



Bureau for Private Postsecondary Education
 P.O. Box 980818, West Sacramento, CA 95798-0818
 (888) 370-7589 / www.bppe.ca.gov



NOTICE TO COMPLY – 000235 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name: <u>Computer Training College</u>	Institution Telephone: <u>213-388-5558</u>
Inst. Code: <u>1941721</u>	Administrator Name: <u>James Kang</u>
Street Address: <u>3200 Wilshire Blvd #1201</u>	Administrator Signature: <u>[Signature]</u>
Inspector: <u>[Signature]</u>	Printed Name: <u>Gary J. Catalano</u> Date: <u>Jun 6, 2012</u>

VIOLATION(S)

✓	Educ. Code	Description	✓	Code of Regs	Description
	§94802	Continuance of Former Approvals. Subsection(s):		§71705	Mission and Objectives.
	§94897	Prohibited Business Practices. Subsection(s):		§71710	Educational Program. Subsection(s):
	§94898	Merging Classes, Converting Method of Delivery, Changing Locations. Subsection(s):		§71715	Instruction. Subsection(s):
	§94899	Approval Required for Programs Leading to Licensed Profession.		§71716	Distance Educational Programs – Specific Provisions for Instruction Not in Real Time. Subsection(s):
	§94899.5	Collection of Tuition. Subsection(s):		§71717	Satellite Locations. Subsection(s):
	§94900	Required Student Records. Subsection(s):		§71720	Faculty. Subsection(s):
	§94900.5	Required Institutional Records. Subsection(s):		§71730	Administration. Subsection(s):
	§94901	Requirements for Recruiters. Subsection(s):		§71735	Facilities and Equipment. Subsection(s):
	§94902	General Enrollment Requirements. Subsection(s):		§71740	Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.		§71750	Withdrawals and Refunds. Subsection(s):
	§94904	Ability to Benefit Students.		§71760	Self-Monitoring Procedures.
	§94905	Professions Requiring Licensure, Internships. Subsection(s):		§71770	Admissions Standards and Transferred Credits Policy. Subsection(s):
✓	§94906	Language of Enrollment Agreement. Subsection(s): <u>(a) (b)</u>		§71800	Enrollment Agreement. Subsection(s):
	§94907	Mandatory Internal Dispute Resolution Prohibited.	✓	§71810	Catalog. Subsection(s): <u>(b) (5) (6) (9) (10) (12) (13)</u>
	§94908	Size of Text in Required Documents.		§71850	Minimum Educational Requirements in Order to Award an Undergraduate Degree. Subsection(s):
	§94909	Minimum Requirements for School Catalog. Subsection(s):		§71865	Minimum Educational Requirements in Order to Award a Graduate Degree. Subsection(s):
	§94910	Minimum Requirements for School Performance Fact Sheet. Subsection(s):		§71920	Student Records. Subsection(s):
	§94911	Minimum Requirements for enrollment Agreement. Subsection(s):		§71930	Maintenance of Records. Subsection(s):
	§94912	Signature, Initials Required.		§74112	Uniform Data - Annual Report, Perform. Fact Sheet. Subsection(s):
	§94916	Statement On Loans To Students.		§74140	Retention of Advertising.
	§94918	Compliance with Federal Statutes.		§74150	Use of Term "University." Subsection(s):
	§94919	Institutions Participating in Federal Student Financial Aid Programs. Subsection(s):		§74190	Agents for Service of Process; Changes.
	§94920	Mandatory Cancellation, Withdrawal, and Refund Policies. Subsection(s):		§76140	Record-Keeping Requirements. Subsection(s):
	§94922	Waiving Provisions Prohibited.		§76215	Student Tuition Recovery Fund Disclosures. Subsection(s):
	§94929	Reporting of Completion Rate. Subsection(s):		Other Violation	Description
	§94929.5	Reporting of Student Performance Data. Subsection(s):			
	§94929.7	Documentation of Performance Data. Subsection(s):			
	§94943.5	Agent for Service of Process.			

(White) Bureau

(Yellow) Inspector

(Pink) Institution



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NOTICE TO COMPLY - 000235

INSTITUTION NAME: Computer Training College

INSPECTOR'S COMMENTS:
Please add the following version to your enrollment agreement
94906 Language of Enrollment Agreement (a), (b)
Please add the following to your current catalog:
SCCR § 71810(b) (5)(7)(9)(10)(12)(13)(A)(B)(C)
Please return on or before Jul 6, 2012

Comments continued on attached 1 page(s).

Inspection Date: 6/6/12 Inspector's Printed Name: Gary J. Catalano Inspector Initialed: MJR

Institution Administrator Printed Name: James Kang Administrator Initialed: JK

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 an inspection by the Bureau.

By no later than 30 days from the date of inspection, you must either: (1) Remedy the noncompliance(s) and sign 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 violations 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(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 for each violation was achieved. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature Date

Printed Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY

(White) Bureau (Yellow) Inspector (Pink) Institution



BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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ATTACHMENT TO NTC - 000235

Institution Name: Computer Training College	Institution # 1941721
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Comments:

Please make an alternate version of enrollment agreement:

94906 Language of Enrollment Agreement (a) & (b)

(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms & conditions of the agreement, the student shall have the right to obtain a clear explanation of the terms & conditions and all cancellations and refund policies in his primary language.

(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures and statements shall be in that language.

Please add to your current catalog:

The catalog shall contain:

(b)(5) Whether any instruction will occur in a language other than English and if so, the level of proficiency required and the kind of documentation of proficiency, such as USFSLRS that will be accepted.

(b)(6) The institution's policies & procedures for the award of credit for prior experiential learning, including assessment policies & procedures, provisions for appeal and all charges that a student may be required to pay.

(b)(9) A description of the facilities, and the types of equipment and materials that will be used for instruction.

(b)(10) A description of library and other learning resources, and the procedure for student access to those resources.

(b)(12) A description of all student services.

(b)(13) Housing information including all the following:

(A) Whether the school has dorm facilities under its control.

(B) The availability of housing reasonably located near the school and its approximate cost.

(C) If the institution has no responsibility to find or assist in student housing, a clear & conspicuous statement should so indicate. Non-residential does not satisfy this requirement.

Attachment Page 1 of 1

Institution Administrator: 	Date: 6/6/12	Inspector:
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(White) Bureau

(Yellow) Inspector

(Pink) Institution

(Rev. 4/17/11)

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