



**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-1920981-0716 (Ed. Code § 94935, 5 5, CCR § 75010)

Institution Name:	International Christian Education College	Institution Telephone:	213-368-0316
Institution Code:	1920981	Administrator Name:	Charles Chang Y. Lee
Street Address:	3807 Wilshire Blvd. #730, Los Angeles, CA 90010	Date of Inspection:	07/12/16

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

**STUDENT RECORDS**

Education Code or Code of Regulations	Subsection, Description, and Required Correction
5, CCR §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><b>6/6 sampled student files did not contain verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work.</b></p> <p><b>To remedy the violation, the institution shall submit its policy regarding how the will ensure compliance.</b></p> <p><b>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
5, CCR §71720. Faculty.	<p>(b) Instructors in an Educational Program Not Leading to a Degree.</p> <p>(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.</p> <p><b>4/6 faculty files did not contain verification of completion of continuing education courses.</b></p>


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Inspector's Initial: *DS*

Administrator's Initial: *CCY*

	<p>To remedy this violation, the institution shall update each faculty member file with documentation of their completed continuing education courses. The institution shall submit with their NTC response an established policy and procedure for updating and maintaining faculty files with each faculty member's continuing education documentation.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p><b>CEC §94902. General Enrollment Requirements</b></p>	<p>(a) A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.</p> <p><b>4/6 sampled student files did not contain an enrollment agreement. 1/6 did not contain a signature by the student nor an authorized employee of the institution.</b></p> <p>To remedy the violation, the institution shall submit its policy regarding how the will ensure compliance.</p> <p>The enrollment agreement correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p><b>CEC §94902. General Enrollment Requirements.</b></p>	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</p> <p>(1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement.</p> <p><b>6/6 sampled student files did not contain School Performance Fact Sheet (SPFS).</b></p> <p>To remedy this violation, the institution shall provide documentation showing students received the SPFS prior to signing an enrollment agreement. The institution shall submit with their NTC response an established policy and procedure requiring all students to receive a SPFS prior to signing an enrollment agreement.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p><b>CEC §94902. General Enrollment Requirements.</b></p>	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</p> <p>(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.</p> <p><b>6/6 sampled student files did not contain School Performance Fact Sheet (SPFS).</b></p>


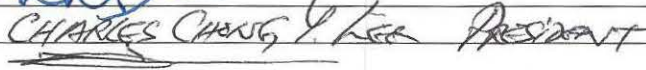
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Inspector's Initial: 

Administrator's Initial: 

	<p>To remedy this violation, the institution shall provide documentation showing students received, reviewed, and initialed, signed, and dated the SPFS prior to signing an enrollment agreement. The institution shall submit with their NTC response established policies and procedures requiring all students to receive, review, and initial, sign, and date a SPFS prior to signing an enrollment agreement.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p><b>CEC §94912. Signature, Initials Required.</b></p>	<p>Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student.</p> <p><b>6/6 sampled student files did not contain School Performance Fact Sheet (SPFS).</b></p> <p>To remedy this violation, the institution shall provide documentation showing students received, reviewed, and initialed, signed, and dated the SPFS prior to signing an enrollment agreement. The institution shall submit with their NTC response established policies and procedures requiring all students to receive, review, and initial, sign, and date a SPFS prior to signing an enrollment agreement.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>


Only minor violations are listed on this Notice to Comply.

Inspector's Name	Diana Bronshteyn
Inspector's Signature	
Institution Administrator Name/Title:	CHARLES CHONG, Y. LEE PRESIDENT
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>

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Inspector's Initial: 

Administrator's Initial: 

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 **August 12, 2016.**

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Administrator's Initial: 