



**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** - CA3404501-0613 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	A Professional Training Center	Institution Telephone:	(916) 967-8488
Institution Code:	3404501	Administrator Name:	Dorothy V. Devereux
Street Address:	5150 Sunrise Blvd., Suite E-4 Fair Oaks, CA 95628	Date of Inspection:	June 21, 2013

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
<b>CEC 94911 Minimum Requirements for Enrollment Agreement</b>	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(e) (1) A disclosure with a clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," under which it is explained that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.</p> <p>(h) The transferability disclosure that is required to be included in the school catalog, as specified in paragraph (15) of subdivision (a) of Section 94909.</p> <p><b>The Enrollment Agreement does not contain the required disclosures.</b></p>
<b>CEC 94900.5 Required Institutional Records</b>	<p>An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:</p> <p>(b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.</p> <p><b>The faculty files do not contain records of the educational qualifications of each member of the faculty.</b></p>

Code of Regulations	Subsection and Description
<b>CCR 71810 Catalog</b>	<p>(a) Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.</p> <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(1) The specific beginning and ending dates defining the time period covered by the catalog;</p> <p>(11) If the institution offers distance education, the approximate number of days that will elapse between the institution's receipt of student</p>

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Inspector's Initial: *[Signature]*

Administrator's Initial: *DVD*

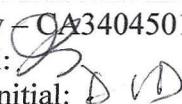
	<p>lessons, projects, or dissertations and the institution's mailing of its response or evaluation.</p> <p><b>The catalog cover indicates a coverage period extending from January 1, 2013 to December 31, 2014. The institution is not approved to offer Distance Education.</b></p>
<p><b>CCR 71716 Distance Educational Programs - Specific Provisions for Instruction Not in Real Time</b></p>	<p>(a) An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.</p> <p>(b) The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.</p> <p>(c)(1) An institution shall transmit all of the lessons and other materials to the student if the student:</p> <p>(A) has fully paid for the educational program; and</p> <p>(B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.</p> <p>(d) The enrollment agreement shall disclose the institution's and student's rights and duties under this section.</p> <p><b>The School Catalog shows distance education. The institution is not approved to offer Distance Education.</b></p>
<p><b>CCR 71720 Faculty</b></p>	<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><b>The institution's faculty files do not contain documentation showing the institution's policy or verification of the faculty members' qualifications and continuing education.</b></p>

**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:	Dorothy V. Devereux, Director/CEO

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Inspector's Initial: 

Administrator's Initial: 

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>

**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 22, 2013.**

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Inspector's Initial: 

Administrator's Initial: 