



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 - CU5800021 0116 (Ed. Code § 94935, 5 CCR § 75010)

JAN 26 2016

Institution Name:	Sutter Beauty College	Institution Telephone:	530-673-3265
Institution Code:	5800021	Administrator Name:	Scott Hamblenton Tosha Hamblenton
Street Address:	651 North Palora Avenue Yuba City, CA 95991	Date of Inspection:	January 12, 2016

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 (CCR)	Subsection, Description, and Required Correction
CCR §76140. Record-Keeping Requirements	<p>(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:</p> <ol style="list-style-type: none"> (1) Student identification number, (2) First and last names, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (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>The institution did not maintain records of STRF eligibility for all students.</p> <p>To remedy this violation, the institution shall establish and maintain records of eligibility for each student.</p> <p>The 2015 STRF Assessment Reporting Forms shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

Notice to Comply - CU5800021 0116
 Inspector's Initial: *[Signature]*
 Administrator's Initial: *[Signature]*

<p>CCR §76140. Records-Keeping Requirements</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>The institution did not maintain the 13 required data points for each student in an electronic format. The documentation was not made immediately available.</p> <p>To remedy this violation, the institution shall maintain the required data points in an electronic format and in an intelligible and orderly manner.</p> <p>The 2015 STRF Assessment Reporting Forms shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
--	--

INSTITUTIONAL WEBSITE AND ADVERTISEMENTS

Education Code	Subsection, Description, and Required Correction
<p>CEC §94913. Institutional Web Site Requirements</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p>The institution's website does not contain an active link to the 2013/2014 Performance Fact Sheets.</p> <p>To remedy the violation, the institution's website shall be updated to contain the updated and current 2013/2014 Performance Fact Sheets.</p> <p>A printout of or a link to the updated website shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94913. Institutional Web Site Requirements</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (3) Student brochures offered by the institution.</p> <p>The institution's website does not contain documentation of student brochures offered by the institution.</p> <p>To remedy the violation, the institution's website shall be updated to include student brochures offered by the institution.</p> <p>A printout of or a link to the updated website shall be submitted with</p>

Notice to Comply - *CU 5800021 0116*
 Inspector's Initial: *MLW*
 Administrator's Initial: *JH*

	<p>the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94913. Institutional Web Site Requirements</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(5) The institution's most recent annual report submitted to the bureau.</p> <p>The institution's website does not contain the most recent annual report submitted to the Bureau. The most recent annual report submitted to the Bureau was on July 24, 2015 for the 2014 Annual Report. The institution's website contains only the 2013 Annual Report.</p> <p>To remedy the violation, the institution's website shall be updated to contain the 2014 Annual Report, the most recent annual report submitted to the Bureau.</p> <p>A printout of or a link to the updated website shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

ANNUAL REPORT & SCHOOL PERFORMANCE FACT SHEET

Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p>CCR §74112. Uniform Data- Annual Report, Performance Fact Sheet</p>	<p>(h) Documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a Performance Fact Sheet, and shall include at a minimum: student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student. Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.</p> <p>The institution did not maintain documentation to substantiate the data provided in the PFS that included the student's address, email address, program completed, program start and completion date, position, salary, and hours graduates are employed. In addition, documentation did not include the name, email address, phone number, and position or title of the institution's representative who is primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.</p> <p>To remedy the violation, the institution shall collect and maintain documentation to substantiate the data reported in the current 2013/2014 PFS. The documentation shall</p>

Notice to Comply - *CU 5900021 0116*
 Inspector's Initial: *MW*
 Administrator's Initial: *JH*

	<p>contain all elements identified in the Regulation.</p> <p>The corrections to the PFS substantiating documentation shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
--	--

STUDENT RECORDS

Education Code or Code of Regulations	Subsection, Description, and Required Correction
CCR §71920. Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(E) The name, address, website address, and telephone number of the institution.</p> <p>The institution did not provide transcripts that included the institution's website address.</p> <p>To remedy the violation, the institution shall correct their current transcripts to include the institution's website address.</p> <p>The corrections to the transcripts shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

Only minor violations are listed on this Notice to Comply.

Additional material violations have been found? Y / N (Circle one)

If yes, material violations will be forwarded to Enforcement for further review. A Bureau representative will contact the institution with additional guidance.

Inspector's Name	Matthew Wiggins
Inspector's Signature	<i>Matthew Wiggins</i>
Institution Administrator Name/Title:	Tosha Hambleton CFO/Secretary
Institution Administrator's Signature:	<i>Tosha Hambleton</i>

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/pppe_act.shtml
 Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

Notice to Comply - CU 570021 0116
 Inspector's Initial: *MW*
 Administrator's Initial: *JH*

IMPORTANT COMPLIANCE NOTICE

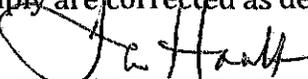
California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

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

1/21/2016

Date

Tasha Hamblen CFO/COO

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY February 12, 2016.

Notice to Comply –

Inspector's Initial:

Administrator's Initial:

