



**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 - CU 3000051 1216 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	California Career School	Institution Telephone:	714-635-6585
Institution Code:	3000051	Administrator Name:	Chuck Emanuele
Street Address:	1100 Technology Circle Anaheim CA, 92805	Date of Inspection:	12/6/16

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
§94913 - Institutional Web Site Requirements	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <ol style="list-style-type: none"> <li>(1) The school catalog.</li> <li>(2) A School Performance Fact Sheet for each educational program offered by the institution.</li> <li>(3) Student brochures offered by the institution.</li> <li>(4) A link to the bureau's Internet Web site.</li> <li>(5) The institution's most recent annual report submitted to the bureau.</li> </ol> <p><b>The institution failed to include a link to the bureau's internet website.</b></p> <p><b>To remedy the violation, the institution shall provide a link to the bureau's website.</b></p> <p><b>A printout or a link to the updated website 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>
§94897 - Prohibited Business Practices.	<p>(1) Use the terms "approval," "approved," "approval to operate," or "approved to operate" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is "licensed" or "licensed to operate," but may not state or imply either of the following:</p> <ol style="list-style-type: none"> <li>(1) The institution or its educational programs are endorsed or recommended by the state or by the bureau.</li> <li>(2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.</li> </ol> <p><b>The institution's catalog failed to include a complete statement and included Education Codes from the Bureau for Private</b></p>

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Inspector's Initial: *MS*  
 Administrator's Initial: *[Signature]*

**Post-Secondary and Vocational Education.**

**To remedy this violation the institution shall revise their catalog including the complete required statement: (see example)**

**This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.**

**In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.**

**A copy of the e-mail sent to students and revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.**

§94909 - Minimum Requirements for School Catalog.

(a)(3) (C) "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (Internet Web site address)."

**The institution's catalog failed to include this as a verbatim statement. Additional language was added to the statement and an incorrect mailing address for the bureau provided.**

**To remedy the violation the institution shall remove any additional language from this verbatim statement and correct the bureau's contact information.**

**In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.**



**A copy of the e-mail sent to students and revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.**

§94909 - Minimum Requirements for School Catalog.

(a)(6) If the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state, a notice to that effect and a list of the requirements for eligibility for licensure.



**The institution's catalog failed to include the specific requirements for their programs that require licensure in this state.**

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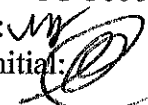
	<p><b>To remedy the violation the institution shall add a complete list of all requirements for licensure in this state.</b></p> <p><b>In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog 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>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(7) Information regarding the faculty and their qualifications.</p> <p><b>The institution's catalog failed to include a complete list of faculty and their qualifications.</b></p> <p><b>To remedy the violation the institution shall include a complete list of instructors and their qualifications.</b></p> <p><b>In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog 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>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(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><b>The institution's admissions policy references an ATB test being used for admissions. The catalog shall include the ATB test being accepted and the passing scores. The institution's catalog also failed to include a statement indicating whether the institution accepts transfer credits from other schools and if the school has entered into a transfer or articulation agreement with any other schools.</b></p> <p><b>In order to remedy the violation, the institution shall include all required disclosures listed above.</b></p> <p><b>In addition, the institution shall send an email to all current</b></p>


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	<p>California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</p> <p><b>A copy of the e-mail sent to students and revised catalog 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>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(B) Cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with Section 94919).</p> <p><b>The institutions catalog failed to include a statement including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.</b></p> <p><b>To remedy the violation the institution shall revise their catalog to include the required cancelation policy.</b></p> <p><b>In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog 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>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(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><b>The institution's catalog failed to contain a statement for the total charges for a period of attendance and total charges for entire program.</b></p> <p><b>To remedy the violation the institution shall add the total charges for a period of attendance and total charges for entire program. In addition the institution needs to add STRF fees as \$0 (non-refundable)</b></p> <p><b>In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p>



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	<p><b>A copy of the e-mail sent to students and revised catalog 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>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(11) A statement specifying that, if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.</p> <p><b>The institution's catalog failed to include a statement specifying if a student obtains a loan to pay for an educational program the student will have the responsibility to repay the loan.</b></p> <p><b>To remedy the violation the institution shall add the required disclosure statement.</b></p> <p><b>In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog 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>
<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following: (h) The transferability disclosure that is required to be included in the school catalog, as specified in paragraph (15) of subdivision (a) of Section 94909.</p> <p>94909(a)(15) The following statement:  <b>"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION</b></p> <p><b>The institution's enrollment agreement was missing the required verbatim title specified in in paragraph (15) of subdivision (a) of Section 94909.</b></p> <p><b>To remedy the violation the institution shall add the verbatim language to their enrollment agreement.</b></p> <p><b>Documentation of compliance 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>
<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<p>(c) In underlined capital letters on the same page of the enrollment agreement in which the student's signature is required, the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment.</p>

