



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 88680275 0913 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Professional Trucking School	Institution Telephone:	323-582-0274
Institution Code:	88680275	Administrator Name:	Jose Henriquez
Street Address:	2863 E. Slauson Avenue Huntington Park, CA 90255	Date of Inspection:	September 11, 2013

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
94913	<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>(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> <p>The institution maintains an Internet Web site. That Web site does not provide the required information that listed above.</p>
94912. Signature, Initials Required	<p>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.</p> <p>Currently Enrolled Student Files do not contained School Performance Fact Sheets signed and dated by the institution and the student. The most current SPFS prepared by the institution (2010) is not contained in the student files.</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> <ol style="list-style-type: none"> (9) The schedule of total charges for a period of attendance and an estimated schedule of charges for the entire educational program. <p>The itemized charges shown on pages 12-20 of the catalog do not include STRF assessments (non-refundable).</p>

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Inspector's Initial: *[Handwritten Signature]*

Administrator's Initial: *[Handwritten Signature]*

Code of Regulations	Subsection and Description
76120. Amount of STRF Assessment.	<p>(a) Each qualifying institution shall collect an assessment of fifty cents (\$.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 fifty cents (\$.50).</p> <p>Information and documents contained in Current Student do not reflect payment of STRF assessments.</p>
76130. Collection and Submission of Assessments.	<p>(a) A qualifying institution shall collect the assessment from each student in an educational program at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments.</p> <p>During the interview, the school director stated that the institution has been paying the STRF assessment for the students.</p> <p>Note: Institution cannot pay STRF on behalf of the student.</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> <ol style="list-style-type: none"> (1) Student identification number, (2) First and last names, (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, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid. <p>(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written</p>

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	<p>request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.</p> <p>During the on-site compliance inspection, the institution was unable to provide records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund.</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>(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> <p>Currently Enrolled Student Files that were reviewed did not contain verification of high school completion or equivalency or other documentation establishing the students' ability to do college level work.</p>
71800. Enrollment Agreement.	<p>In addition to the requirements of section 94911 of the Code, an institution shall provide to each student an enrollment agreement that contains at the least the following information:</p> <p>(b) Period covered by the enrollment agreement.</p> <p>The Enrollment Agreement does not identify the period covered by the enrollment agreement.</p>
71770. Admissions Standards and Transferred Credits Policy.	<p>(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:</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.</p> <p>The institution's Admission Standard shown on page 2 of the Catalog states, "Students must be at least 18 years old and have experience in driving manual transmission cars (stick shift). The policy does not discuss high school diploma, its equivalent or relevant examination.</p>
71930. Maintenance of Records.	<p>(b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a</p>

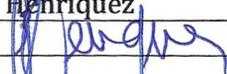
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	<p>period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.</p> <p>On page 2 of the catalog, the institution states that Professional Trucking School will retain records for a period of 10 years. Transcripts must be retained permanently.</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	John Bruce
Inspector's Signature	
Institution Administrator Name/Title:	Jose Henriquez
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.oppe.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 OCTOBER 11, 2013.

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