



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
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**NOTICE TO COMPLY – CA 2101461 0415 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	The Coaches Training Institute	Institution Telephone:	415-526-1611
Institution Code:	2101461	Administrator Name:	Sabrina Roblin
Street Address:	4000 Civic Center Drive, 5 <sup>th</sup> Floor San Rafael, CA 94903	Date of Inspection:	15 April 2015

**Nature and Facts of the Violation(s):**

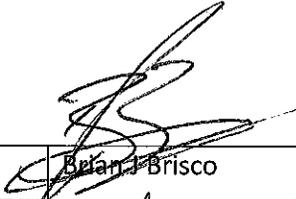
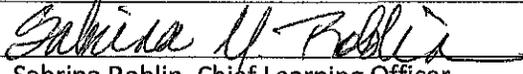
Education Code	Subsection and Description
3, CEC § 94913 – Institutional Web Site Requirements	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(1) The school catalog.</p> <p><b>The institution did not submit a compliant catalog, and no such document could be found on the institution’s website.</b></p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p><b>The institution’s website did not contain a School Performance Fact Sheet (SPFS) for each educational program offered by the institution. The institution’s website only contained a SPFS for ‘Professional Co-Active Coaching Certification Program’. It is also noted, a program by this title is not one of the institution’s approved educational programs.</b></p>

Code of Regulations	Subsection and Description
5, CCR § 71920 – Maintenance of Records (b)(1)(A), (b)(3)	<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>

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 Inspector’s Initial: BJB   
 Administrator’s Initial: SR 

	<p><b>All of the institution's student files reviewed – 11 total – did not contain documentation of verification of minimum education requirements.</b>  <b>The institution must, for all currently enrolled students, obtain documentation from each student and verify they possess the minimum education requirements.</b></p> <p>(b)(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;</p> <p><b>All of the institution's student files reviewed – 11 total – did not contain documentation of a student-signed School Performance Fact Sheet (SPFS).</b>  <b>The institution must, for all currently enrolled students, obtain a copy of an appropriate SPFS, signed by the student. A copy of the student-signed SPFS must be placed in the student's file.</b></p>
<p>5, CCR § 71930 – Maintenance of Records (e)</p>	<p>(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.</p> <p><b>The institution currently keeps only two years of student records on site, with the remainder off site. Retrieval of the off site records takes approximately 3 days, according to staff. The institution is transitioning to entirely electronic files, however until three years of electronic records is met as defined in 5, CCR § 71930 (c), the institution must keep hard copies on hand or convert those hard copies to electronic records, either of which must be immediately accessible.</b></p>

Notice to Comply – CA 21014610415  
Inspector's Initial: BJB *[Signature]*  
Administrator's Initial: SR *[Signature]*

Inspector's Name	 Brian J. Brisco
Inspector's Signature	
Institution Administrator Name/Title:	Sabrina Roblin, Chief Learning Officer
Institution Administrator's Signature:	

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 Administrator's Initial: SR 

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>

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 15, 2015**

Notice to Comply – CA 2101461-0415

Inspector's Initial: *BIB*

Administrator's Initial: *SR*