



**Bureau for Private Postsecondary Education**  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
 (888) 370-7589 / [www.bppe.ca.gov](http://www.bppe.ca.gov)



**NOTICE TO COMPLY – 000281** (Ed. Code § 94935, 5 CCR § 75010)

Institution Name: <u>Calaveras College of Therapeutic Massage</u>	Institution Telephone: <u>(209) 754-4876</u>
Inst. Code: <u>0500161</u>	Administrator Name: <u>Michelle Oikowski</u>
Street Address: <u>46 Court St. San Andreas, CA 95249</u>	Administrator Signature: <u>Michelle Oikowski</u>
Inspector: <u>[Signature]</u>	Printed Name: <u>Richard Acosta</u> Date: <u>3/2/12</u>

**VIOLATION(S)**

✓	Educ. Code	Description	✓	Code of Regs	Description
	§94802	Continuance of Former Approvals. Subsection(s):		§71705	Mission and Objectives.
	§94897	Prohibited Business Practices. Subsection(s):		§71710	Educational Program. Subsection(s):
	§94898	Merging Classes, Converting Method of Delivery, Changing Locations. Subsection(s):		§71715	Instruction. Subsection(s):
	§94899	Approval Required for Programs Leading to Licensed Profession.		§71716	Distance Educational Programs – Specific Provisions for Instruction Not in Real Time. Subsection(s):
	§94899.5	Collection of Tuition. Subsection(s):		§71717	Satellite Locations. Subsection(s):
✓	§94900	Required Student Records. Subsection(s): <u>(b)</u>		§71720	Faculty. Subsection(s):
	§94900.5	Required Institutional Records. Subsection(s):		§71730	Administration. Subsection(s):
	§94901	Requirements for Recruiters. Subsection(s):		§71735	Facilities and Equipment. Subsection(s):
	§94902	General Enrollment Requirements. Subsection(s):		§71740	Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.	✓	§71750	Withdrawals and Refunds. Subsection(s): <u>(a), (c)(1)</u>
	§94904	Ability to Benefit Students.		§71760	Self-Monitoring Procedures.
	§94905	Professions Requiring Licensure, Internships. Subsection(s):		§71770	Admissions Standards and Transferred Credits Policy. Subsection(s):
	§94906	Language of Enrollment Agreement. Subsection(s):		§71800	Enrollment Agreement. Subsection(s):
	§94907	Mandatory Internal Dispute Resolution Prohibited.		§71810	Catalog. Subsection(s):
	§94908	Size of Text in Required Documents.		§71850	Minimum Educational Requirements in Order to Award an Undergraduate Degree. Subsection(s):
	§94909	Minimum Requirements for School Catalog. Subsection(s):		§71865	Minimum Educational Requirements in Order to Award a Graduate Degree. Subsection(s):
	§94910	Minimum Requirements for School Performance Fact Sheet. Subsection(s):	✓	§71920	Student Records. Subsection(s): <u>(b)(1)(A), (b)(5)(A)</u>
	§94911	Minimum Requirements for enrollment Agreement. Subsection(s):		§71930	Maintenance of Records. Subsection(s):
	§94912	Signature, Initials Required.		§74112	Uniform Data - Annual Report, Perform. Fact Sheet. Subsection(s):
	§94916	Statement On Loans To Students.		§74140	Retention of Advertising.
	§94918	Compliance with Federal Statutes.		§74150	Use of Term "University." Subsection(s):
	§94919	Institutions Participating in Federal Student Financial Aid Programs. Subsection(s):		§74190	Agents for Service of Process; Changes.
	§94920	Mandatory Cancellation, Withdrawal, and Refund Policies. Subsection(s):		§76140	Record-Keeping Requirements. Subsection(s):
	§94922	Waiving Provisions Prohibited.		§76215	Student Tuition Recovery Fund Disclosures. Subsection(s):
	§94929	Reporting of Completion Rate. Subsection(s):	✓	Other Violation	Description
	§94929.5	Reporting of Student Performance Data. Subsection(s):			
	§94929.7	Documentation of Performance Data. Subsection(s):			
	§94943.5	Agent for Service of Process.			

(White) Bureau

(Yellow) Inspector

(Pink) Institution



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INSTITUTION NAME: Calaveras College of Therapeutic Massage

INSPECTOR'S COMMENTS:  
71920(b)(1)(A) - Institution does not verify educational background prior to enrolling students. Institution shall provide documentation showing they verify educational background for enrolling students.  
71920(b)(5)(A) - Institution creates transcripts upon request and does not permanently retain the student's transcript. Institution shall maintain a transcript permanently.  
94900(b)  
71750(a) - Institution refunded student less than the refund required.  
71750(c)(1) - Pro Rata refund issued to student was not properly calculated.

Comments continued on attached \_\_\_ page(s).

Inspection Date: 3/21/12 Inspector's Printed Name: Richard Acosta Inspector Initialed: RA

Institution Administrator Printed Name: MICHELLE OLKOWSKI Administrator Initialed: MO

**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 an inspection by the Bureau.

By no later than 30 days from the date of inspection, you must either: (1) Remedy the noncompliance(s) and sign 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 violations 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(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 for each violation was achieved. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

**THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY April 20, 2012**

(White) Bureau

(Yellow) Inspector

(Pink) Institution