



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 87449497 0514 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	ILSC-San Francisco	Institution Telephone:	415-677-9961
Institution Code:	87449497	Administrator Name:	Nadine Baladi
Street Address:	One Embarcadero, Lobby 1 San Francisco, CA 94111	Date of Inspection:	May 21, 2014

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94900. Required Student Records.	<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> <p>(1) The degree or certificate granted and the date on which that degree or certificate was granted.</p> <p>Student graduation files failed to contain completion certificates with completion dates.</p> <p>(2) The courses and units on which the certificate or degree was based.</p> <p>Student graduation files failed to contain completion certificates with courses completed.</p> <p>(3) The grades earned by the student in each of those courses.</p> <p>Student graduation files failed to contain documentation of grades earned in courses completed.</p>
§94901. Requirements for Recruiters.	<p>(a) An institution's recruiters shall be employees.</p> <p>Institution maintains recruiting services from overseas recruiters who are not employees of the institution.</p>
§94902. General Enrollment Requirements.	<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>Institution does not provide copies of the catalog and SPFS to students prior to signing the enrollment agreement.</p> <p>(c) A student shall receive a copy of the signed enrollment</p>

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	<p>agreement, in writing or electronically, regardless of whether total charges are paid by the student.</p> <p>Institution does not provide copies of the enrollment agreement to students after signing.</p>
§94906. Language of Enrollment Agreement.	<p>(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.</p> <p>Institution does not provide the enrollment agreement in the primary language of non English speaking students.</p> <p>(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.</p> <p>Institution does not provide the required disclosures and statements in the student's primary language when English is not understood.</p>
§94909. Minimum Requirements for School Catalog.	<p>(a) Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>Institution does not maintain a catalog meeting the minimum requirements of the law.</p>
§94910. Minimum Requirements for School Performance Fact Sheet.	<p>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> <p>Institution does not maintain a School Performance Facts Sheet meeting the minimum requirements of the law.</p>
§94911. Minimum Requirements for Enrollment Agreement.	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>Institution does not maintain an enrollment agreement meeting the minimum requirements of the law.</p>
§94913. Website Requirements.	<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. (5) The institution's most recent annual report submitted to the bureau. <p>(b) An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau.</p>

Institution does not maintain a website meeting the minimum requirements of the law.

Code of Regulations	Subsection and Description
§71720. Faculty.	<p>(b) Instructors in an Educational Program Not Leading to a Degree.</p> <p>(1) An institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.</p> <p>Institution failed to document the qualifications of the instructors they employ.</p> <p>(2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p> <p>Institution failed to document the continued education of the instructors they employ.</p>
§76140. Record-Keeping Requirements.	<p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:</p> <p>(3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and course costs, (9) Amount of STRF assessment collected.</p> <p>Institution failed to maintain the required STRF data substantiating the data reported on the STRF Assessment Reporting Form.</p>
§94934. Annual Report.	<p>(a) As part of the compliance program, an institution shall submit an annual report to the bureau, under penalty of perjury, signed by a responsible corporate officer, by July 1 of each year, or another date designated by the bureau, and it shall include the following information for educational programs offered in the reporting period:</p> <p>(1) The total number of students enrolled by level of degree or for a diploma. (2) The number of degrees, by level, and diplomas awarded. (3) The degree levels and diplomas offered.</p>

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	<p>(4) The Student Performance Fact Sheet, as required pursuant to Section 94910.</p> <p>(5) The school catalog, as required pursuant to Section 94909.</p> <p>(6) The total charges for each educational program by period of attendance.</p> <p>(7) A statement indicating whether the institution is, or is not, current in remitting Student Tuition Recovery Fund assessments.</p> <p>(8) A statement indicating whether an accrediting agency has taken any final disciplinary action against the institution.</p> <p>(9) Additional information deemed by the bureau to be reasonably required to ascertain compliance with this chapter.</p> <p>Institution failed to submit the annual report meeting the minimum requirements of the law.</p>
<p>§94929.7. Documentation of Performance Data</p>	<p>(a) The information used to substantiate the rates and information calculated pursuant to Sections 94929 and 94929.5 shall do both of the following:</p> <p>(1) Be documented and maintained by the institution for five years from the date of the publication of the rates and information.</p> <p>Institution failed to maintain the information that substantiates the required performance data.</p> <p>(2) Be retained in an electronic format and made available to the bureau upon request.</p> <p>Institution failed to maintain the information that substantiates the required performance data in electronic format.</p>
<p>§74110. Annual Report.</p>	<p>(a) The annual report required by Section 94934 of the Code shall include the information required by section 94934 for all educational programs offered in the prior calendar year.</p> <p>(b) In addition to the information required by section 94934 provided under penalty of perjury, the institution shall have annual financial statements prepared for the institution's prior fiscal year and signed under penalty of perjury, and shall submit a hard copy under separate cover of such statements in conjunction with its annual report. The form, content and mode of preparation of financial statements shall comply with Section 74115 of this Division. The Bureau may request that the institution immediately make available for inspection to a representative of the Bureau, these financial statements at the offices of the institution.</p> <p>(c) An institution shall file its annual report by September 1st. The Bureau may extend the period for filing if the institution demonstrates evidence of substantial need but in no case longer than 60 days. The institution shall not change the date of its filing its annual report because of a change in the fiscal year without the Bureau's approval.</p> <p>(d) The annual report shall be electronically filed by submitting the information required by section 94934 of the Code via the Bureau's website, electronically attaching, as directed, the School</p>

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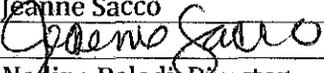
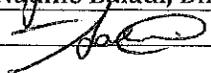
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	<p>Performance Fact Sheet and the school catalog. An institution without the capability to submit the information electronically shall inform the Bureau not less than 45 days prior to the date the information is required by subdivision (c), and receive direction on alternative means of submission.</p> <p>Institution failed to submit the annual report meeting the minimum requirements of the law.</p>
<p>§74112. Uniform Data - Annual Report, Performance Fact Sheet.</p>	<p>(h) Documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a Performance Fact Sheet, and shall include at a minimum: student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student. Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.</p> <p>Institution failed to maintain the supporting documentation for required by law.</p>

Only minor violations are listed on the Notice to Comply.

Additional violations may have been identified that will be forwarded to the Enforcement Unit for further review.

Inspector's Name	Jeanne Sacco
Inspector's Signature	
Institution Administrator Name/Title:	Nadine Baladi, Director
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: **JUNE 23, 2014**

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