



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY - CA 0107071 1112 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Regional Technical Training Center	Institution Telephone:	510-444-6441
Institution Code:	0107071	Administrator Name:	Jan Joy
Street Address:	760 Maritime Street Oakland, CA 94607	Date of Inspection:	11/28-29/2012

Nature and Facts of the Violation(s):

Education Code	Subsection and Description

Code of Regulations	Subsection and Description
§71920 - Student Records.	(b)(1)(A) Student files were missing verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work.
§71930 - Maintenance of Records.	(d) The institution did not maintain a second set of all student academic and financial records at a different location, or maintain the original records in a manner secure from damage or loss (such as fire resistant cabinets).

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:	Bernard Ashcraft - 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>

Notice to Comply - CA 0107071 1112

Inspector's Initial: JJ

Administrator's Initial: BA

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 DECEMBER 29, 2012

Notice to Comply – CA 0107071 1112
Inspector's Initial: *PP*
Administrator's Initial: *RO*