



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
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**NOTICE TO COMPLY** - CA 21939889 0113 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Hatlen Center for the Blind	Institution Telephone:	510-234-4984
Institution Code:	21939889	Administrator Name:	Patricia Williams
Street Address:	2430 Road 20 #B112	Date of Inspection:	1/10/13

Nature and Facts of the Violation(s):

Education Code	Subsection and Description

Code of Regulations	Subsection and Description
§71930 - Maintenance of Records.	<p>(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.</p> <p>Institution did not maintain a second set of academic and financial records in a manner secured from damage or loss or store the originals in fire resistant cabinets.</p>

Only minor violations are listed on the Notice to Comply.

If this box is checked additional material violations have been found and will be forwarded to Enforcement for further review.

Inspector's Name	Jan Joy
Inspector's Signature	<i>Jan Joy</i>
Institution Administrator Name/Title:	Patricia Williams - Executive Director
Institution Administrator's Signature:	<i>Patricia Williams</i>

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>

Notice to Comply - CA 21939889 0113

Inspector's Initial: *JJ*

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 **February 9, 2013**

Notice to Comply - CA 21939889 0113

Inspector's Initial: *JA*

Administrator's Initial: *pcw*

**ANNOUNCED COMPLIANCE INSPECTION  
NOTICE TO COMPLY EVIDENCE CHART**

**NOTICE TO COMPLY - CA 21939889 0113 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Hatlen Center for the Blind	Institution Telephone:	510-234-4984
Institution Code:	21939889	Administrator Name:	Patricia Maffei
Street Address:	2430 Road 20 #B112 San Pablo, CA	Date of Inspection:	1/1013
Inspector:	Jan Joy		

**EVIDENCE**

Education Code	Subsection and Description	Evidence

Code of Regulations	Subsection and Description	Evidence
§71930	(d) Institution did not maintain a second set of record in a manner secured from fire or loss or store the originals in fire resistant cabinets.	Inspector's observation that records were stored in non-fire resistant cabinets.