



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



NOTICE TO COMPLY - CA 0101871 1012 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Center for Psychological Studies	Institution Telephone:	510-644-0960
Institution Code:	0101871	Administrator Name:	Dr. Jeffrey LeRoux
Street Address:	2288 Fulton Street, #201 Berkeley, CA 94704	Date of Inspection:	10/29-30/2012

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§71710 - Educational Program.	(c)(1)-(7) Not all course syllabi were available; and not all course syllabi contained all required data including: (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.
§71720 - Faculty.	(a)(4)(A)(1)-(2): Not all faculty files contained verification of one of the following: (1) a degree from an institution approved by the Bureau or previously approved by a predecessor agency of the Bureau; or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES). (2) a credential generally recognized in the field of instruction.
§71920 - Student Records.	(b)(10) There was no refund documentation in the withdrawn student's file that included a document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges,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.

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Inspector's Initial:

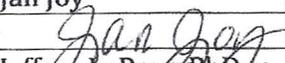
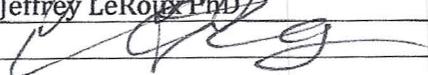
Administrator's Initial:

§71930 - Maintenance of Records.	(d) School did not maintain a second set of all academic and financial records required by the Act and this chapter at a different location than the school or the originals were not secured in a manner secure from damage or loss (such as fire resistant cabinets).
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Code of Regulations	Subsection and Description
§94900.5 - Required Institutional Records.	(b) School did not maintain records of the educational qualifications for each faculty member for a minimum of 5 years.

Only minor violations are listed on the Notice to Comply.

If this box is checked additional material violations have been found and will be forwarded to Enforcement for further review.

Inspector's Name	Jan Joy
Inspector's Signature	
Institution Administrator Name/Title:	Jeffrey LeRoux PhD
Institution Administrator's Signature:	

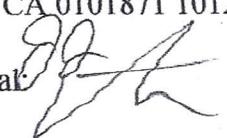
Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppe_act.shtml

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:



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

11/29/12

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Inspector's Initial:

Administrator's Initial:

