



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

September 26, 2017

California State Association of Free Will Baptists  
 California Christian College  
 4881 East University Avenue  
 Fresno, CA 93703

| Date of Issuance   | Citation Number | Institution Code |
|--------------------|-----------------|------------------|
| September 26, 2017 | 1617030         | 1000341          |

On February 28, 2017 an informal [telephone] conference was held in the matter of Citation: Assessment of Fine and Order of Abatement No. 1617030 (Citation) against California State Association of Free will Baptists, owner of California Christian College. In attendance were Yvette Johnson, Enforcement Chief; W. Trent Walley, Owner; Wanda Walley, President; and McKenzie Zerker, Registrar.

Pursuant to Business and Professions Code, §125.9; California Education Code, §94936; and Title 5 of the California Code of Regulations, §75020 and §75040, the Bureau for Private Postsecondary Education (Bureau) renders the following decision relative to your appeal of the Citation No. 1617030.

It is the decision of the Enforcement Chief that on September 25, 2017 Citation No. 1617030 is modified and makes the following change(s):

**VIOLATION CODE SECTIONS**

|   |   |
|---|---|
| # | The California Education Code (CEC) and the California Code of Regulations (CCR). Below you will find the section(s) you are charged with violating.  |
| 1 | <p><b><u>MODIFIED</u></b><br/> <b><u>Violation:</u></b><br/>                     5, CCR 74112(a) - Uniform Data – Annual Report, Performance Fact Sheet<br/> <i>“(a) Format. The format for the Performance Fact Sheet shall be in at least 12 pt. type, in an easily readable font, with 1.15 line spacing. The Performance Fact Sheet shall contain all and only the information required or specifically permitted by section 94910 of the Code or this chapter.”</i></p> <p>On April 24, 2015, Bureau staff reviewed California Christian College’s SPFS, published on their website, and found that the 2012/2013 SPFSs contain information above and beyond what is permitted per 5, CCR 74112(a). The 2012/2013 SPFSs contain a statement on the last page that says, “California Christian College offers degree granting programs that are accredited through Transnational Association of Christian Schools and Colleges. The data provided reflects students who have continued on to complete their preferred degree.” This statement is not permitted by law</p> |

or regulation and is therefore in violation of 5, CCR 74112(a).

**Order of Abatement:**

The Bureau orders the institution to resubmit their 2012/2013 SPFS containing all and only the information required by regulation, in accordance with 5, CCR 74112(a). The Bureau orders the institution to submit their 2013/2014 SPFS containing all and only the information required by regulation, in accordance with 5, CCR 74112(a).

In addition, the Bureau passed new regulations in July 2016 that contain new requirements for SPFS backup documentation. The Bureau orders the institution to review the new regulations contained in 5, CCR 74112 to ensure compliance with current regulations. The Bureau orders that the institution submit a written policy of how compliance with this code section will be maintained.

**Assessment of Fine**

The fine for this violation is \$1,000.00

**Reason for modification:** Violation mitigated

The administrative fine for this violation has been modified from \$1,000.00 to \$00.00.

**MODIFIED**

2. **Violation:**

5, CCR 74112(h) - Uniform Data – Annual Report, Performance Fact Sheet

*“(h) Documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a Performance Fact Sheet, and shall include at a minimum: student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student. Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is 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.”*

On October 15, 2015, California Christian College provided the SPFS backup documentation to the Bureau. Bureau staff reviewed the submitted documentation and found that California Christian College failed to provide most of the required data that supports their 2012/2013 SPFS. Documentation supporting all data reported did not include employment position, salary, hours, and a description of all attempts to contact each student. Documentation also did not include the name, email address, phone number, and position or title of the institution's representative who is 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.

**Order of Abatement:**

The Bureau orders the institution to collect, maintain and submit student information to substantiate the 2012/2013 and 2013/2014 SPFS and that SPFS backup documentation meets regulation standards in accordance with 74112(h) for all periods from January 1, 2012 through December 31, 2015.

In addition, the Bureau passed new regulations in July 2016 that contain new requirements for SPFS

backup documentation. The Bureau orders the institution to review the regulations contained in 5, CCR 74112(m) to ensure compliance with current regulations. The Bureau orders that the institution submit a written policy of how compliance with this code section will be maintained.

**Assessment of Fine**

The fine for this violation is \$3,000.00

Reason for modification: Violation mitigated

The administrative fine for this violation has been modified from \$3,000.00 to \$1,001.00.

3. **Uphold Violation:**

CEC 94896(b) - Substantive Change for Institutions Approved by Means of Accreditation  
*"(b) The institution shall notify the bureau of the substantive change on a form provided by the bureau."*

CEC 94894. Substantive Change Defined

*The following changes to an approval to operate are considered substantive changes and require prior authorization:*

*(a) A change in educational objectives, including an addition of a new diploma or a degree educational program unrelated to the approved educational programs offered by the institution.*

5, CCR 71650(d) – Application for Change in Educational Objectives

*"(d) An institution that has been granted an approval to operate by means of accreditation shall notify the Bureau of the substantive change within 30 days of that change on the Change in Educational Objectives form, by providing the information required by (c)(1) and (c)(10), and shall attach certification from the institution's accreditation agency demonstrating that the substantive change was made in accordance with the institution's accreditation standards, and complies with the Act and this Division."*

On April 24, 2015, Bureau staff identified that California Christian College advertised three programs on their website that were not approved by the Bureau: Certificate in Urban Leadership, Associate of Arts in Liberal Studies, and Youth Ministry Emphasis.

On October 20, 2015, California Christian College submitted an Application for a Change in Educational Objectives to the Bureau to add the additional three educational programs. Included in the application was a letter dated September 23, 2014 from the institution's accreditor, Transnational Association of Christian Colleges and School, which stated that California Christian College was approved to offer the programs. Based on the evidence, California Christian College did not notify the Bureau within 30 days of the date on which the substantive change took effect, as required by 5, CCR 71650(d).

**Assessment of Fine**

The fine for this violation is \$101.00

The total administrative fine has been modified from \$4,101.00 to \$1,102.00.

**TOTAL MODIFIED ADMINISTRATIVE FINE DUE: \$1,102.00**

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:

Gurinder Sandhu, Discipline Citation Program  
Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

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 modified Citation through an Administrative Hearing, *only if* you initially requested one within 30 days from the issuance date of the original citation. 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 did not initially request an Administrative Hearing within 30 days from when the original citation was issued, you can no longer request one.

If you do not wish to appeal this modified Citation you must withdraw your initial request for an Administrative Hearing, if one was made. 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

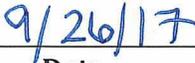
This modified Citation is effective on September 26, 2017. The order of abatement and payment are due by **October 26, 2017**.

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 Affirmed 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 Gurinder Sandhu, Discipline Analyst, at (916) 431-6940 or at [Gurinder.Sandhu@dca.ca.gov](mailto:Gurinder.Sandhu@dca.ca.gov).

  
\_\_\_\_\_  
Yvette Johnson  
Enforcement Chief

  
\_\_\_\_\_  
Date

Enclosures

- Payment of Fine – Waiver of Appeal Rights
- Copy of Citation Order Number