



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



**NOTICE TO COMPLY – CA 3012471 0914 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Lincoln Institute of Body Therapy	Institution Telephone:	714.998.4943
Institution Code:	3303871	Administrator Name:	Angela DeLeon
Street Address:	202 West Lincoln Avenue Orange, CA 92865	Date of Inspection:	09/04/2014

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

Education Code	Subsection and Description
§94913(a) (4)	(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (4) A link to the bureau’s Internet Web site. <b>The institution failed to provide the school catalog, link to the BPPE website, the institution’s most recent annual report on the institution’s website.</b>
§94913(a) (5)	(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (5) The institution’s most recent annual report submitted to the bureau. <b>The institution failed to provide the school catalog, link to the BPPE website, the institution’s most recent annual report on the institution’s website.</b>
§94909(a)(8)(A) - Minimum Requirements for School Catalog	(a) 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: (8) A detailed description of institutional policies in the following areas: (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. <b>The institution failed to provide a prospective student with a catalog containing the institution’s polices on accepting credits earned at other institutions and a disclosure that the institution has not entered into an articulation or transfer agreement with any other college or university</b>
§94909(a)(9) - Minimum Requirements for School Catalog	(a) 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: (9) The schedule of total charges for a period of attendance and an

Notice to Comply – CA 3012471 0914

Inspector’s Initial: *JM*

Administrator’s Initial: *ADL*

	<p>estimated schedule of total charges for the entire educational program.</p> <p><b>The institution failed to provide a prospective student with a school catalog containing the schedule of total charges for a period of attendance.</b></p>
§94909(a)(16) - Minimum Requirements for School Catalog	<p>(a) 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>(16) A statement specifying whether the institution, or any of its degree programs, are accredited by an accrediting agency recognized by the United States Department of Education.</p> <p><b>The institution failed to provide a prospective student with a school catalog containing a statement specifying whether the institution, or any of its degree programs, are accredited.</b></p>

Code of Regulations	Subsection and Description
§71770(b) - Admissions Standards and Transferred Credits Policy.	<p>(b) The institution shall specify the maximum credit it will transfer from another institution for each educational program, and the basis upon which the transferred credit will be awarded.</p> <p><b>The institution failed to specify the maximum credit it will transfer from another institution for each educational program.</b></p>
§71810(b)(4) - 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</p> <p><b>The institution failed to provide a school catalog containing the level of English language proficiency required of students.</b></p>
§71810(b)(5) - Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(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 the United States Foreign Service Language Rating System, that will be accepted;</p> <p><b>The institution failed to provide a school catalog containing</b></p>
§71810(b)(7) - Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(7) The institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay;</p> <p><b>The institution failed to provide a school catalog containing the institution's policies and procedures for the award of credit for prior experiential learning.</b></p>
§71810(b)(13) - Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(13) Housing information including all of the following:</p> <p>(B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing;</p> <p><b>The institution failed to provide a school catalog containing the</b></p>

Notice to Comply – CA 3012471 0914

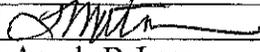
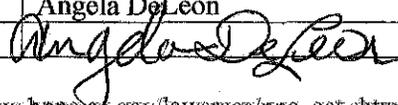
Inspector's Initial: *JM*

Administrator's Initial: *ASO*

	<b>availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing</b>
§71810(b)(15) - Catalog.	(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (15) Policies on the retention of student records. <b>The institution failed to provide a school catalog containing the Policies on the retention of student records.</b>

**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.**

Inspector's Name	Jeanne Matsumoto
Inspector's Signature	
Institution Administrator Name/Title:	Angela DeLeon
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppp\\_act.shtml](http://www.bppe.ca.gov/lawsregs/ppp_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: **Oct. 04, 2014**

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Inspector's Initial: *SM*

Administrator's Initial: *AD*