



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY - CA 1912061 0514 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	English Language Learning Center	Institution Telephone:	(310) 470-3019
Institution Code:	1912061	Administrator Name:	Vanessa Cross-Napolitano
Street Address:	10850 Wilshire Blvd., Suite 210 Los Angeles, CA 90024	Date of Inspection:	May 28, 2014

Nature and Facts of the Violation(s):

Code of Regulations	Subsection and Description
§71920 Student Records	<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>A review of the student files revealed the institution failed to maintain a file for each enrolled student that contains verification of completion of high school or passage of Dept. of Education Ability to Benefit Test or any other documentation that confirms the student's ability to complete a post-secondary program.</p>

Inspector's Name	Roxana Aalberts
Inspector's Signature	
Institution Administrator Name/Title:	Vanessa Cross-Napolitano
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>

Notice to Comply - CA 1912061 0514

Inspector's Initial:

Administrator's Initial: VCN

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 28, 2014**

Notice to Comply – CA 1912061 0514

Inspector's Initial: *[Signature]*

Administrator's Initial: