



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
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NOTICE TO COMPLY – CA 0107131 0216 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Amfasoft Corporation	Institution Telephone:	510-745-9548
Institution Code:	0107131	Administrator Name:	Farhana Ahmed
Street Address:	39510 Paseo Padre Parkway Suite 380 Fremont, CA 94538	Date of Inspection:	February 23, 2016

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:

WEBSITE & ADVERTISEMENTS

Education Code or Code of Regulations	Subsection, Description, and Required Correction
CCR §71717. Satellite Locations.	<p>(d) Advertising indicating the location of a satellite shall indicate the nature of the classroom.</p> <p>The institution’s website (www.amfasoft.com) and advertisements do not describe the nature of the satellite locations.</p> <p>To remedy the violation, the institution shall update the website and any advertisements to describe the nature of their satellite locations.</p> <p>The corrections to the website and advertisements shall be submitted with the institution’s response to the NTC and the last page of this document within the specified time frame.</p>
CEC §94897. Prohibited Business Practices.	<p>(e) Advertise, or indicate in promotional material, that the institution is accredited, unless the institution has been accredited by an accrediting agency.</p> <p>The institution’s advertisements refer to their “BBB Accreditation.” When describing the educational programs offered, an institution cannot indicate they are accredited unless the institution has been accredited by an accrediting agency recognized by the United States Department of Education.</p> <p>To remedy the violation, the institution shall update any advertisements referring to their “BBB Accreditation.” The reference shall be removed.</p> <p>The corrections to the advertisements shall be submitted with the institution’s response to the NTC and the last page of this document within the specified time frame.</p>

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Administrator’s Initial: *FA*

ANNUAL REPORT & SCHOOL PERFORMANCE FACT SHEET

Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p>CCR §74112. Uniform Data - Annual Report, Performance Fact Sheet</p>	<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>The documentation provided to substantiate the data provided in the PFS did not include the bolded information above.</p> <p>To remedy the violation, the institution shall collect and maintain documentation to substantiate the data reported in the current 2013/2014 PFS. The documentation shall contain all elements identified in the Regulation, and bolded above.</p> <p>The corrections to the PFS substantiating documentation 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>CEC §94929.7. Documentation of Performance Data.</p>	<p>(b) An institution shall provide a list of employment positions used to determine the number of graduates employed in the field for purposes of calculating job placement rates pursuant to this article.</p> <p>The institution did not provide a list of the employment positions used to determine the number of graduates employed in the field.</p> <p>To remedy the violation, the institution shall provide a list of the employment positions for which their educational programs may lead into.</p> <p>The corrections to the PFS substantiating documentation shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

STUDENT RECORDS

Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p>CCR §71920.</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following</p>

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<p>Student Records</p>	<p>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 award of credit or acceptance of transfer credits including the following:</p> <p>(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>The student files reviewed did not contain any documentation verifying high school completion or its equivalent, or the taking and passing of an ability to benefit examination.</p> <p>To remedy the violation, the institution shall maintain student records which are consistent with their admissions policy. Documentation verifying high school completion or its equivalent, or of the successful completion of an ability to benefit examination, shall be collected and placed in the student's file. The institution shall submit the updated policy and provide documentation showing the collection of the verification.</p> <p>Documentation of an updated policy and documentation the institution is collecting the required verification 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>CCR §71920. Student Records</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid</p> <p>The student files reviewed did not contain a School Performance Fact Sheet signed by the student. The student files reviewed did not contain any Performance Fact Sheets.</p> <p>To remedy the violation, the institution shall maintain student files which contain the signed School Performance Fact Sheet.</p> <p>Documentation of an updated policy and documentation the signed School Performance Fact Sheets being maintained the in the student files 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>CCR §71920. Student Records</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation.</p> <p>The student files reviewed did not contain complete records of the dates of enrollment. Several student files did not contain the last date of enrollment or their graduation dates.</p> <p>To remedy the violation, the institution shall maintain student files which contain the</p>

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	<p>student's dates of enrollment and, if applicable, withdrawal and graduation dates.</p> <p>Documentation of an updated policy and documentation of enrollment dates 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>CCR §71920. Student Records</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received</p> <p>The student files reviewed did not contain complete records showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.</p> <p>To remedy the violation, the institution shall maintain student files which contain the total amount of money received from or on behalf of the student and the date or dates on which the money was received.</p> <p>Documentation of an updated policy and documentation of total amount of money received from or on behalf of the student and the date or dates on which the money was received 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>CCR §71920. Student Records</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal</p> <p>The graduate files reviewed did not contain institution transcripts.</p> <p>To remedy the violation, the institution shall maintain transcripts in graduate files which contain the courses or other educational programs that were completed, or were attempted and not completed, and the dates of completion or withdrawal.</p> <p>Documentation of an updated policy and documentation of the transcripts 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>CCR §71920. Student Records</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(E) The name, address, website address, and telephone number of the institution.</p>

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Administrator's Initial: *DA*

	<p>The graduate files reviewed did not contain institution transcripts.</p> <p>To remedy the violation, the institution shall maintain transcripts in graduate files which contain the name, address, website address, and telephone number of the institution.</p> <p>Documentation of the transcripts 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>CEC §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:</p> <ol style="list-style-type: none"> (1) The degree or certificate granted and the date on which that degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses. <p>The graduate files reviewed did not contain institution permanent records which contained the certificate granted and the date on which the certificate was granted, the courses and units on which the certificate was based, and the grades earned by the student in each of those courses or educational programs.</p> <p>To remedy the violation, the institution shall maintain graduate files which contain permanent records showing the certificate granted and the date on which the certificate was granted, the courses and units on which the certificate was based, and the grades earned by the student in each of those courses or educational programs. This information may be maintained in the transcripts.</p> <p>Documentation of the required permanent records shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

FACULTY RECORDS

Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p>CCR §71720. Faculty.</p>	<p>(b) Instructors in an Educational Program Not Leading to a Degree.</p> <ol style="list-style-type: none"> (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>The institution did not provide complete records showing the instructors maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p> <p>To remedy this violation, the institution shall provide an updated policy and documentation of records showing the instructors maintained their knowledge within their subject area.</p>

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	Documentation of an updated policy and documentation of the continuing education records shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.
CEC §94900.5. Required Institutional Records.	<p>An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:</p> <p>(b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.</p> <p>The institution did not provide records of the educational qualification for each member of the faculty. The institution does not maintain documentation of faculty records at its principle place of business in California. The records are maintained on a flash drive.</p> <p>To remedy the violation, the institution shall provide documentation showing instructors educational qualifications. The institution shall maintain faculty records at its principle place of business in California.</p> <p>Documentation the institution is collecting the required educational qualifications, and maintaining the records at its principle place of business in California 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 this Notice to Comply.

Additional material violations have been found? Y N (Circle one)

If yes, material violations will be forwarded to Enforcement for further review. A Bureau representative will contact the institution with additional guidance.

Inspector's Name	Matthew Wiggins
Inspector's Signature	<i>Matthew Wiggins</i>
Institution Administrator Name/Title:	Farhana Ahmed
Institution Administrator's Signature:	<i>Farhana Ahmed</i>

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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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 **March 23, 2016**.

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Inspector's Initial: *MMW*

Administrator's Initial: *CAF*