



Bureau for Private Postsecondary Education  
 2636 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 – CA58669795 05/16 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	College of Medical Aesthetics	Institution Telephone:	949-945-3919
Institution Code:	58669795	Administrator Name:	Julia Pettis
Street Address:	111 West Ocean Blvd., Long Beach, CA 90802	Date of Inspection:	5/5/16

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:

Education Code	Subsection, Description, and Required Correction
§94928(e)(1)	<p>[e][1]"Graduates employed in the field" means graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.</p> <p>The School Performance Fact Sheet was missing the aforementioned definitions. It should be noted the school recently attended a Compliance Workshop and is currently reconstructing the School Performance Fact Sheet.</p> <p>To remedy this violation, submit a completed School Performance Fact Sheet with all definitions.</p>
§94928(f)	<p>(f)"Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.</p> <p>The School Performance Fact Sheet was missing the aforementioned definitions. It should be noted the school recently attended a Compliance Workshop and is currently reconstructing the School Performance Fact Sheet.</p> <p>To remedy this violation, submit a completed School Performance Fact Sheet with all definitions.</p>
§94928(g)	<p>(g)"Students available for graduation" means the cohort population minus the number of students unavailable for graduation.</p>

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	<p>The School Performance Fact Sheet was missing the aforementioned definitions. It should be noted the school recently attended a Compliance Workshop and is currently reconstructing the School Performance Fact Sheet.</p> <p>To remedy this violation, submit a completed School Performance Fact Sheet with all definitions.</p>
<b>Code of Regulations</b>	<b>Subsection, Description, and Required Correction</b>
<p><b>§71730(e)</b> <b>Administration</b></p>	<p>(e) The chief academic officer shall possess a degree or equivalent acceptable experience at least equal to the highest qualifications required of the institution's faculty. Chief academic officers employed on the date of implementation of these regulations, who do not meet the qualifications for their positions, shall have three years to earn the necessary degrees or experience to qualify them for their position.</p> <p>The file of L. Timmer, CAO, includes a resume describing all the required education and experience; however, there is no evidence of such education and experience in the file.</p> <p>To remedy this violation, provide transcripts for L. Timmer, showing her education.</p>
<p><b>§71730(a)(b)</b> <b>Administration</b></p>	<p>(a) Each institution shall have a chief executive officer, a chief operating officer and chief academic officer. One person may serve more than one function.</p> <p>(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.</p> <p>The CAO file failed to include any documentation describing the duties, responsibilities and performance evaluation criteria.</p> <p>To remedy this violation, submit copies of this required documentation.</p>
<p><b>§71720(b)(2)</b> <b>Faculty Files</b></p>	<p>(b) Instructors in an Educational Program Not Leading to a Degree.</p> <p>(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.</p> <p>The institution failed to include proof of continuing education in the faculty files.</p> <p>To remedy this violation, provide proof of continuing education for current faculty. Additionally, provide a statement how this will be remedied moving forward.</p>
<p><b>§71920(b)(1)(A)</b></p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(1) Written records and transcripts of any formal education or</p>

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	<p>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>Although all files had proof of the licensure as a Registered Nurse, all student files failed to include evidence of a high school diploma or higher degree.</b></p> <p><b>To remedy this violation, provide transcripts for current students for the past 12 months.</b></p>
<p><b>§71920(b)(9)</b></p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(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;</p> <p><b>Although the school maintained an electronic financial ledger, all student files failed to include any evidence of money received from the student.</b></p> <p><b>To remedy this violation, provide copies of a financial ledger for each student for the past 12 months, and a statement as to how this will be remedied moving forward.</b></p>
<p><b>§74112 (b) et seq.</b></p>	<p>The Performance Fact Sheet shall contain all and only the information required or specifically permitted by section 94910 of the Code or this chapter.</p> <p>(b) In addition to the definitions contained in section 94928 of the Code:</p> <p>(1) "Number Students Who Began Program" means the number of students who began a program who are scheduled to complete the program within 100% of the published program length within the reporting calendar year, and includes all the students who remained enrolled after their cancellation period.</p> <p>(2) "Number of Graduates" means the number of students who completed the program within 100% of the published program length within the reporting calendar year.</p> <p>(3) "Graduates Employed in the Field" means those graduates who meet the definition of section 94928(e) of the Code, who have reported their employment to the institution.</p> <p><b>The School Performance Fact Sheet was missing the aforementioned definitions. It should be noted the school recently attended a Compliance Workshop and is currently reconstructing the School Performance Fact Sheet.</b></p> <p><b>To remedy this violation, submit a completed School</b></p>

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Performance Fact Sheet with all definitions.

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	MICHELLE ALLEE
Inspector's Signature	<i>M Allee</i>
Institution Administrator Name/Title:	PRESIDENT
Institution Administrator's Signature:	<i>Julie Pithro</i>

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppc\\_act.shtml](http://www.bppe.ca.gov/lawsregs/ppc_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 June 5, 2016**

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Administrator's Initial: *GP*