



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 - CA0400551 1117 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Chico Therapy Wellness Center	Institution Telephone:	(530)891-4301
Institution Code:	0400551	Administrator Name:	Mike Metzger
Street Address:	392 Connors St #C Chico Ca 95926	Date of Inspection:	11/12/2015

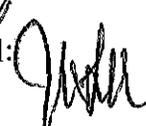
Nature and Facts of the Violation(s):

Education Code	Subsection and Description
94909(A)(13). Minimum Requirements for School Catalog	(a) Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following: (13) If the institution provides placement services, a description of the nature and extent of the placement services. The Institutions catalog fails to disclose what placement services of any it offers. Must disclose even if none are offered. Please add a statement that reflects the institutions policy on what placement services are offered if any
94909(A)(7). Minimum Requirements for School Catalog	(a) Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following: (7) Information regarding the faculty and their qualifications. Institutions catalog has the faculty member listed that teaches each class however does not disclose their education or experience that qualifies them to teach the program. Add the instructor's qualifications to the catalog.
94911. Minimum Requirements for Enrollment Agreement	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. The EA fails to include the required verbatim statement as required by the Education Code above and stated in Education code 94909. Please add the required verbatim language in regards to "transferability of credits" as required.
94913. Institutional Web Site Maintenance	(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.

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

	<p>(4) A link to the bureau's Internet Web site.</p> <p>(5) The institution's most recent annual report submitted to the bureau.</p> <p>(b) An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution</p> <p>Please add a link to the Bureau's website as well as your Annual Report, and a copy of your SPFS for each program offered to your website.</p>
94897. Prohibited Business Practices	<p>An institution shall not do any of the following:</p> <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> <p>(1) The institution or its educational programs are endorsed or recommended by the state or by the bureau.</p> <p>(2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.</p> <p>The institutions website states that it is "approved" by BPPE without the required disclosure. Please add the required language required when using the word "approved" or change the language to be in compliance.</p>
94904. Ability to Benefit Students	<p>(a) Before an ability-to-benefit student may execute an enrollment agreement, the institution shall have the student take an independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.) as it is, from time to time, amended. The student shall not enroll unless the student achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered.</p> <p>The Institutions catalog and enrollment agreement state that the director will administer the Ability-To-Benefit test which is in violation the Education Code stated above. Please correct the language in your catalog and enrollment agreement to reflect a policy that in in compliance with the Education Code.</p>

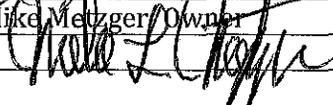
Code of Regulations	Subsection and Description
71810. Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(12) A description of all student services;</p> <p>Institutions catalog fails to disclose any of the student services, if any that it offers. Please add a disclosure of all student</p>

Notice to Comply – CA0700551 111705
 Inspector's Initial: 
 Administrator's Initial: 

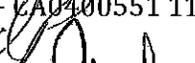
<p>71810. Catalog.</p>	<p>services the institution offers if any to your catalog.</p> <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (13) Housing information including all of the following: (A) Whether the institution has dormitory facilities under its control; (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; and (C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non- residential" does not satisfy this subparagraph.</p> <p>The institutions catalog fails to describe the cost of housing in the immediate area as required in the Regulation above. Please add the required housing information to your catalog.</p>
<p>71800. Enrollment Agreement.</p>	<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>Institutions EA fails to have specific dates for the period covering the language. Please add an area for specific dates covered by the EA</p>
<p>71920. Student Records.</p>	<p>(a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service. (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>Please submit a letter on institutional letterhead stating that the institution will implement a policy starting effective today 11/12/15 that all students enrolled at CWTC will have verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work included in the student files.</p>
<p>71750. Withdrawals and Refunds.</p>	<p>(a) Every institution shall make refunds that are no less than the refunds required under the Act and this Division. (3) Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.</p> <p>Institutions refund policy stated in the Enrollment Agreement</p>

Notice to Comply – CA0400551 11185
Inspector's Initial: 
Administrator's Initial: 

	includes a \$500.00 non-refundable administrative fee. Adjust your policy to be in compliance with the regulation stated above.
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Inspector's Name	Isaiah Patterson
Inspector's Signature	
Institution Administrator Name/Title:	Mike Metzger/Owner
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 - CA0100551 11185
Inspector's Initial: 
Administrator's Initial: 

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 12, 2015**

Notice to Comply – 6A0400551 11125
Inspector's Initial: *ef*
Administrator's Initial: *JRM*