



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
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**NOTICE TO COMPLY** - CA 1909331 0618 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Institute of Psych-Structural Balancing	Institution Telephone:	310-342-7130
Institution Code:	1909331	Administrator Name:	Lisa Schwab
Street Address:	3817 Uplander Way Culver City CA 90230	Date of Inspection:	6/18/13

Nature and Facts of the Violation(s):

Education Code	Subsection and Description

Code of Regulations	Subsection and Description
§71760 - Self-Monitoring Procedures.	Each institution shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.  <b>Institution failed to maintain adequate procedures to assure that it is maintained and operated in compliance with the Act and this Division.</b>

**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	Michelle Loo
Inspector's Signature	<i>Michelle Loo</i>
Institution Administrator Name/Title:	Eileen HENRY OWNER
Institution Administrator's Signature:	<i>Eileen Henry</i>

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](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 - CA 1909331 0618  
 Inspector's Initial: *ML*  
 Administrator's Initial: *EH*

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 **JULY 18, 2013**

Notice to Comply – CA 1909331 0618

Inspector's Initial: *ML*

Administrator's Initial: *EJ*