



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 60985688 0715 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Mixed Institute of Cosmetology	Institution Telephone:	916-955-7505
Institution Code:	60985688	Administrator Name:	Robert Brown
Street Address:	5950 Florin Road Sacramento, California 95823	Date of Inspection:	July 31, 2015

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
CEC §94900.5(b) Required Institutional Records	<p>An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:</p> <p>(b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.</p> <p>The institution failed to maintain the names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.</p>

Code of Regulations	Subsection and Description
CCR §71720(1) Faculty	<p>(1) An institution offering an educational program that leads to a degree shall employ duly qualified faculty sufficient in number to provide the instruction, student advisement, and learning outcomes evaluation necessary for the institution to document its achievement of its stated mission and objectives, and for students to achieve the specific learning objectives of each course offered.</p> <p>The institution failed to provide evidence of faculty experience, training, and education.</p>
CCR §76140(b) Record Keeping Requirements	<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 failed to provide the Student Tuition Recovery Fund documentation upon request.</p>

Notice to Comply -
 Inspector's Initial: R. S.
 Administrator's Initial: *RS*

Inspector's Name	Richard Springer
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	Christa Boyle Director of Operations
Institution Administrator's Signature:	<i>[Signature]</i>

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

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

Notice to Comply –
Inspector's Initial: *RS*
Administrator's Initial: *CB*

IMPORTANT COMPLIANCE NOTICE

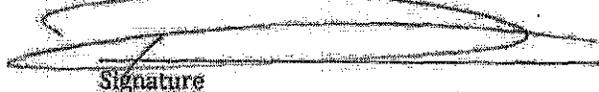
California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

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

8-20-15
Date

Kirstie Boyse Director of Operations
Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **August 31, 2015**

Notice to Comply -
Inspector's Initial: RS
Administrator's Initial: KOB