



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-78192712-0823** (Ed. Code § 94935, 5 CCR § 75010)

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|-------------------|--|------------------------|-----------------|
| Institution Name: | Hoss Lee Academy | Institution Telephone: | 916-722-4677 |
| Institution Code: | 78192712 | Administrator Name: | John Lockamy |
| Street Address: | 8091 Greenback Lane Citrus Heights, CA 95610 | Date of Inspection: | August 23, 2012 |

Nature and Facts of the Violation(s):

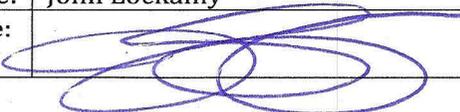
| Education Code | Subsection and Description |
|---|--|
| §94899 - Approval Required for Programs Leading to Licensed Profession. | If an institution offers an educational program in a profession, occupation, trade, or career field that requires licensure in this state, the institution shall have an educational program approval from the appropriate state licensing agency to conduct that educational program in order that a student who completes the educational program, except as provided in Section 94905, is eligible to sit for any required licensure examination. Institution failed to provide requested approval. |
| §94900.5 - Required Institutional Records. | 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: (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. Institution failed to maintain required faculty records. |

| Code of Regulations | Subsection and Description |
|---|---|
| §71810 - Catalog. | (a) Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. Institution failed to provide policy on catalog updates. |
| §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 |

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Inspector's Initial: 
 Administrator's Initial: 

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| | <p>educational program, the admissions standards must specify as applicable that:</p> <p>(1) Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code. Institution failed to maintain prior student education verification.</p> |
| §76120 – Amount of STRF Assessment. | <p>(a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50). Institution failed to assess STRF amount correctly.</p> |
| §71730 - Administration. | <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. Institution failed to maintain performance evaluation criteria for each administrator.</p> |
| §71730 - Administration. | <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. Institution failed to maintain record of Chief Academic Officer qualifications.</p> |
| §71760 - Self-Monitoring Procedures. | <p>Each institution shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division. Institution failed to maintain adequate procedures.</p> |

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| Inspector's Name | Wayne Brenner |
| Inspector's Signature |  |
| Institution Administrator Name/Title: | John Lockamy |
| 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 **September 24, 2012**.

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Administrator's Initial: 