



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



NOTICE TO COMPLY – 000237 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name: Word Wide ESL Institute Inst. Code: 3708141 Street Address: 2188 San Diego Ave, San Diego, CA Inspector: Jay J. [Signature]	Institution Telephone: 619-222-6411 Administrator Name: B. Rose Anderson Administrator Signature: [Signature] Inspector Signature: Gary J. Catalano Printed Name: Gary J. Catalano Date: 7/13/12
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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): (a)
✓	§94900	Required Student Records. Subsection(s): (b)(1) (b)(2) (b)(3)	✓	§71720	Faculty. Subsection(s): (b)(1) (b)(2) (b)(3)
✓	§94900.5	Required Institutional Records. Subsection(s): (b)(c)		§71730	Administration. Subsection(s): (b)(c)
	§94901	Requirements for Recruiters. Subsection(s):		§71735	Facilities and Equipment. Subsection(s):
✓	§94902	General Enrollment Requirements. Subsection(s): (c) (b)(1) (b)(2)		§71740	Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.	✓	§71750	Withdrawals and Refunds. Subsection(s): (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): (c)(5) (A), (a)
	§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): B, C		§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) (b)(2) (b)(3)
✓	§94911	Minimum Requirements for enrollment Agreement. Subsection(s): (b)(1)(s) (i)(1) (i)(2)	✓	§71930	Maintenance of Records. Subsection(s): (a) (b)(c)
✓	§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)(1) (13)
	§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):			
	§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:

Word Wide ESL

INSPECTOR'S COMMENTS:

- § 76140(a)(1-13) No student data sheet provided
§ 94911(h)(a)(5) Required statement not noted on EA
§ 94911(i)(1), (i)(2) Required statement not noted on EA
§ 94909(b) Policy for providing a copy of institutions general brochure prior to enrollment was not provided
§ 94909(c) Policy for providing school catalog not provided
§ 71720(b)(2) Policy for continuing education for instructors not provided
§ 71730(b) No personnel manual presented outlines duties, responsibilities and performance evaluation by the administrator
§ 71730(e) The CAO File did not contain documentation supporting CAO qualifications
§ 71750(f) No documents in file to demonstrate expertise to insure achievement of the institution's mission and objectives and operation of the educational programs

Comments continued on attached 1 page(s).

Inspection Date: Jul 13 2012 Inspector's Printed Name: Gary J. Catalano Inspector Initialed: GJR

Institution Administrator Printed Name: B. Rose Anderson Administrator Initialed: BJA

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.

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. Aug 13, 2012

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: B. Rose Anderson
Printed Name and Title

Date: Jul 13, 2012

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY

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

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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ATTACHMENT TO NTC - 000237

Institution Name: Word Wide ESL	Institution # 37081A1
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Comments:

- 94902 (C) EA not signed by student and/or administrator
- 94910 No policy regarding provision of student performance fact sheet
- 94900.5 Records are not all filed at principal place of business
- 94900.5(b) No evaluations or applications in any Faculty files reviewed
- 94900.5(c) No applications, or other records in Faculty file
- 71930 (a) Student records incomplete, no HS or equivalents, transcripts, grades, certificates
- 71930 (b) No documentation for maintaining records for five years
- 71930 (e) Records not immediately available for inspection
- 74140 No advertising file available or maintained
- 71770 (C)(5)(A) No administrator designated for awarding of prior experiential learning
- 71760 Compliance with The Act: Self monitoring procedures
- 71770 (a)(i) Student's shall possess a HS diploma or its equivalency
- 71770 (a) The school shall establish specific written standards for each program
- 71717 (a) Offering instruction for unapproved program at unapproved location
- 71920 (b)(1) No records - Tests, transcripts, diploma to note student admissions qualification
- 71920 (b)(3) Incomplete contract signed by student
- 94912 (a-d) Refer to School Performance fact sheet signed by student
- 94900 (b)(1) No certificates copy in student file,
- 94900 (b)(b) No record of courses,
- 94900 (b)(3) No record of grades earned
- 94902 (b)(1) No record student received catalog and/or School Performance fact sheet
- 94902 (b)(3) No documents signed pertaining to disclosed information

Institution Administrator: 	Date: Jul 13, 12	Inspector: Gary J. Catalano
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