



**Bureau for Private Postsecondary Education**  
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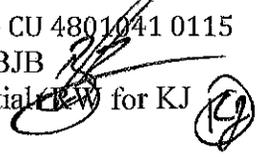


**NOTICE TO COMPLY - CU 4801041 0115 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	MTS Training Academy	Institution Telephone:	707-643-2099
Institution Code:	4801041	Administrator Name:	Keith Judkins
Street Address:	140 Yolano Drive Vallejo, CA 94589	Date of Inspection:	27 January 2015

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

Code of Regulations	Subsection and Description
<b>§71720: Faculty</b>	<p>(b) Instructors in an Educational Program Not Leading to a Degree.            (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.  <b>The institution's faculty files failed to contain documentation of completion of continuing education courses as required by this paragraph.</b></p>
<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:            (1)(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;  <b>The inspected student files failed to contain documentation relating to the student's possession of minimum education as required by this paragraph.</b>            (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;  <b>The institution uses the Wonderlic exam, however the inspected student files did not contain the exam results as required by this paragraph.</b>            (3) <u>Copies of all documents signed by the student</u>, including contracts, instruments of indebtedness, and documents relating to financial aid;  <b>Two of the inspected student files did not contain a complete Enrollment Agreement, but only the first and/or last page. The inspected student files failed to contain a signed copy of the Student Performance Fact Sheet as required by this paragraph. Per §94912 CEC, the School Performance Fact Sheet is to be reviewed, signed and initialed by the student, and signed and dated the institution.</b></p>

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 Inspector's Initial: BJB  
 Administrator's Initial:  for KJ 

**§71920: Student Records (Continued)**

(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:

(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;

**The inspected graduated and former student files did not contain a transcript issued by the institution as required by this paragraph.**

(9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;

**The institution's student records did not consistently contain a ledger or other document showing the monetary information required by this paragraph.**

(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;

**The two inspected former student records did not consistently contain refund information as required by this paragraph.**

Inspector's Name	Brian J Brisco
Inspector's Signature	
Institution Administrator Name/Title:	Keith Judkins/Director
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 **February 28, 2015**

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Inspector's Initial: BJB  
Administrator's Initial: KJ