



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 - CA1905431-0113 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Newberry School of Beauty	Institution Telephone:	(818)366-3211
Institution Code:	1905431	Administrator Name:	Deanna Jacobsen
Street Address:	16852 Devonshire St	Date of Inspection:	01/16/2013

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§71920 - Student Records.	(b)(3) Copies of all documents signed by the student, including contracts shall be kept in the students files. Performance Fact Sheet copies are not maintained in all student files. Certificates/Diplomas are not in any graduated student's files.
§71930 - Maintenance of Records.	(d) Records are not maintained in a manner secure from damage or loss. An acceptable manner of storage would include fire resistant cabinets or the institution shall maintain a second set of all academic and financial records at a different location. Student files are kept in "HON" and "Staples" brand file cabinets. There was no verification that these cabinets are fire resistant.

Code of Regulations	Subsection and Description
§94902 - General Enrollment Requirements.	(b)(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 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. Performance Fact Sheet copies are not maintained in all student files. Therefore, it is impossible to verify that this document is signed properly.

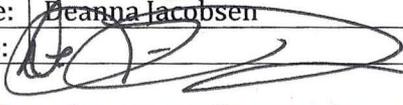
Only minor violations are listed on the Notice to Comply.

If this box is checked the Compliance Inspector identified additional items that will be forward to Enforcement for further review.

Notice to Comply - CA1905431-0113

Inspector's Initial: *DB*

Administrator's Initial: *DA*

Inspector's Name	Diana Bronshteyn
Inspector's Signature	
Institution Administrator Name/Title:	Peanna Jacobsen
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>

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Inspector's Initial: 
Administrator's Initial: 

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 FEBRUARY 15, 2013

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Inspector's Initial: *DB*

Administrator's Initial: *MA*