71720	<p>(b) Instructors in an Educational Program Not Leading to a Degree.</p> <p>(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>The instructor files failed to contain documentation that the instructor maintains their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p> <p>To remedy this violation, the school shall develop continuing education policy for its instructors. The school shall submit the continuing education policy</p>

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Inspector's Initial: 
 Administrator's Initial: 



		with the institution's response to the NTC and the last page of this document by November 28, 2019.
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NOTIFICATION OF NON-SUBSTANTIVE CHANGE

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency - Requested Submission
4	5, CCR § 71660	<p>An institution shall notify the Bureau of a non-substantive change including: change of location of less than 10 miles; addition of a program related to the approved programs offered by the institution; addition of a new branch five miles or less from the main or branch campus; addition of a satellite; and change of mailing address. All such notifications shall be made within 30 days of the change and sent to the Bureau, in writing, to the address listed in section 70020.</p> <p>The school failed to notify the bureau of its satellite location located on North Grand Avenue in Santa Ana.</p> <p>To remedy this violation, the school shall notify the Bureaus Licensing unit of it the satellite location on North Grand Avenue. You may contact the Bureaus Licensing Unit at BPPE.Licensing@dca.ca.gov regarding the information and requirements to update Bureau records. The school shall submit a copy of the notification and documentation sent to the Licensing Unit with the institution's response to the NTC and the last page of this document by November 28, 2019.</p>

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Gema Fider
Inspector's Signature	
Institution Administrator Name/Title:	Tina Singh, CEO
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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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.

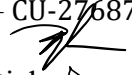
Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **November 28, 2019**

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Inspector's Initial: 

Administrator's Initial: 