



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



NOTICE TO COMPLY - CA 4300911-0614 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Center For Training and Careers, Inc	Institution Telephone:	408-213-0961
Institution Code:	4300911	Administrator Name:	Rose Amador
Street Address:	749 Story Road, Ste 10	Date of Inspection:	June 23, 2014

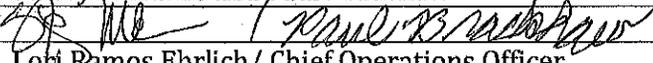
Nature and Facts of the Violation(s):

Code of Regulations	Subsection and Description
71770(1)	<p>Admissions Standards and Transferred Credits Policy (1) Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.</p> <p>Institution failed to maintain a copy of student's high school diploma or its equivalent, or documentation stating that the student has successfully passed the relevant examination as required by section 94904 of the code.</p>
76140 (a)(8-13)	<p>Record-Keeping Requirements. (a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student: (8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid.</p> <p>Institution failed to maintain the substantiating documentation supporting the STRF Assessment Reporting form for subsections (a) (8-13).</p>
76140 (b)	<p>(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.</p> <p>Institution failed to submit and maintain data required in this section in an electronic format.</p>

Notice to Comply - CA 4300911-0614

Inspector's Initial: *[Signature]*

Administrator's Initial: *[Signature]*

Inspector's Name	Stacey Williams and Paul Bradshaw
Inspector's Signature	
Institution Administrator Name/Title:	Lori Ramos Ehrlich / Chief Operations Officer
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>

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Inspector's Initial: 
Administrator's Initial: 

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.

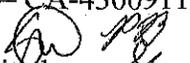
Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **JULY 23, 2014**

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Inspector's Initial: 

Administrator's Initial: 