



**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](http://www.bppe.ca.gov)



**NOTICE TO COMPLY** –CA 3401031 0813 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Western Truck School	Institution Telephone:	(916) 372-6500
Institution Code:	3401031	Administrator Name:	Michael A. Nord
Street Address:	4519 West Capitol Avenue, West Sacramento, CA 95691	Date of Inspection:	8/28/2013

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
94913	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <ul style="list-style-type: none"> <li>(1) The School Catalog.</li> <li>(2) A School Performance Fact Sheet for each educational program offered by the institution.</li> <li>(3) Student brochures offered by the institution.</li> <li>(4) A link to the Bureau’s Internet Web site.</li> <li>(5) The institution’s most recent Annual Report submitted to the Bureau.</li> </ul> <p><b>The institution maintains an Internet Web site. The Web site does not provide the School Catalog, a School Performance Fact Sheet for each educational program offered by the institution, a link to the Bureau’s Internet Web site and the institution’s most recent Annual Report submitted to the Bureau.</b></p>
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 (20 U.S.C. Sec. 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><b>Currently Enrolled Student File SA302349 Michael Yslas 305614 indicates the ATB examination (Wonderlic) was administered by the institution.</b></p>
94909. Minimum Requirements for the 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> <ul style="list-style-type: none"> <li>(3) The following statements:</li> <li>(B) “As a prospective student, you are encouraged to review this</li> </ul>

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Inspector’s Initial: *JE*

Administrator’s Initial: *MA*

	<p>catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.”</p> <p><b>The catalog does not contain the specific language verbatim to the code.</b></p>
94908. Size of Text in Required Documents	<p>Any information or statement required by this article to be included in the catalog, School Performance Fact Sheet, or enrollment agreement shall be printed in at least the same size font as the majority of the text in that document.</p> <p><b>The address of the training site appears to be in a smaller font than the majority of the text.</b></p>

<b>Code of Regulations</b>	<b>Subsection and Description</b>
71920. Student Records	<p>(a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.</p> <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:</p> <p>(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><b>One of the Currently Enrolled Student Files that was reviewed (Daniel Van Mouwerik ) did not contain evidence of HS, GED, ATB or other documentation showing prior education.</b></p>
	<p>(a) An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.</p> <p>(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.</p> <p><b>The following Student Files were requested for inspection, but were not made immediately available by the institution:</b>  <b>SA300945 Jan Newell 278446</b>  <b>SA301121 John Lynch 282815</b>  <b>SA301310 John Ceron 288044</b>  <b>SA301044 Waheed Asghar 281095</b>  <b>(Institution personnel indicated that the files are stored at an Iron Mountain Records Storage facility in Sacramento, CA.)</b></p>
71810. Catalog	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p>

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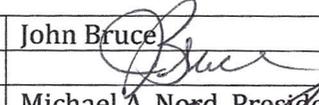
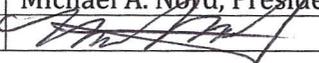
Inspector’s Initial: *JB*

Administrator’s Initial: *zn*

	(1) The specific beginning and ending dates defining the time period covered by the catalog;  <b>The revision date on page 1 of the catalog is 01/01/2013. No ending date is shown.</b>
76120. Amount of STRF Assessment	(a) Each qualifying institution shall collect an assessment of fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand (\$1,000) or less, the assessment is fifty (\$.50).  <b>On pages 22, 25, 26, 27, 28, and 30 of the catalog, the institution has calculated STRF Assessments using \$2.50 per \$1,000. Those catalog pages should be corrected to show the correct assessment amount.</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	John Bruce
Inspector's Signature	
Institution Administrator Name/Title:	Michael A. Nord, President
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](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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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 SEPTEMBER 28, 2013.**

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