



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 3303961-1212 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Riverside Training Center	Institution Telephone:	(951) 727-8716
Institution Code:	3303961	Administrator Name:	Lucia Mendoza
Street Address:	10427 San Sevaine Way, Suite A,C,J Mira Loma, CA 91752	Date of Inspection:	12/11/12

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94904 - Ability to Benefit Students.	<p>(a) Before an ability-to-benefit student may execute an enrollment agreement, the institution shall have the student take an independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965 (1070a et seq.) as it is, from time to time, amended. The student shall not enroll unless the student achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered.</p> <p>Institution is using unapproved ATB exams based on the list of approved exams from the Department of Education. All (15) inspected student files did not contain an approved ATB exam.</p>
§94909 - 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: (4) The address or addresses where class sessions will be held.</p> <p>Institution is operating classrooms out of 10405 San Sevaine Way Suite J which is a different address and building from their main location on file.</p>

Code of Regulations	Subsection and Description
§71770 - Admissions Standards and Transferred Credits Policy.	<p>(a) The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that:</p> <p>(1) Each student admitted to an undergraduate degree program, or</p>

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Inspector's Initial: *MB*

Administrator's Initial: *LM*

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 **01/12/2013**

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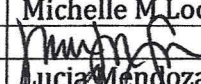
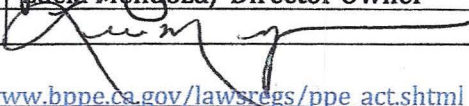
Inspector's Initial: *MS*

Administrator's Initial: *DM*

	<p>a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.</p> <p>All (15) student files reviewed did not contain a high school diploma, GED or valid ATB test.</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>(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following: (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;</p> <p>All (15) student files reviewed did not contain a high school diploma, GED, transcripts or valid ATB test.</p>
§71750 - Withdrawals and Refunds.	<p>(f) The institution shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.</p> <p>Institution does not maintain a cancellation and withdrawal log on a monthly basis.</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	Michelle M Loo
Inspector's Signature	
Institution Administrator Name/Title:	Lucia Mendoza/ 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:  

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