



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY – CA-90324007 0815 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Health Medicine School	Institution Telephone:	650-855-9800
Institution Code:	90324007	Administrator Name:	Jenni Shi
Street Address:	821 San Antonio Rd	Date of Inspection:	August 7, 2015

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94900.5 – Required Institutional Records.	<p>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:</p> <p>(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.</p> <p>Faculty files do not include copies of degrees or transcripts from U.S. accredited institutions and foreign documents are not evaluated by NACES.</p>
§94902 – General Enrollment Requirements.	<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>Student files do not contain a signed School Performance Fact Sheet as required (prior to the execution of an enrollment agreement).</p>

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</p>

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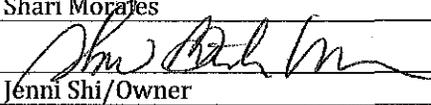
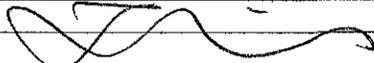
Inspector's Initial: *DM*

Administrator's Initial: *JS*

	<p>qualifications. (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>Current faculty members do not meet the qualifications for a non-degree granting institution. Current instructors have degrees but are not licensed massage therapists and do not have a minimum of three year's experience in the field of massage therapy. Additionally, faculty files do not include proof of continuing education as required for a non-degree granting institution.</p>
§71730 – Administration.	<p>(a) Each institution shall have a chief executive officer, a chief operating officer and chief academic officer. One person may serve more than one function.</p> <p>The Chief Academic Officer does not have related experience to the programs offered for a non degree granting institution and the personnel file lacked validation of a degree (resume only, no copy of a degree).</p>
§71920 – Student Records.	<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: (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>Student files were lacking proof of completion of high school or equivalent such as of high school diploma, GED or ability-to-benefit test indicating proper admission into the program.</p>

Only minor violations are listed on the Notice to Comply.

If this box is checked additional material violations have been found and will be forwarded to Enforcement for further review.

Inspector's Name	Shari Morales
Inspector's Signature	
Institution Administrator Name/Title:	Jenni Shi/Owner
Institution Administrator's Signature:	

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Administrator's Initial: 

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>

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 7, 2015**

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Inspector's Initial: *MBM*

Administrator's Initial: *JS*