



**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 - CA 0701861 0813 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Continental Training Center	Institution Telephone:	(916) 735-5515
Institution Code:	0701861	Administrator Name:	Darin Holcombe
Street Address:	8421 Auburn Blvd. #259 Citrus Heights, CA 95610	Date of Inspection:	August 30, 2013

**Nature and Facts of the Violation(s):**

Education Code	Subsection and Description
94913	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <ol style="list-style-type: none"> <li>(1) The school catalog.</li> <li>(2) a School Performance Fact Sheet for each educational program offered by the institution.</li> <li>(3) Student brochures offered by the institution.</li> <li>(4) A link to the bureau's Internet Web site.</li> <li>(5) The institution's most recent annual report submitted to the bureau.</li> </ol> <p>(b) An institution shall include information concerning where the students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau.</p> <p><b>The institution maintains an Internet Web site. The Web site does not provide the school catalog, School Performance Fact Sheet for each educational program offered by the institution, a link to the bureau's Internet Web site and the most recent annual report submitted to the bureau.</b></p>
94900. Required Student Records	<p>(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.</p> <p><b>The institution does not maintain records of the name, address, e-mail address, and telephone number of each student enrolled in the educational program at the institution.</b></p>
94902. General Enrollment Requirements	<p>(a) A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.</p> <p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</p> <ol style="list-style-type: none"> <li>(1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement.</li> <li>(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these</li> </ol>

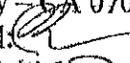
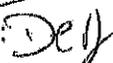
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Inspector's Initial: *[Signature]*

Administrator's Initial: *[Signature]*

	<p>items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.</p> <p>(c) A student shall receive a copy of the signed enrollment agreement, in writing or electronically, regardless of whether total charges are paid by the student.</p> <p><b>The institution does not require students to enroll in accordance with the above procedures.</b></p>
94912. Signature, initials Required.	<p>Prior to execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student.</p> <p><b>The required signatures and initials are <sup>Not</sup> obtained by the institution prior to execution of the enrollment agreement.</b></p>

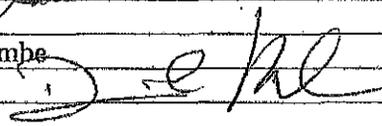
Code of Regulations	Subsection and Description
71800. Enrollment Agreement	<p>In addition to the requirements of Section 94911 of the Code, an institution shall provide to each student an enrollment agreement that contains at least the following information:</p> <p>(a) The name and address of the institution and the addresses where instruction will be provided.</p> <p>(b) Period covered by the enrollment agreement.</p> <p>(c) Program start date and the scheduled completion date.</p> <p>(d) Date by which the student must exercise his or her right to cancel or withdraw, and the refund policy, including any alternative method of calculation if approved by the Bureau pursuant to Section 9921 of the Code.</p> <p>(e) Itemization of all institutional charges and fees including, as applicable:</p> <ol style="list-style-type: none"> <li>(1) tuition;</li> <li>(2) registration fee (non-refundable);</li> <li>(3) equipment;</li> <li>(4) lab supplies or kits;</li> <li>(5) textbooks, or other learning media;</li> <li>(6) uniforms or other special protective clothing;</li> <li>(7) in-resident housing;</li> <li>(8) tutoring;</li> <li>(9) assessment fees for transfer of credits;</li> <li>(10) fees to transfer credits;</li> <li>(11) Student Tuition Recovery Fund fees (non-refundable);</li> <li>(12) any other institutional charge or fee.</li> </ol> <p>(f) Charges paid to an entity other than an institution that is specifically required for participation in the educational program.</p> <p><b>The institution does not provide the required Enrollment Agreement to its students.</b></p>
71920. Student Records	<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.</p>

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 Inspector's Initial:   
 Administrator's Initial: 

	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following 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>(2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;</p> <p><b>The institution does not maintain student records that include the above information.</b></p>

Only minor violations are listed on the Notice to Comply.

Additional violations may have been identified that will be forwarded to the Enforcement Unit for further review.

Inspector's Name	John Bruce 
Inspector's Signature	
Institution Administrator Name/Title:	Darin Holcombe
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/pppe\\_act.shtml](http://www.bppe.ca.gov/lawsregs/pppe_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 SEPTEMBER 30, 2013.**

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