



Bureau for Private Postsecondary Education
 P.O. Box 980818, West Sacramento, CA 95798-0818
 (888) 370-7589 / www.bppe.ca.gov



NOTICE TO COMPLY – 000105 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name: <u>Academy Education Services, Inc</u>	Institution Telephone: <u>(805) 850-1530</u>
Inst. Code: <u>5601891</u>	Administrator Name: <u>Jon Davis</u>
Street Address: <u>2775 North Ventura Rd. Suite 208</u> <u>Oxnard 93026</u>	Administrator Signature: <u>[Signature]</u>
Inspector: <u>[Signature]</u>	Printed Name: <u>Dina Bronshtajn</u>
	Date: <u>May 9, 2012</u>

VIOLATION(S)					
✓	Educ. Code	Description	✓	Code of Regs	Description
	§94802	Continuance of Former Approvals. Subsection(s):		§71705	Mission and Objectives.
✓	§94897	Prohibited Business Practices. Subsection(s): <u>(e)(1)</u>		§71710	Educational Program. Subsection(s):
	§94898	Merging Classes, Converting Method of Delivery, Changing Locations. Subsection(s):		§71715	Instruction. Subsection(s):
	§94899	Approval Required for Programs Leading to Licensed Profession.		§71716	Distance Educational Programs – Specific Provisions for Instruction Not in Real Time. Subsection(s):
	§94899.5	Collection of Tuition. Subsection(s):		§71717	Satellite Locations. Subsection(s):
	§94900	Required Student Records. Subsection(s):		§71720	Faculty. Subsection(s):
	§94900.5	Required Institutional Records. Subsection(s):		§71730	Administration. Subsection(s):
	§94901	Requirements for Recruiters. Subsection(s):		§71735	Facilities and Equipment. Subsection(s):
✓	§94902	General Enrollment Requirements. Subsection(s): <u>(b)(3)</u>		§71740	Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.		§71750	Withdrawals and Refunds. Subsection(s):
	§94904	Ability to Benefit Students.		§71760	Self-Monitoring Procedures.
	§94905	Professions Requiring Licensure, Internships. Subsection(s):		§71770	Admissions Standards and Transferred Credits Policy. Subsection(s):
	§94906	Language of Enrollment Agreement. Subsection(s):		§71800	Enrollment Agreement. Subsection(s):
	§94907	Mandatory Internal Dispute Resolution Prohibited.		§71810	Catalog. Subsection(s):
	§94908	Size of Text in Required Documents.		§71850	Minimum Educational Requirements in Order to Award an Undergraduate Degree. Subsection(s):
	§94909	Minimum Requirements for School Catalog. Subsection(s):		§71865	Minimum Educational Requirements in Order to Award a Graduate Degree. Subsection(s):
	§94910	Minimum Requirements for School Performance Fact Sheet. Subsection(s):		§71920	Student Records. Subsection(s):
	§94911	Minimum Requirements for enrollment Agreement. Subsection(s):		§71930	Maintenance of Records. Subsection(s):
✓	§94912	Signature, Initials Required.		§74112	Uniform Data - Annual Report, Perform. Fact Sheet. Subsection(s):
	§94916	Statement On Loans To Students.		§74140	Retention of Advertising.
	§94918	Compliance with Federal Statutes.		§74150	Use of Term "University." Subsection(s):
	§94919	Institutions Participating in Federal Student Financial Aid Programs. Subsection(s):		§74190	Agents for Service of Process; Changes.
✓	§94920	Mandatory Cancellation, Withdrawal, and Refund Policies. Subsection(s): <u>(a)(b)(c)(d)(e)</u>		§76140	Record-Keeping Requirements. Subsection(s):
	§94922	Waiving Provisions Prohibited.		§76215	Student Tuition Recovery Fund Disclosures. Subsection(s):
	§94929	Reporting of Completion Rate. Subsection(s):		Other Violation	Description
	§94929.5	Reporting of Student Performance Data. Subsection(s):	✓	§76120	<u>(a) Amount of STRF Assessment</u>
	§94929.7	Documentation of Performance Data. Subsection(s):			
	§94943.5	Agent for Service of Process.			

(White) Bureau

(Yellow) Inspector

(Pink) Institution



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NOTICE TO COMPLY - 000105

INSTITUTION NAME: Academy Education Services, Inc #5001891

INSPECTOR'S COMMENTS:
§94897(e)(1) Institution is advertising in the "Ventura County Medical Association", "2011-2012 Pictorial Membership Directory" as State approved and accredited. In addition business cards also state "Accredited Phlebotomy Certification Training". Advertising on the internet "www.clinicaltraininginst.com" and Facebook stated "approved" which was corrected during inspection. This institution is not accredited therefore all materials must be corrected to come into compliance.
§94902(b)(3) Performance Fact Sheet shall include a line for student to initial and shall be initialed & dated by student. Revisions to the Performance Fact Sheet was made during inspection.

Comments continued on attached 3 page(s).

Inspection Date: May 9, 2012 Inspector's Printed Name: Dana Panshteyn Inspector Initialed: DP
Institution Administrator Printed Name: Jon Davis Administrator Initialed: JD

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 an inspection by the Bureau.

By no later than 30 days from the date of inspection, you must either: (1) Remedy the noncompliance(s) and sign 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 violations 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(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 for each violation was achieved. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature _____ Date _____

Printed Name and Title _____

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY June 8, 2012

(White) Bureau

(Yellow) Inspector

(Pink) Institution

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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ATTACHMENT TO NTC - 105

Institution Name: Academy Education Services, Inc.	Institution # 5001891
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Comments:

§ 94912 - Information required to be disclosed pursuant to section 94910(a) to (d) inclusive shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student. The revisions to the Performance Fact Sheet were made during onsite inspection.

§ 94920(a)(b)(c)(d)(e) - The Enrollment Agreement states on page 2 "There are no program cancellations for the Phlebotomy Technician Program." The institution has implemented an "Alternative Refund Policy" without prior approval from BPPE which may be petitioned under § 94921.

§ 76120(a) STRF Assessment is not properly calculated. The institution shall collect an assessment of \$2⁵⁰ per one thousand dollars, rounded to the nearest thousand dollars. (Ex. Tuition is \$1592⁰⁰ rounded to \$2,000, therefore STRF shall be \$5⁰⁰).

Institution Administrator: <i>John Davis</i>	Date: 5-9-12	Inspector: <i>[Signature]</i>
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(Yellow) Inspector

(Pink) Institution