



**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-1912471-0113 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	College of Instrument Technology	Institution Telephone:	(562) 925-1785
Institution Code:	1912471	Administrator Name:	Harold Durbin
Street Address:	17156 Bellflower Blvd 90706	Date of Inspection:	01/30/13

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

Education Code	Subsection and Description
§71770 - Admissions Standards and Transferred Credits Policy.	(a)(1) Each student shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.  <b>Several student files did not contain a high school diploma or its equivalent.</b>
§71920 - Student Records.	(b)(1)(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.  <b>Several student files did not contain a high school diploma or its equivalent. Therefore, impossible to verify.</b>

Code of Regulations	Subsection and Description
§94902 - General Enrollment Requirements.	(b)(1) The student has received the institution's School Performance Fact Sheet prior to signing the enrollment agreement.  <b>Some student files did not contain a Performance Fact Sheet. Therefore, unable to verify that one was provided.</b>
	(b)(3) Each of these items (94910 (a) to (d)) in the School Performance Fact sheet shall include a line for the student to initial and shall be initialed and dated by the student.  <b>The student files that contained the required School Performance Fact sheet did not include a line for the initials and date by the student.</b>
§94912 - Signature, Initials Required.	Pursuant to subdivision (a) to (d) inclusive, of Section 94910, The Performance Fact Sheet shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student.  <b>The student files that contained the required School</b>

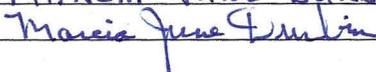
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Inspector's Initial: *LD*Administrator's Initial: *mgb*

	<b>Performance Fact sheet did not include a line for the initials and date by the student.</b>
§94913 – Internet Website	(a)(4) An institution that maintains an Internet Web site shall provide on that Internet Web site a link to the bureau’s Internet Web site.  A link to the bureau’s Web site is not provided on <a href="http://www.cit-la.com">www.cit-la.com</a> or <a href="http://cit4vets.com">cit4vets.com</a> .

Material and minor violations are listed on the Notice to Comply.

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

Inspector’s Name	Diana Bronshteyn
Inspector’s Signature	
Institution Administrator Name/Title:	MARCIA JUNE DURBIN
Institution Administrator’s Signature:	

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>

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 MARCH 1, 2013**

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Inspector's Initial: *DB*

Administrator's Initial: *mga*