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Inspector's Initial:   
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	<p>The institution's enrollment agreement failed to include the required statements noted above.</p> <p>To remedy the violation the institution shall update their enrollment agreement to include the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<p>(d) A clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.</p> <p>The institution's enrollment agreement failed to include a clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.</p> <p>To remedy the violation the institution shall update their enrollment agreement to state clearly and conspicuously the required disclosure.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<p>(e) (1) A disclosure with a clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," under which it is explained that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.</p> <p>The institution's cancelation policy did not state that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution had an alternate refund policy not approved by the bureau.</p> <p>To remedy the violation the institution shall update their enrollment agreement with the correct cancellation policy.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94900 - Required Student Records</p>	<p>(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following: (2) The courses and units on which the certificate or</p>

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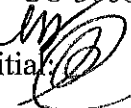
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	<p>degree was based.(3) The grades earned by the student in each of those courses.</p> <p><b>The institution's graduate files failed to contain transcripts that included the courses and units the certificate was based on and the grades earned by each student.</b></p> <p><b>To remedy the violation the institution shall provide complete transcripts for three graduate files.</b></p> <p><b>Documentation of compliance 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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<b>Code of Regulations</b>	<b>Subsection, Description, and Required Correction</b>
§74117- Website.	<p>In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>94913. Institutional Web Site Requirements  (a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:  (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><b>The institution's website failed to include clear and conspicuous links to all the items required in section 94913(a) on their website home page.</b></p> <p><b>To remedy the violation, the institution shall provide clear and conspicuous links to all the items required to be maintained in section 94913 on the institution's home page.</b></p> <p><b>A printout or a link to the updated website 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>
§71810 - Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:  (1) The specific beginning and ending dates defining the time period covered by the catalog.</p> <p><b>The institution's catalog failed to include specific beginning and ending dates.</b></p> <p><b>To remedy the violation, the institution shall update their</b></p>

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	<p>catalog to include month, date, and year.</p> <p><b>In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog 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>
<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>(5) Whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted</p> <p><b>The institution's catalog failed to indicate whether any instruction will occur in a language other than English and the level of English proficiency required.</b></p> <p><b>To remedy the violation the institution shall add a statement indicating whether instruction will occur in a language other than English and the level of English proficiency required.</b></p> <p><b>In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog 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>
<p>§71810 - Catalog.</p>	<p>(a)(13) Housing information including all of the following:</p> <p>(B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing;</p> <p><b>The institution's catalog failed to include the availability of housing and approximate cost of housing located reasonably near the institution.</b></p> <p><b>To remedy the violation the institution shall add a statement indicating availability and approximate cost of housing.</b></p> <p><b>In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog shall</b></p>

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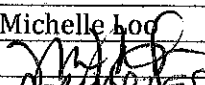
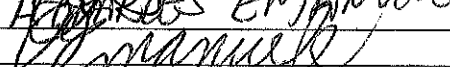
	<p><b>be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
§71810 - Catalog.	<p>(14) Policies on student rights, including the procedure for addressing student grievances.</p> <p><b>The institution's catalog failed to include a statement in their grievance policy allowing students to contact the bureau to file a grievance prior to filing a grievance with the school.</b></p> <p><b>To remedy the violation the institution shall update their catalog allowing students to file a complaint with the bureau prior to an internal grievance procedure.</b></p> <p><b>In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog 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>
§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: (b) Period covered by the enrollment agreement.</p> <p><b>The institution's enrollment agreement failed to include the period covered by the enrollment agreement.</b></p> <p><b>To remedy the violation the institution shall update their enrollment agreement to include the period covered by the enrollment agreement.</b></p> <p><b>Documentation of compliance 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>
§74112 - Uniform Data - Annual Report, Performance Fact Sheet.	<p>(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.</p> <p><b>The institution failed to provide back-up data for the School</b></p>

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Inspector's Initial: *W*  
 Administrator's Initial: *Q*

	<p>Performance Fact Sheet to include; student name(s), address, phone number, email address, program completed, program start and completion dates.</p> <p>To remedy the violation the institution shall provide the back-up data required to substantiate the 2014-2015 School Performance Fact Sheet.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>


Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	ARNDOS EMANUELE
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.

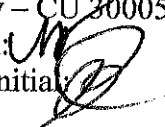
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Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **01/7/17**

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Inspector's Initial: 

Administrator's Initial: 