



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



NOTICE TO COMPLY – 000253 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Moler Barber College	Institution Telephone:	916-617-2678
Inst. Code:	3400961	Administrator Name:	James D. Knauss Jr.
Street Address:	3025 W Capitol Ave W. Sac, CA 95691	Administrator Signature:	<i>[Signature]</i> Director
Inspector:	<i>[Signature]</i>	Wayne Bremner	2/2/2012
	Signature	Printed Name	Date

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): (c)(1-7)(e)(f)
	§94898	Merging Classes, Converting Method of Delivery, Changing Locations. Subsection(s):	✓	§71715	Instruction. Subsection(s): (b)
	§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): (b)(1-3)		§71720	Faculty. Subsection(s):
✓	§94900.5	Required Institutional Records. Subsection(s): (b)	✓	§71730	Administration. Subsection(s): (e)(c)(d)
	§94901	Requirements for Recruiters. Subsection(s):		§71735	Facilities and Equipment. Subsection(s):
✓	§94902	General Enrollment Requirements. Subsection(s): (a)		§71740	Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.	✓	§71750	Withdrawals and Refunds. Subsection(s): (b)(10),(f)
	§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): (a)(1)
	§94906	Language of Enrollment Agreement. Subsection(s):	✓	§71800	Enrollment Agreement. Subsection(s): (a)(b)(c)
	§94907	Mandatory Internal Dispute Resolution Prohibited.	✓	§71810	Catalog. Subsection(s): (a)
	§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): (a)(3)(A),(a)(3)(c),(a)(5)(11)(a)(8)(A)(b)		§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): (b)(1)(c),(b)(4)(5)(b)(b)(l)
✓	§94911	Minimum Requirements for enrollment Agreement. Subsection(s): (b),(c),(d),(e)(1-3),(f),(g)(1-2),(h)(i)(j)(k)		§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): (a)(b)
	§94922	Waiving Provisions Prohibited.	✓	§76215	Student Tuition Recovery Fund Disclosures. Subsection(s): (a)(b)
	§94929	Reporting of Completion Rate. Subsection(s):	✓	Other Violation	Description
	§94929.5	Reporting of Student Performance Data. Subsection(s):			
	§94929.7	Documentation of Performance Data. Subsection(s):			
	§94943.5	Agent for Service of Process.			

(White) Bureau

(Yellow) Inspector

(Pink) Institution



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NOTICE TO COMPLY -000253

INSTITUTION NAME: Moler Barber College-3400961

INSPECTOR'S COMMENTS:

- Sec. 71810 (a) policy not provided related to catalog updates. Provide catalog update policy.
- Sec. 94909 (a)(3)(A) catalog does not contain toll free number for Bureau. Provide catalog correction.
- Sec. 94909 (a)(3)(c) catalog does not contain toll free number for Bureau. Provide catalog correction.
- Sec. 94909 (a)(5) catalog does not contain correct program hours. Provide catalog correction.
- Sec. 94909 (a)(8)(A) catalog does not contain required transfer or articulation statement. Provide correction.
- Sec. 94909 (a)(8)(b) catalog does not contain correct cancellation statement. Provide catalog correction.
- Sec. 94909 (a)(11) catalog does not contain required statement related to loans. Provide catalog correction.
- Sec. 76215 (a)(b) catalog does not contain required STRF statement. Provide catalog correction.
- Sec. 94902 (a) enrollment agreement does not contain area for authorized school employee to sign. Provide correction.
- Sec. 94911 (b) enrollment agreement does not contain correct registration fee nor is it listed as nonrefundable. Provide correction.
- Sec. 94911 (c) enrollment agreement does not contain total charges listed on same page as students signature. Provide correction.
- Sec. 94911 (d) enrollment agreement does not contain legally binding statement above students signature. Provide correction.
- Sec. 94911 (e) enrollment agreement does not contain conspicuous caption, disclosure or cancellation procedures. Provide corrections.
- Sec. 94911 (f) enrollment agreement does not contain statement related to student obtaining a loan. Provide correction.

Comments continued on attached 2 page(s).

Inspection Date: 2/1/2012 Inspector's Printed Name: Wayne Brannon Inspector Initialed: WB
 Institution Administrator Printed Name: Keno Medica Director Administrator Initialed: KM

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. 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(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 March 5 2012

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(Yellow) Inspector

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BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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ATTACHMENT TO NTC - 000253

Institution Name: Moler Barber College	Institution # 3400961
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Comments:

Sec. 94911 (g)(1,2) enrollment agreement does not contain required statements related to federal and state loans. Provide correction.

Sec. 94911 (h) enrollment agreement does not contain transferability statement. Provide correction.

Sec. 94911 (i)(l)(2) enrollment agreement does not contain required statement and line for student to initial. Provide correction.

Sec. 94911 (j)(1)(2) enrollment agreement does not contain statement related to filling a complaint with the Bureau. Provide correction.

Sec. 94911 (k) enrollment agreement does not contain required statement above students signature. Provide correction.

Sec. 71800 (a)(b)(c) enrollment agreement does not address where instruction will be held. Does not contain period covered by enrollment agreement. Does not contain program start date. Provide corrections.

Sec. 76215 (a)(b) enrollment agreement does not contain required language related to STRF. Provide correction.

Sec. 94900 (b)(1-3) Student files do not contain required documentation. Provide correction.

Sec. 71730 (e)(c)(d) Chief Academic Officer has expired license from Board of Barbering and Cosmetology.

Policy for administrative duties related to branch locations not provided. Policy for administrative duties related to satellite locations not provided. Provide corrections.

Sec. 71710 (c)(1-7)(e)(f) Policy related to educational programs not provided. Policy related to learning outcomes not provided. Policy related to evaluations by duly qualified faculty not provided. Provide policies related to sec. 71710.

Sec. 71715 (b) Policy related to the achievement of learning objectives not provided. Provide policy.

Sec. 76140 (a)(b) Institution did not submit the correct supporting data for STRF. Institution did not submit electronic format of STRF documentation. Provide the correct supporting STRF data in an electronic format.

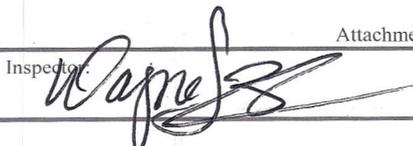
Sec 71760 Procedures are not maintained by the institution to ensure that it is maintained and operated in compliance with the Act and Division. Institutional policies are not written. Provide requested policies related to administration, admissions, faculty, catalog, enrollment agreement and records retention.

Sec. 71770 (a)(1) Students are enrolled without GED, ATB or high school diplomas. Provide records of prior education.

Sec. 71920 (b)(1)(4)(5) Incomplete student records, files do not contain education verification, records related to withdrawal, leave of absence, graduation, transcripts and missing students files. Provide documentation of correction.

Sec. 71750 (f) Institution does not retain withdrawal or cancellation log. Provide documentation correction.

Attachment Page 3 of 4

Institution Administrator: 	Date: 2/2/2022	Inspector: 
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(Rev. 4/17/11)

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