



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



**NOTICE TO COMPLY – 000280** (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Automotive Training Schools	Institution Telephone:	(916) 928-1331
Inst. Code:	3404941	Administrator Name:	John Lee
Street Address:	4791 Pell Drive #1, Sac., CA 95838	Administrator Signature:	
Inspector:		Printed Name:	Richard Acosta
		Date:	3/14/12

**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):
	§94898	Merging Classes, Converting Method of Delivery, Changing Locations. Subsection(s):		§71715	Instruction. Subsection(s):
	§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):		§71720	Faculty. Subsection(s):
	§94900.5	Required Institutional Records. Subsection(s):		§71730	Administration. Subsection(s):
	§94901	Requirements for Recruiters. Subsection(s):		§71735	Facilities and Equipment. Subsection(s): (b)
23	✓ §94902	General Enrollment Requirements. Subsection(s): (b)(3)		§71740	Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.		§71750	Withdrawals and Refunds. Subsection(s):
	§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):
	§94906	Language of Enrollment Agreement. Subsection(s):		§71800	Enrollment Agreement. Subsection(s):
	§94907	Mandatory Internal Dispute Resolution Prohibited.		§71810	Catalog. Subsection(s):
	§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):		§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)(5)(A)
	§94911	Minimum Requirements for enrollment Agreement. Subsection(s):		§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) and (b)
	§94922	Waiving Provisions Prohibited.		§76215	Student Tuition Recovery Fund Disclosures. Subsection(s):
	§94929	Reporting of Completion Rate. Subsection(s):		Other Violation	Description
	§94929.5	Reporting of Student Performance Data. Subsection(s):		✓ §94862	Satellite Location
	§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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INSTITUTION NAME: Automotive Training Schools

INSPECTOR'S COMMENTS:

§74190 - Agent for Service of Process has not provided the Bureau with written confirmation acknowledging that he or she is the designated agent for service of process.

§76140(a) - Institution does not maintain complete records of student information to substantiate the data reported on the STRF Assessment Reporting Form. Institution shall maintain complete records of student information to substantiate the data reported on the STRF Assessment Reporting Form.

§76140(b) - The required records of student information that substantiates the data reported on the STRF Assessment Reporting Form is not maintained in an electronic format. Institution shall maintain the required records in an electronic format.

§71735(b) - Institution's computer lab is in need of repair due to a large hole in the roof. The hole in the roof is due to a burglary. Institution shall provide proof or repair.

§94862 - Institution is currently operating two satellite locations in Concord, CA and Mountain View, CA. Both locations are more than 50 miles from the main location. Institution shall submit a request for a branch location in Concord, CA and Mountain View, CA or cease operation at both locations.

~~§94902(b)(3) - School performance fact sheet provided to students is not initialed, signed, and dated by the student and institution. Institution shall provide students with a school performance fact sheet that is to be initialed, signed, and dated by the student and institution.~~

§71920(b)(5)(A) - Institution's transcript does not show all courses completed or attempted and dates of completion or withdrawal for all courses.

KA  
[Signature]

Comments continued on attached \_\_\_ page(s).

Inspection Date: 3/14/12 Inspector's Printed Name: Richard Acosta Inspector Initialed: RA

Institution Administrator Printed Name: John Lee Administrator Initialed: [Signature]

**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 13, 2012.

(White) Bureau

(Yellow) Inspector

(Pink) Institution