



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY - CA 21939823 0814 (Ed. Code § 94935, 5 CCR § 75010)

| | | | |
|-------------------|-------------------------------------|------------------------|----------------|
| Institution Name: | Laguna Technical College | Institution Telephone: | 909-623-6800 |
| Institution Code: | 21939823 | Administrator Name: | Arturo Jimenez |
| Street Address: | 260 S. Garey Avenue Pomona CA 91766 | Date of Inspection: | 8/19/14 |

Nature and Facts of the Violation(s):

| Education Code | Subsection and Description |
|----------------|----------------------------|
|----------------|----------------------------|

| Code of Regulations | Subsection and Description |
|---------------------------------------|---|
| §76140 - Record-Keeping Requirements. | <p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:</p> <ol style="list-style-type: none"> (1) Student identification number, (2) First and last names, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid. <p>(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau</p> <p>The institution was unable to provide the records required to be maintained to substantiate the data reported on the STRF Assessment Reporting Form.</p> |
| §71920 - Student Records. | <p>(b)(1) (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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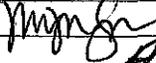
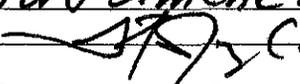
Inspector's Initial: *MS*

Administrator's Initial: *AS*

| | |
|---------------------------|---|
| | Institution failed to provide documentation of high school completion or equivalency or other documentation establishing a student's ability to do college level work. |
| §71920 - Student Records. | (b)(5)(E) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following: The name, address, website address, and telephone number of the institution. The student transcript failed to contain the institutions website. |
| §71720 - Faculty. | (b)(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. The instructor files failed to include documentation of continuing education. |

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.

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| Inspector's Name | Michelle M. Loo |
| Inspector's Signature |  |
| Institution Administrator Name/Title: | Arturo Jimenez, School 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>

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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 SEPTEMBER 19, 2014

Notice to Comply – CA 21939823 0814
Inspector's Initial: *mm*
Administrator's Initial: *df*