



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY - CA-27091740-0615 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Select Therapy Institute	Institution Telephone:	626-572-7231
Institution Code:	27091740	Administrator Name:	Kai H. Di
Street Address:	2209 N. San Gabriel Blvd, Ste C Rosemead 91770	Date of Inspection:	June 16, 2015

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94909 - Minimum Requirements for School Catalog.	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(6) If the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state, a notice to that effect and a list of the requirements for eligibility for licensure.</p> <p>Missing all requirements for BSIS licensure for Security Guard, such as passing criminal back ground check.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(8) A detailed description of institutional policies in the following areas:</p> <p>(A) Admissions policies, including the institution's policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</p> <p>Need to include Ability to Benefits test requirements for students who cannot produce a high school diploma or equivalent. The catalog needs to include the name of the test, the score that will be accepted, and the test will be</p>

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Inspector's Initial: *DM*

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administered by a third party.

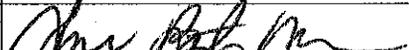
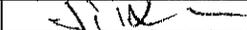
Code of Regulations	Subsection and Description
§71800 – Enrollment Agreement.	<p>In addition to the requirements of section 94911 of the Code, an institution shall provide to each student an enrollment agreement that contains at the least the following information:</p> <p>(f) Charges paid to an entity other than an institution that is specifically required for participation in the educational program.</p> <p>The fees paid to a third party need to clearly indicate whether the fee is collected and paid to the third party by the institution or paid directly to the third party from the student. In addition, if paid by the institution on behalf of the student all fees need to clearly be identified as non-refundable based on the timeframe of enrollment, cancellation, and payment made to the third party.</p>
§71800 – Enrollment Agreement.	<p>In addition to the requirements of section 94911 of the Code, an institution shall provide to each student an enrollment agreement that contains at the least the following information:</p> <p>(d) Date by which the student must exercise his or her right to cancel or withdraw, and the refund policy, including any alternative method of calculation if approved by the Bureau pursuant to section 94921 of the Code.</p> <p>Enrollment Agreement needs to specify the refund policy, including the number of days a refund will be made after withdrawal (refer to CEC 949209(e)).</p>
§71810 – Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(9) A description of the facilities and of the types of equipment and materials that will be used for instruction;</p> <p>Current description of the facility is not consistent with actual accommodation of the classroom. Need to revise to indicate to can accommodate a maximum of 20 students at one time.</p>
§71810 – Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(4) Language proficiency information, including:</p> <p>(A) the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted; and</p> <p>(B) whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost;</p> <p>(5) Whether any instruction will occur in a language other than</p>

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Inspector's Initial: *ABM*

Administrator's Initial: *TK*

	<p>English and, if so, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted;</p> <p>Need to indicate which standardized English Language Test will be used (i.e., TOEFL) to test English Language Skills and what score will be accepted as passing and accepted into the program.</p>
§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>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;</p> <p>(B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;</p> <p>(C) Credit for courses earned at other institutions;</p> <p>(D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;</p> <p>(E) The name, address, website address, and telephone number of the institution.</p> <p>Institution does not have a formal transcript and is not maintaining this information. The institution needs to develop a transcript including all required information and maintain this information permanently.</p>

Inspector's Name	Shari Morales
Inspector's Signature	
Institution Administrator Name/Title:	Kai H. Di/ Director-Owner
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: *SBM*

Administrator's Initial: *li*

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 JULY 16, 2015

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Inspector's Initial: *DM*

Administrator's Initial: *CC*