



**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 4800831 0217 (Ed. Code § 94935, 5 5, CCR § 75010)**



Institution Name:	International School of Nursing	Institution Telephone:	(707) 557-7173
Institution Code:	4800831	Administrator Name:	Leticia Weber
Street Address:	1330 Spring Road Vallejo, CA 94591	Date of Inspection:	February 10, 2017

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

**STUDENT TUITION RECOVERY FUND**

Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
5, CCR §76140(b)	<p><b>Records-Keeping Requirements</b></p> <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><b>The institution did not maintain the 13 required data points for each student in an electronic format. The documentation was not made immediately available.</b></p> <p><b>To remedy this violation, the institution shall maintain the required data points in an electronic format and in an intelligible and orderly manner.</b></p> <p><b>The institution shall submit their 4th quarter 2016 STRF Assessment Form with the backup supporting data in electronic format. The 4<sup>th</sup> quarter 2016 STRF backup data must include all 13 required data points pursuant to 5, CCR §76140(a)(1-13) for each student. The institution shall submit the requested documentation with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>

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Inspector's Initial: *[Signature]*

Administrator's Initial: *[Signature]*


**ANNUAL REPORT & SCHOOL PERFORMANCE FACT SHEET**


Education Code or Code of Regulations	Subsection, Description, and Required Correction
CEC §94929.7 (a)(2)	<p><b>Documentation of Performance Data</b></p> <p>(a) The information used to substantiate the rates and information calculated pursuant to CEC §94929 and §94929.5 shall do both of the following:</p> <p>(2) Be retained in an electronic format and made available to the bureau upon request.</p> <p><b>The institution failed to maintain their 2014/2015 SPFS supporting data in electronic format.</b></p> <p><b>To remedy the violation, the institution shall collect and maintain documentation to substantiate the data reported in the 2014/2015 SPFS in an electronic format. The institution shall ensure all required data points pursuant to 5, CCR §74112(m)(1-9) are properly documented in an electronic format.</b></p> <p><b>The electronic 2014/2015 SPFS supporting data shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>

**STUDENT RECORDS**

Education Code or Code of Regulations	Subsection, Description, and Required Correction
5, CCR §71920 (b)(1)(A)	<p><b>Student Records.</b></p> <p>(b) In addition to the requirements of CEC §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>The institution failed to maintain verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work. Student files did not contain a copy of a recognized high school diploma, GED certificate, or results from an ability-to-benefit examination.</b></p> <p><b>To remedy this violation, the institution shall collect verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, which may include: a copy of a recognized high school diploma, GED certificate, or results from an</b></p>

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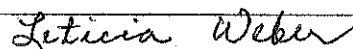
Inspector's Initial: 

Administrator's Initial: 

ability-to-benefit examination for all currently enrolled students. The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is including written records and transcripts documenting the student's ability to do college level work.

The institution shall submit with their response copies of the collected verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, which may include: a copy of a recognized high school diploma, GED certificate, or results from an ability-to-benefit examination for all currently enrolled students. Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

Only minor violations are listed on this Notice to Comply.

Inspector's Name	Jessica Espinoza
Inspector's Signature	
Institution Administrator Name/Title:	Leticia Weber/Owner
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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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 **March 10, 2017**.

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Inspector's Initial: *[Signature]*

Administrator's Initial: *JW*