



NOTICE TO COMPLY – CU-42693340-1019 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Professional Schools of Beauty, Fashion and Arts, Inc.	Institution Telephone:	(818)578-5262
Institution Code:	42693340	Administrator Name:	Florence Andong-Ella
Street Address:	18573 Sherman Way Blvd. Reseda, CA 91335	Date of Inspection:	10/15/2019

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
§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>(8) A detailed description of institutional policies in the following areas:</p> <p>(A) Admissions policies, including the institution’s policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</p> <p>The institution’s catalog failed to include the name of the Ability to Benefit exam being offered by West Valley Occupational Center and accepted by the school.</p> <p>To remedy the violation, the institution shall include the name of the Ability to Benefit Exam the institution is accepting for admissions. A corrected catalog shall be submitted with the last page of this document by the date listed below.</p>
§94913 - Website.	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p>

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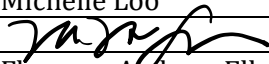
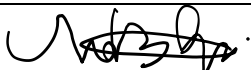
Inspector’s Initial: *mf*

Administrator’s Initial: *FAE*

	<p>(1) The school catalog. (2) A School Performance Fact Sheet for each educational program offered by the institution. (3) Student brochures offered by the institution. (4) A link to the bureau's Internet Web site. (5) The institution's most recent annual report submitted to the bureau.</p> <p>The institution's website failed to include a link to the school catalog.</p> <p>To remedy the violation, the institution shall post a link to their catalog on their school website. A copy of the link shall be submitted with the last page of this document by the dated listed below.</p>
<p>§71710 - Educational Program.</p>	<p>In order to meet its mission and objectives, the educational program defined in section 94837 of the Code shall be comprised of a curriculum that includes:</p> <p>(c) Course or module materials that are designed or organized by duly qualified faculty. For each course or module, each student shall be provided with a syllabus or course outline that contains:</p> <p>(1) A short, descriptive title of the educational program; (2) A statement of educational objectives; (3) Length of the educational program; (4) Sequence and frequency of lessons or class sessions; (5) Complete citations of textbooks and other required written materials; (6) Sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured; (7) Instructional mode or methods.</p> <p>The institution failed to provide students with a syllabus or course outline including the required information listed above.</p> <p>To remedy the violation, the institution shall provide copies of their syllabus for each approved program and a policy and procedure for ensuring students receive a copy at the beginning of the course or module. A copy of the syllabus' and policy and procedure shall be submitted with the last page of this document by the dated listed below.</p>
<p>§71920 - Student Records.</p>	<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>(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</p>


	<p>award of credit or acceptance of transfer credits including the following: (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>Three out of eight files reviewed failed to contain documentation of students' high school completion or equivalent or ability to benefit test.</p> <p>To remedy the violation, the institution shall provide their policy and procedure for ensuring all student files have verification of high school or equivalent, or a valid ability to benefit test. The policy and procedure shall be submitted with the last page of this document by the date listed below.</p>
§71720 - Faculty.	<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>Three out of four instructor files failed to contain records of continuing education in her or her subject area, classroom management or other courses related to teaching.</p> <p>To remedy the violation, the institution shall provide their policy and procedure for ensuring their instructors maintain their knowledge with continuing education. A copy of the policy shall be submitted with the last page of this document by the date listed below.</p>

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Florence Ardong-Ella, 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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Inspector's Initial: 
Administrator's Initial: FAE

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 15, 2019**

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Inspector's Initial: *ms*

Administrator's Initial: *FAE*