



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



NOTICE TO COMPLY – **CA- 4700111- 0812** (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Mt. Shasta Institute of Holistic Therapies	Institution Telephone:	530-938-3442
Institution Code:	4700111	Administrator Name:	Patrice Thiessen
Street Address:	1180 S. Mt. Shasta Blvd Mt. Shasta, CA 96067	Date of Inspection:	August 16, 2012

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94900.5 - Required Institutional Records.	An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information: (a) The educational programs offered by the institution and the curriculum for each. (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.

Code of Regulations	Subsection and Description
§71770 - Admissions Standards and Transferred Credits Policy.	(a) The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that: (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.
§71720 - Faculty.	(b) Instructors in an Educational Program Not Leading to a Degree. (1) An institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

Notice to Comply –  
 Inspector's Initial:  
 Administrator's Initial:

	(2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.
§71710 - Educational Program.	<p>In order to meet its mission and objectives, the educational program defined in section 94837 of the Code shall be comprised of a curriculum that includes:</p> <p>(a) those subject areas that are necessary for a student to achieve the educational objectives of the educational program in which the student is enrolled;</p> <p>(b) subject areas and courses or modules that are presented in a logically organized manner or sequence to students;</p> <p>(c) course or module materials that are designed or organized by duly qualified faculty. For each course or module, each student shall be provided with a syllabus or course outline that contains:</p> <p>(1) a short, descriptive title of the educational program;</p> <p>(2) a statement of educational objectives;</p> <p>(3) length of the educational program;</p> <p>(4) sequence and frequency of lessons or class sessions;</p> <p>(5) complete citations of textbooks and other required written materials;</p> <p>(6) sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured;</p> <p>(7) instructional mode or methods.</p> <p>(d) if degree granting, require research of an appropriate degree that utilizes a library and other learning resources;</p> <p>(e) specific learning outcomes tied to the sequence of the presentation of the material to measure the students' learning of the material; and</p> <p>(f) evaluation by duly qualified faculty of those learning outcomes.</p>
§71715 - Instruction.	(b) The institution shall document that the instruction offered leads to the achievement of the learning objectives of each course.
§71730 - Administration.	(b) The duties, responsibilities, and performance evaluation criteria for each administrator shall be set forth in a personnel manual or other writing maintained by the institution.
§71930 - Maintenance of Records.	(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

Inspector's Name	Wayne Brenner
Inspector's Signature	
Institution Administrator Name/Title:	Patrice Thiessen, Director
Institution Administrator's Signature:	

Notice to Comply –  
Inspector's Initial:  
Administrator's Initial:

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>

### 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 **SEPTEMBER 16, 2012****  
**RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER:1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT**

Notice to Comply –  
Inspector’s Initial:  
Administrator’s Initial: