



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-1924961-0414 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	American Pacific College	Institution Telephone:	818.781.0001
Institution Code:	1924961	Administrator Name:	Augusto V. Guerra
Street Address:	14435 Sherman Way Suite #210, Van Nuys, CA 91405	Date of Inspection:	April 16, 2014

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94897 - Prohibited Business Practices.	(I) Use the terms "approval," "approved," "approval to operate," or "approved to operate" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is "licensed" or "licensed to operate," but may not state or imply either of the following: (1) The institution or its educational programs are endorsed or recommended by the state or by the bureau. The institution's postcards used for advertising, states "Approved by the State of California's BPPE", without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. In addition, the BPPE logo is used on the postcards.
§94902 - General Enrollment Requirements.	(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. A few student files were lacking enrollment agreements.
§94904 - Ability to Benefit Students.	(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. The ATB exams administered by the institution in English and Spanish (SLE Scholastic Level Exam and SLE Examen de Nivel Escolastico are not independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the

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Inspector's Initial: *DB*

Administrator's Initial: *AG*

	federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.)
§94913	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution. The institution's Internet Web site does not provide a School Performance Fact Sheet for each educational program offered by the institution.</p> <p>(3) Student brochures offered by the institution. The institution's Internet Web site does not provide Student brochures offered by the institution.</p> <p>(4) A link to the bureau's Internet Web site. The institution's Internet Web site does not provide a link to the bureau's Internet Web site.</p> <p>(5) The institution's most recent annual report submitted to the bureau. The institution's Internet Web site does not provide the institution's most recent annual report submitted to the bureau.</p>

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: A few student files were lacking 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.</p>

Inspector's Name	<i>Dir. Feinstein</i>
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	<i>AUGUSTO V. GUERRA, School Director</i>
Institution Administrator's Signature:	<i>[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>

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Inspector's Initial: *[Signature]*
Administrator's Initial: *[Signature]*

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 **MAY 16, 2014**

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Inspector's Initial: *DB*

Administrator's Initial: *AY*