



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 1917381 09 14 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Alexander Training Institute of Los Angeles	Institution Telephone:	310-395-9170
Institution Code:	1917381	Administrator Name:	Lyn Charlsen-Klein
Street Address:	1526 14 th Street Santa Monica CA 90404	Date of Inspection:	September 30, 2014

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94900 - Required Student Records.	(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following: (2) The courses and units on which the certificate or degree was based. The institutions graduate files failed to contain transcripts.
§94911 - Minimum Requirements for Enrollment Agreement.	(c) In underlined capital letters on the same page of the enrollment agreement in which the student's signature is required, the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment. The institutions Enrollment Agreement failed to contain the required statements.

Code of Regulations	Subsection and Description
§71720 - Faculty.	(b)(2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching. Faculty files failed to contain documentation of continuing education.
§71920 - Student Records.	(b)(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following: (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal (E) The name, address, website address, and telephone number of the institution. The institutions graduate files failed to contain transcripts.

Notice to Comply – CA 1917381 09 14

Inspector's Initial: *MM*

Administrator's Initial: *SK*

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 M. Loo
Inspector's Signature	<i>[Handwritten Signature]</i>
Institution Administrator Name/Title:	Sydney Harris, Vice President
Institution Administrator's Signature:	<i>[Handwritten Signature]</i>

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 1917381 09 14

Inspector's Initial: *ML*

Administrator's Initial: *SH*

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 OCTOBER 30, 2014

Notice to Comply – CA 1917381 09 14

Inspector's Initial: *CM*

Administrator's Initial: *SYW*