



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



NOTICE TO COMPLY – 000135 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name: PACIFIC BEAUTY College of L.A.	Institution Telephone: 323-290-1666
Inst. Code: 1906931	Administrator Name: MR. CEDRIC BOINES
Street Address: 5345 S. crenshaw BLVD, Los Angeles, CA. 90043	Administrator Signature: <i>[Handwritten Signature]</i>
Inspector: <i>Nicole Vinh</i>	Inspector Printed Name: NICOLE VINH Date: 08-16-12

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):	✓ §71720 Faculty. Subsection(s): (a)(2), (a)(4)(B)
	§94900.5	Required Institutional Records. Subsection(s):	✓ §71730 Administration. Subsection(s): (b), (e)
	§94901	Requirements for Recruiters. Subsection(s):	✓ §71735 Facilities and Equipment. Subsection(s): (b)
	§94902	General Enrollment Requirements. Subsection(s):	§71740 Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.	✓ §71750 Withdrawals and Refunds. Subsection(s): (f)
	§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): (b)(1)(A), (b)(10)
	§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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NOTICE TO COMPLY - 000135

INSTITUTION NAME:

PACIFIC BEAUTY COLLEGE OF LOS ANGELES

INSPECTOR'S COMMENTS:

FACULTY

- CCR 71720 (a)(2): Institution does not have written policies developed and implemented for the participation by duly qualified faculty. School did not write up any policies + procedures for faculty.
- CCR 71720 (a)(4)(B): Faculty file for the one instructor reviewed does not contain professional license verification (No cosmetology license) in file. The only contents in faculty file were: copy of driver's license and "Application for Employment" with Institution.

ADMINISTRATION

- CCR 71730 (b): Institution did not have a personnel manual or other writing which contained duties, responsibilities, and performance evaluation criteria for administrator (instructors).
- CCR 71730 (e): Chief Academic Officer's degree, experience, and qualifications were unable to be reviewed, as CAO did not have personnel file available or made - None available to review at onsite inspection.

 Comments continued on attached 1 page(s).
Inspection Date: 8/16/12 Inspector's Printed Name: Nicole VinhInspector Initialed: NVInstitution Administrator Printed Name: LEONIE GONZALEZ JRAdministrator Initialed: LG

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 September 16, 2012

(White) Bureau

(Yellow) Inspector

(Pink) Institution



BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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ATTACHMENT TO NTC - 000135

Institution Name:	PACIFIC BEAUTY COLLEGE of Los Angeles	Institution #	1906931
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Comments:

- CCR 71735 (b): FACILITIES AND EQUIPMENT

Women's restroom was a bit unkempt, floor in restroom was dusty and dirty. Staircase leading to student lounge was a bit dirty.

Classroom and administrative offices ventilation was a bit stuffy, no air conditioning but only used fans (portable fans). Carpeting can be better maintained and cleaned.

- 71750 (f): WITHDRAWALS AND REFUNDS

Institution did not have a cancellation and withdrawal log maintained nor kept on a monthly basis.

- 71760: SELF MONITORING PROCEDURES

Institution does not have procedures developed and maintained to assure it is operated in compliance with the Act (Bureau Act).

- 71920 (b)(1)(A): ALL current, grad, withdrawn student files did not contain High School diplomas or verification of high school graduation (no transcripts), no GED or ATB or other documentation establishing student's ability to do college level work. This is also violation of 71770(a)(1) and violation of EDC 94904 (school is not administering an ATB test from the list of exams approved by US Dept of Education, or another test approved by the Bureau - for those students without a HS diploma)... STUDENT RECORDS

- 71920 (b)(10): STUDENT RECORDS Withdrawn/terminated student files did not contain a document showing the method of how refund was calculated. (No refund calculation sheet included.). Files only contained letter to student stating amount of refund due to school.

Institution Administrator:	Date:	Inspector:
MR. CEDRIC GOINES	8/16/12	Nicole Vinh
(White) Bureau	(Yellow) Inspector	(Pink) Institution