



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY – CA-3306311-0615 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Doaba Trucking School	Institution Telephone:	909-829-4229
Institution Code:	3303611	Administrator Name:	Rashpal Dhindsa
Street Address:	11123 Banana Ave. Fontana, CA 92337	Date of Inspection:	June 9, 2015

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94909 – Minimum Requirements for the School Catalog.	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(7) Information regarding the faculty and their qualifications.</p> <p>Description of faculty and related qualifications is not adequate.</p>

Code of Regulations	Subsection and Description
§71720 – Faculty.	<p>(b) Instructors in an Educational Program Not Leading to a Degree.</p> <p>(1) An institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.</p> <p>(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.</p> <p>Faculty files did not contain proof of continuing education requirements.</p>
§71730 – Administration.	<p>(e) The chief academic officer shall possess a degree or equivalent acceptable experience at least equal to the highest qualifications required of the institution's faculty. Chief academic officers employed on the date of implementation of these regulations, who do not meet the qualifications for their positions, shall have three years to earn the necessary degrees or experience to qualify them for their position.</p>

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Inspector's Initial: *RS*

Administrator's Initial: *RD*

	Unable to validate qualifications of CAO; institution did not maintain a file.
§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>(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and</p> <p>(9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;</p> <p>(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;</p> <p>Student files did not contain proper documentation of funds received, funds refunded, date refunded, and refund calculation.</p>
§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>Student files are not maintained in a fire resistant cabinet and are not properly stored in a manner to prevent loss.</p>

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>

Inspector's Name	Shari Morales
Inspector's Signature	
Institution Administrator Name/Title:	Rashpal Dhindsa/Owner-President
Institution Administrator's Signature:	

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Inspector's Initial: *rs*
Administrator's Initial: *RD*

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 9, 2015

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Inspector's Initial: *Ks*

Administrator's Initial: *Alm*