



Bureau for Private Postsecondary Education
 P.O. Box 980818, West Sacramento, CA 95798-0818
 (888) 370-7589 / www.bppe.ca.gov



NOTICE TO COMPLY – 000226 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name: International School of Motion Pictures	Institution Telephone: 310-324-1500
Inst. Code: 32 878419	Administrator Name: Chisako Yokoyama
Street Address: 19401 South Vermont Ave, Suite 6106 Torrance CA	Administrator Signature:
Inspector: <i>[Signature]</i>	Gary J. Costalano 4/3/12
	<i>Signature</i> <i>Printed Name</i> <i>Date</i>

VIOLATION(S)				
✓	Educ. Code	Description	✓	Code of Regs Description
	§94802	Continuance of Former Approvals. Subsection(s):		§71705 Mission and Objectives.
	§94897	Prohibited Business Practices. Subsection(s):		§71710 Educational Program. Subsection(s):
	§94898	Merging Classes, Converting Method of Delivery, Changing Locations. Subsection(s):		§71715 Instruction. Subsection(s):
	§94899	Approval Required for Programs Leading to Licensed Profession.		§71716 Distance Educational Programs – Specific Provisions for Instruction Not in Real Time. Subsection(s):
	§94899.5	Collection of Tuition. Subsection(s):		§71717 Satellite Locations. Subsection(s):
	§94900	Required Student Records. Subsection(s):		§71720 Faculty. Subsection(s):
	§94900.5	Required Institutional Records. Subsection(s):		§71730 Administration. Subsection(s):
	§94901	Requirements for Recruiters. Subsection(s):		§71735 Facilities and Equipment. Subsection(s):
✓	§94902	General Enrollment Requirements. Subsection(s): (b)(3)		§71740 Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.		§71750 Withdrawals and Refunds. Subsection(s):
	§94904	Ability to Benefit Students.	✓	§71760 Self-Monitoring Procedures.
	§94905	Professions Requiring Licensure, Internships. Subsection(s):		§71770 Admissions Standards and Transferred Credits Policy. Subsection(s):
	§94906	Language of Enrollment Agreement. Subsection(s):		§71800 Enrollment Agreement. Subsection(s):
	§94907	Mandatory Internal Dispute Resolution Prohibited.		§71810 Catalog. Subsection(s):
	§94908	Size of Text in Required Documents.		§71850 Minimum Educational Requirements in Order to Award an Undergraduate Degree. Subsection(s):
	§94909	Minimum Requirements for School Catalog. Subsection(s):		§71865 Minimum Educational Requirements in Order to Award a Graduate Degree. Subsection(s):
	§94910	Minimum Requirements for School Performance Fact Sheet. Subsection(s):		§71920 Student Records. Subsection(s):
	§94911	Minimum Requirements for enrollment Agreement. Subsection(s):		§71930 Maintenance of Records. Subsection(s):
	§94912	Signature, Initials Required.		§74112 Uniform Data - Annual Report, Perform. Fact Sheet. Subsection(s):
	§94916	Statement On Loans To Students.		§74140 Retention of Advertising.
	§94918	Compliance with Federal Statutes.		§74150 Use of Term “University.” Subsection(s):
	§94919	Institutions Participating in Federal Student Financial Aid Programs. Subsection(s):		§74190 Agents for Service of Process; Changes.
	§94920	Mandatory Cancellation, Withdrawal, and Refund Policies. Subsection(s):		§76140 Record-Keeping Requirements. Subsection(s):
	§94922	Waiving Provisions Prohibited.		§76215 Student Tuition Recovery Fund Disclosures. Subsection(s):
	§94929	Reporting of Completion Rate. Subsection(s):		<i>Other Violation</i> <i>Description</i>
	§94929.5	Reporting of Student Performance Data. Subsection(s):	✓	76120 (a)
	§94929.7	Documentation of Performance Data. Subsection(s):	✓	76130
	§94943.5	Agent for Service of Process.		

(White) Bureau

(Yellow) Inspector

(Pink) Institution



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INSTITUTION NAME:

INSPECTOR'S COMMENTS:

- § 76120 - Amount of STRF Assessment (a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars...
§ 76150 - Collection and submission of Assessments (a) Qualifying institution shall collect the assessment from each student in an educational program at the time it collects the first payment from or on the behalf of the student at or after enrollment.
§ 71760 Self Monitoring Procedures: Each institution shall develop & maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.
§ 94962 General Enrollment Requirements (b)(3): Prior to the execution of the enrollment agreement the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a)-(d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed by the student.

Comments continued on attached page(s).

Inspection Date: 4/3/12 Inspector's Printed Name: Gary J. Catalano Inspector Initialed: GJR

Institution Administrator Printed Name: Chisako Yokoyama Administrator Initialed: CY

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 an inspection by the Bureau.

By no later than 30 days from the date of inspection, you must either: (1) Remedy the noncompliance(s) and sign 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 violations described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference.

Failure to timely remedy the noncompliance(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 for each violation was achieved. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature Date
Printed Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY

(White) Bureau (Yellow) Inspector (Pink) Institution

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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ATTACHMENT TO NTC - 000226

Institution Name: <u>International School of Motion Pictures</u>	Institution # <u>32878419</u>
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Comments:

(1) Corrections for cited regulations:

(A) § 76120 - The Institution needs to be collecting STRF assessments from students as defined as California residents on an immediate and consistent basis

(B) § 76130 - Same as above - Collection of STRF assessments on an immediate and consistent basis

(C) 7760 - The CAO needs to develop and implement an evaluation program for instructional staff and keep this information recorded in a Faculty evaluation file

(D) 94902 - Section 94910 indicates that minimum requirements for school performance facts sheet needs to be implemented. School officials need to provide to students salary & wage information and salary that may be earned after completing the appropriate educational program.

Institution Administrator: 	Date: <u>4/13/12</u>	Inspector:
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