



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 1922271 1113 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Transportation Guidance and Assistance Truck Driving School	Institution Telephone:	626-443-7195
Institution Code:	1922271	Administrator Name:	Mr. Pablo De Leon
Street Address:	2845 Durfee Avenue, El Monte, CA 91732	Date of Inspection:	November 5, 2013

Nature and Facts of the Violation(s):

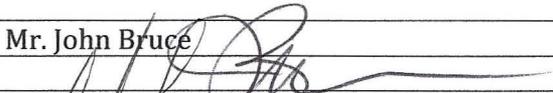
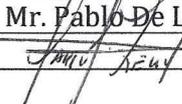
Code of Regulations	Subsection and Description
§71920(b)(1)(A). Student Records.	<p>(b)In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (1) Written records and transcripts of any formal education or training, testing, or experience 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: (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>School catalog policy discloses ‘Admission Process’ which states students “must have a high school diploma, GED, or be able to pass an ability to benefit (ATB) exam prior to enrollment”. However, all five graduate files reviewed did not contain copy of high school diploma, high school transcript verifying graduation, GED, or ATB with passing score.</p>

Education Code	Subsection and Description
§94904(a). Ability to Benefit Students.	<p>(a)Before an ability-to-benefit student may execute an enrollment agreement, the institution shall have the student take an independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.) as it is, from time to time, amended. The student shall not enroll unless the student achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered.</p> <p>School catalog policy discloses ‘Admission Process’ which states students “must have a high school diploma, GED, or be able to pass an ability to benefit (ATB) exam prior to enrollment”. However, all five graduate files reviewed did not</p>

Notice to Comply – CA 1922271 1113
 Inspector’s Initial: *[Signature]*
 Administrator’s Initial: PDL

	contain copy of high school diploma, high school transcript verifying graduation, GED, or ATB with passing score.
--	--

**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	Mr. John Bruce
Inspector's Signature	
Institution Administrator Name/Title:	Mr. Pablo De Leon/CEO, CAO, COO, Placement Director
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 1922271 1113
Inspector's Initial:
Administrator's Initial: PDL

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 **DECEMBER 5, 2013**.