



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY – 69569996 - 0415 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Academy X	Institution Telephone:	415-392-8024
Institution Code:	69569996	Administrator Name:	Stephen Fraga
Street Address:	601 Montgomery St. #409	Date of Inspection:	April 22, 2015

Nature and Facts of the Violation(s):

Code of Regulations	Subsection and Description
§71660 – Notification of Non-Substantive Changes.	<p>An institution shall notify the Bureau of a non-substantive change including: addition of a program related to the approved programs offered by the institution; addition of a new branch five miles or less from the main or branch campus; addition of a satellite; and change of mailing address. All such notifications shall be made within 30 days of the change and sent to the Bureau, in writing, to the address listed in section 70020.</p> <p>Program hours listed in Catalog and SPFS do not match program hours listed on BPPE approved program list. Institution failed to submit a written notification to the Bureau within 30 days with the change in program hours.</p>
§71930 – Administration. 71730	<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 institution's current CAO does not meet the qualifications required.</p>
§71920 – Required 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>(1) Written records and transcripts of any formal education or 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>

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Inspector's Initial: *MM*

Administrator's Initial: *SF*

(B) Records documenting units or credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
 (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
 (D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;

Institution does not have an official transcript including all the required elements.

Inspector's Name	
Inspector's Signature	<i>Sharip Morales</i>
Institution Administrator Name/Title:	<i>Stephen Fraga, CEO</i>
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>

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 Inspector's Initial: *SM*
 Administrator's Initial: *SF*

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

Notice to Comply –

Inspector's Initial: *Blm*

Administrator's Initial: *SF*