



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY - CA (Ed. 41462639 0913 Code § 94935, 5 CCR § 75010)

Institution Name:	Medical Career College of Northern California	Institution Telephone:	(916) 721-7106
Institution Code:	41462639	Administrator Name:	Diane Morgan
Street Address:	7475 Kanai Ave., Citrus Heights, CA 95621	Date of Inspection:	September 5, 2013

Nature and Facts of the Violation(s):

Education Code	Subsection and Description

Code of Regulations	Subsection and Description
71920. Student Records.	<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>Student Files do not contain verification of high school completion or equivalency or other documentation establishing the students' ability to do college level work.</p>
76130. Collection and Submission of Assessments.	<p>A qualifying institution shall collect the assessment from each student in an educational program at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments.</p> <p>The [REDACTED] Currently Enrolled Student file indicates that the institution collected only half of the STRF assessment, anticipating that half of the institutional charges would be paid by the student's employer.</p>

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Inspector's Initial: *JB*

Administrator's Initial: *DM*

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	<i>[Signature]</i>
Institution Administrator Name/Title:	Diane Morgan/Director
Institution Administrator's Signature:	<i>[Signature]</i>

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppc_act.shtml
Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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Inspector's Initial: *[Signature]*

Administrator's Initial: *DM*

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 OCTOBER 5, 2013.

Notice to Comply – CA 41462639 0913

Inspector's Initial: *SS*

Administrator's Initial: *DM*