STATE OF CALIFORNIA dca DEPARTMENT OF CONSUMER AFFAIRS

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

NOTICE TO COMPLY – 000265

(Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Montessori Teachers College	Institution Telephone:	530-672-1943
Inst. Code:	3404361	Administrator Name:	Kim Yeager
Street Address:	4645 Buckeye Road Single Springs, CA	Administrator Signature:	Kim Yeager
Inspector:	Signature	WAYNE BRENNER Printed Name	3/20/2012 Date

VIOLATION(S)

✓	Educ. Code	Description
	§94802	**Continuance of Former Approvals.** Subsection(s):
	§94897	**Prohibited Business Practices.** Subsection(s):
	§94898	**Merging Classes, Converting Method of Delivery, Changing Locations.** Subsection(s):
	§94899	**Approval Required for Programs Leading to Licensed Profession.**
	§94899.5	**Collection of Tuition.** Subsection(s):
	§94900	**Required Student Records.** Subsection(s):
	§94900.5	**Required Institutional Records.** Subsection(s):
	§94901	**Requirements for Recruiters.** Subsection(s):
X	§94902	**General Enrollment Requirements.** Subsection(s): (a),(b)(1),(b)(3)
	§94903	**Waiving Provisions Prohibited.**
	§94904	**Ability to Benefit Students.**
	§94905	**Professions Requiring Licensure, Internships.** Subsection(s):
	§94906	**Language of Enrollment Agreement.** Subsection(s):
	§94907	**Mandatory Internal Dispute Resolution Prohibited.**
	§94908	**Size of Text in Required Documents.**
X	§94909	**Minimum Requirements for School Catalog.** Subsection(s): (a)(1)
X	§94910	**Minimum Requirements for School Performance Fact Sheet.** Subsection(s): (a-g)
X	§94911	**Minimum Requirements for enrollment Agreement.** Subsection(s): (a)
X	§94912	**Signature, Initials Required.**
	§94916	**Statement On Loans To Students.**
	§94918	**Compliance with Federal Statutes.**
	§94919	**Institutions Participating in Federal Student Financial Aid Programs.** Subsection(s):
	§94920	**Mandatory Cancellation, Withdrawal, and Refund Policies.** Subsection(s):
	§94922	**Waiving Provisions Prohibited.**
	§94929	**Reporting of Completion Rate.** Subsection(s):
	§94929.5	**Reporting of Student Performance Data.** Subsection(s):
	§94929.7	**Documentation of Performance Data.** Subsection(s):
	§94943.5	**Agent for Service of Process.**

✓	Code of Regs	Description
	§71705	**Mission and Objectives.**
	§71710	**Educational Program.** Subsection(s): subsection
	§71715	**Instruction.** Subsection(s):
	§71716	**Distance Educational Programs – Specific Provisions for Instruction Not in Real Time.** Subsection(s):
	§71717	**Satellite Locations.** Subsection(s):
	§71720	**Faculty.** Subsection(s):
	§71730	**Administration.** Subsection(s):
	§71735	**Facilities and Equipment.** Subsection(s):
	§71740	**Library and Other Learning Resources.** Subsection(s):
	§71750	**Withdrawals and Refunds.** Subsection(s):
	§71760	**Self-Monitoring Procedures.**
	§71770	**Admissions Standards and Transferred Credits Policy.** Subsection(s):
	§71800	**Enrollment Agreement.** Subsection(s):
	§71810	**Catalog.** Subsection(s):
	§71850	**Minimum Educational Requirements in Order to Award an Undergraduate Degree.** Subsection(s):
	§71865	**Minimum Educational Requirements in Order to Award a Graduate Degree.** Subsection(s):
X	§71920	**Student Records.** Subsection(s): (b)(1),(A),(b)(4)
	§71930	**Maintenance of Records.** Subsection(s):
	§74112	**Uniform Data - Annual Report, Perform. Fact Sheet.** Subsection(s):
	§74140	**Retention of Advertising.**
	§74150	**Use of Term "University."** Subsection(s):
	§74190	**Agents for Service of Process; Changes.**
	§76140	**Record-Keeping Requirements.** Subsection(s):
	§76215	**Student Tuition Recovery Fund Disclosures.** Subsection(s):

✓	Other Violation	Description
X	§94894	(b),(f) Substantive Change Not Approved by Bureau

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

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INSTITUTION NAME: Montessori Teachers College-3404361

INSPECTOR'S COMMENTS:

§94894 (b) Substantive Change not approved by the Bureau. Complete application for change in ownership.
§94894 (f) Substantive Change not approved by the Bureau. Complete application for change in name.
§94909 (a)(1) Minimum Requirements for School Catalog, catalog does not contain correct approved school name.
§94911 (a) Minimum Requirements for Enrollment Agreement, enrollment agreement does not contain correct approved school name.
§94902 (a) General Enrollment Requirements, enrollment agreement not signed by student or authorized enployee of the institution.
§94902 (b)(1) students are not provided School Performance Fact Sheet prior to signing enrollment agreement.
§94902 (b)(3) students are not provided School Performance Fact Sheet to sign and date.
§94912 students are not provided School Performance Fact Sheet to initial and date.
§94910 (a-g) students are not provided a School Performance Fact Sheet with required information.
§71920 (b)(1)(A) Student Records, prior verification of education not maintained in student files.
§71920 (b)(4) records of dates of enrollment not maintained in student files.

☐ Comments continued on attached Ø page(s).

Inspection Date: 3/20/2012 *Inspector's Printed Name:* Wayne Brennen *Inspector Initialed:* WB

Institution Administrator Printed Name: Kim Yeager *Administrator Initialed:* KY

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 APRIL 19, 2012.

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