



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 75318300 1116 (Ed. Code § 94935, 5 5, CCR § 75010)

Institution Name:	Completed Phlebotomy Training, Inc.	Institution Telephone:	(951) 672-2446
Institution Code:	75318300	Administrator Name:	Wanda Tardy
Street Address:	28125 Bradley Road, # 290 Menifee, CA 92586	Date of Inspection:	November 15, 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:

PERFORMANCE FACT SHEET

Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
CEC § 94910. Minimum Requirements for School Performance Fact Sheet	<p>Except as provided in subdivision (d) of Section 94909 and Section 94910.5, prior to enrollment, an institution shall provide a prospective student with a School Performance Fact Sheet containing, at a minimum, the following information, as it relates to the educational program:</p> <ul style="list-style-type: none"> (a) Completion rates, as calculated pursuant to Article 16 (commencing with Section 94928). (b) Placement rates for each educational program, as calculated pursuant to Article 16 (commencing with Section 94928), if the educational program is designed to lead to, or the institution makes any express or implied claim related to preparing students for, a recognized career, occupation, vocation, job, or job title. (c) License examination passage rates for programs leading to employment for which passage of a state licensing examination is required, as calculated pursuant to Article 16 (commencing with Section 94928). (d) Salary or wage information, as calculated pursuant to Article 16 (commencing with Section 94928). <p>Institution failed to provide a SPFS for all approved programs.</p> <p>To remedy this violation, the institution shall submit 2014/2015 SPFS for the Advanced Phlebotomy Only program, Clinical Phlebotomy program and the Limited Phlebotomy Technician programs (LPT).</p> <p>The SPFS shall be submitted with the institution's response to the NTC and the last page of this document within the specified time</p>

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 Inspector's Initial: *[Signature]*
 Administrator's Initial: *W*

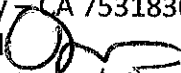

frame.

INSTITUTIONAL WEBSITE AND ADVERTISEMENTS

Education Code	Subsection , Description, and Required Correction
<p>CEC §94913. Institutional Web Site Requirements</p> <p style="text-align: center;">And</p> <p>5, CCR §74117. Websites Requirements</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <ol style="list-style-type: none">(1) The school catalog.(2) A School Performance Fact Sheet for each educational program offered by the institution.(3) Student brochures offered by the institution.(4) A link to the bureau's Internet Web site.(5) The institution's most recent annual report submitted to the bureau. <p>In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>The institution's homepage failed to contain direct links to all items required in CEC §94913.</p> <p>To remedy this violation, the institution shall add clear and conspicuous direct links on their website homepage to include the following items:</p> <ul style="list-style-type: none">Current school catalog.Current School Performance Fact Sheet for each educational program offered by the institution.All current student brochures offered by the institution.A link to the bureau's Internet Web site.Most recent annual report submitted to the bureau. <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>

STUDENT RECORDS

Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p>CEC §94900. Required Student Records</p>	<p>(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:</p> <ol style="list-style-type: none">(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.

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The institution failed to maintain a permanent record (transcript) containing the certificate awarded and the date on which that certificate was granted, the courses and units on which the certificate was based, and the grades earned by the student in each of those courses for each student awarded a certificate.

To remedy this violation, the institution shall submit copies of graduate transcripts for Session 8 student's graduating on of December 11, 2016. Transcripts shall contain the certificate awarded and the date on which that certificate was granted, the courses and units on which the certificate was based, and the grades earned by the student in each of those courses for each student awarded a certificate. The institution shall submit with their NTC response documentation of an established policy and procedure for developing and maintaining a permanent transcript for each student awarded a certificate upon completion of the program. The institution shall also submit a statement that the institution will ensure all graduates will be issued transcripts as required per CEC §94900 (b)(1)(2)(3).

Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

5, CCR §71920. Student Records.

(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:
(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:
(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.


The institution failed to maintain transcripts for all students, documenting the courses that were completed, or were attempted but not completed and the dates of completion or withdrawal.

To remedy this violation, the institution shall update all current, graduated and withdrawn student files to contain the transcripts showing the courses that were completed, or were attempted but not completed and the dates of completion or withdrawal. The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is placing transcripts in each student and graduate file.

Proof of correction shall be submitted with the institution's response

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	<p>to the NTC and the last page of this document within the specified time frame.</p>
5, 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>(C) Credit for courses earned at other institutions.</p> <p>The institution failed to maintain student transcripts included the award of credit earned from other institutions.</p> <p>To remedy this violation, the institution shall update the current, graduate and withdrawn student files to contain the credit for courses earned at other institutions. The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is placing transcripts in each student file.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
5, 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 failed to maintain a transcript containing the name, address, website address, and telephone number of the institution.</p> <p>To remedy this violation, the institution shall create and maintain student transcripts that include the institution's name, address, website address, and telephone number.</p> <p>The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is placing transcripts in each student file.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

MISCELLANEOUS

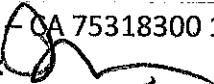

Education Code or	Subsection, Description, and Required Correction
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<p>Code of Regulations</p> <p>CEC §94902. General Enrollment Requirements.</p>	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</p> <p>(1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement.</p> <p>The institution failed to maintain student files which showed the students received a SPFS prior to signing the enrollment agreement. SPFS were not documented in student files, or were signed after the student signed the enrollment agreement.</p> <p>To remedy this violation, the institution shall provide documentation showing students received the SPFS prior to signing an enrollment agreement. The institution shall submit with their NTC response an established policy and procedure requiring all students to receive a SPFS prior to signing an enrollment agreement.</p> <p>The records correction 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 §94902. General Enrollment Requirements.</p>	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</p> <p>(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.</p> <p>The institution failed to maintain an initialed, signed and dated SPFS in all student file.</p> <p>The institution failed to maintain student files which showed the students received a SPFS prior to signing the enrollment agreement. SPFS were not documented in student files, not initialed, signed and dated by the student, or were initial, signed and dated after the student signed the enrollment agreement.</p> <p>The records correction 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 §94912. Signature, Initials Required.</p>	<p>Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive,</p>

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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.

The institution failed to maintain student files which showed the students received a SPFS prior to signing the enrollment agreement. SPFS were not documented in student files, not initialed, signed and dated by the student, or were initial, signed and dated after the student signed the enrollment agreement.

To remedy this violation, the institution shall provide documentation showing students received, reviewed, and initialed, signed, and dated the SPFS prior to signing an enrollment agreement. The institution shall submit with their NTC response established policies and procedures requiring all students to receive, review, and initial, sign, and date a SPFS prior to signing an enrollment agreement.

The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

Only minor violations are listed on this Notice to Comply.

Inspector's Name	Jessica Espinoza
Inspector's Signature	
Institution Administrator Name/Title:	Wanda Tardy, Owner/ CEO Rose Barton, Agent for Service of Process
Institution Administrator's Signature:	

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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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

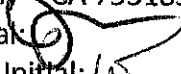
Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY December 15, 2016.

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