



**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

**CORRECTIVE****NOTICE TO COMPLY – CUC 65686845 0615 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Truck Driver Institute-Santa Maria	Institution Telephone:	805-614-9883
Institution Code:	65686845	Administrator Name:	Gilberto Chavez
Street Address:	222 W. Carmen Lane, Suite #106, Santa Maria, California 93454	Date of Inspection:	06/03/2015

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

Education Code	Subsection and Description
§94900. Required Student Records	(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following: (1) The degree or certificate granted and the date on which that degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses.
	<b>The Institution failed to provide a student transcript in the files. The Institution failed to provide a copy of the certificate granted by the institution.</b>
§94912 Signature, Initials Required	Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student. <b>The Institution failed to maintain in the student file a School Performance Fact Sheet that was signed and dated by the student and by the institution.</b>

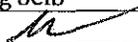
Code of Regulations	Subsection and Description
§71770 - Admissions Standards and Transferred Credits Policy.	(a) The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that: (1) Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its

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Inspector's Initial: *[Signature]*

Administrator's Initial:

	<p>equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.</p> <p><b>The Institution failed to maintain a High School Diploma, GED or its equivalent in the student files.</b></p>
§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>(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;</p> <p><b>The Institution failed to maintain a refund document in the student files.</b></p>
§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>(A)The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;</p> <p>(E)The name, address, website address, and telephone number of the institution.</p> <p><b>The Institution failed to maintain a student transcript with all the required information.</b></p>

Inspector's Name	Greg Seib
Inspector's Signature	
Institution Administrator Name/Title:	Gilberto Chavez /Owner
Institution Administrator's Signature:	

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Inspector's Initial: 

Administrator's Initial:

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.

Gildardo Chavez G  
Signature

8/14/15  
Date

Gildardo Chavez G  
Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **8/7/2015**

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

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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Inspector's Initial: W  
Administrator's Initial: