



Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY - CA 3709361 0614 (Ed. Code § 94935, 5 CCR § 75010)

Table with 4 columns: Institution Name, Institution Code, Street Address, Institution Telephone, Administrator Name, Date of Inspection.

Nature and Facts of the Violation(s):

Table with 2 columns: Education Code, Subsection and Description. Row 1: §94900- Required Student Records, (b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following: (1) The degree or certificate granted and the date on which that degree or certificate was granted. Institution failed to maintain for each student granted a degree or certificate by that institution, the degree or certificate granted.

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.

Table with 2 columns: Inspector's Name, Signature, Institution Administrator Name/Title, Institution Administrator's Signature.

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppe\_act.shtml
Code of Regulations can be located at: http://www.bppe.ca.gov/lawsregs/regs.shtml

Notice to Comply - CA 3709361 0614
Inspector's Initial: JM
Administrator's Initial: M

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 26, 2014**

Notice to Comply – CA 3709361 0614

Inspector's Initial: *SM*

Administrator's Initial: *MA*