



Bureau for Private Postsecondary Education  
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 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



**NOTICE TO COMPLY - CA 4102111 0714 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Mendocino School of Holistic Massage and Advanced Healings Arts	Institution Telephone:	707-485-1085
Institution Code:	4102111	Administrator Name:	Corine Pearce
Street Address:	700 Valley View Drive Redwood Valley, CA 95470	Date of Inspection:	30 JULY 2014

**Nature and Facts of the Violation(s):**

Education Code	Subsection and Description
<b>94897. Prohibited Business Practices</b>	<p>An institution shall not do any of the following:</p> <p><del>(1) Use the terms "approval," "approved," "approval to operate," or "approved to operate" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is "licensed" or "licensed to operate," but may not state or imply either of the following:</del></p> <p>(1) The institution or its educational programs are endorsed or recommended by the state or by the bureau.            (2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.</p> <p><b>The institution's language concerning Bureau approval needs to be revised to come into compliance with this regulation.</b></p>
<b>94900. Required Student Records</b>	<p>(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:</p> <p>(1) The degree or certificate granted and the date on which that degree or certificate was granted.            (2) The courses and units on which the certificate or degree was based.            (3) The grades earned by the student in each of those courses.</p> <p><b>Several student files did not contain these required records (transcripts) of courses completed at the institution.</b></p>
<b>94907. Mandatory Internal Dispute Resolution Prohibited</b>	<p>An enrollment agreement shall not contain a provision that requires a student to invoke an internal institutional dispute procedure before enforcing any contractual or other legal rights or remedies.</p> <p><b>The current language appearing in the Catalog needs revision to be in compliance with this section.</b></p>

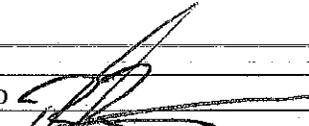
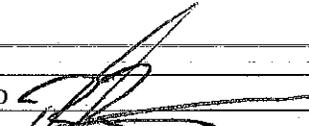
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Inspector's Initial: BJB

Administrator's Initial: CP

<b>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><b>The required language STUDENTS RIGHT TO CANCEL is not capitalized in the institution's current Enrollment Agreement.</b></p>
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Code of Regulations	Subsection and Description
<b>71920. Student Records</b>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:</p> <p>(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;</p> <p><b>Several student files maintained by the institution did not contain documentation of verification of high school completion or equivalency (or higher education), as required by this section.</b></p>
<b>71930. Maintenance of Records.</b>	<p>(b)(1) In addition to <u>permanently retaining a transcript</u> as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.</p> <p><b>The institution's catalog indicates transcripts are held for 50 years, not permanently, as required by this section.</b></p>

Inspector's Name	Brian J Brisco 
Inspector's Signature	
Institution Administrator Name/Title:	Corine Pearce, CAO 
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>

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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 August 31, 2014**