



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 – CU 5001291 0916 (Ed. Code § 94935, 5 5, CCR § 75010)



Institution Name:	Cal-Trade Welding School of Modesto	Institution Telephone:	209-523-0753
Institution Code:	5001291	Administrator Name:	Robert Erwin
Street Address:	424 Kansas Avenue Modesto, CA 95351	Date of Inspection:	9/19/2016

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:

INSTITUTIONAL WEBSITE AND ADVERTISEMENTS

Education Code	Subsection , Description, and Required Correction
CEC §94913. Institutional Web Site Requirements	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(1) The school catalog.</p> <p>The institution’s website does not contain the current updated school catalog.</p> <p>To remedy the violation, the institution’s current website shall be updated to provide a current school catalog. The link to the updated catalog shall be made available on the institution’s homepage of their website, pursuant to 5, CCR §74117.</p> <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 by October 19, 2016.</p>
CEC §94913. Institutional Web Site Requirements	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p>The institution’s website does not contain the corrected 2013/2014 Performance Fact Sheets (SPFS) with updated information.</p> <p>To remedy the violation, the institution’s website shall be updated to contain the updated and corrected 2013/2014 Performance Fact Sheets. The link to the updated SPFS’s shall be made available on the institution’s homepage of their website, pursuant to 5, CCR §74117.</p> <p>A printout of or a link to the updated website shall be submitted with</p>

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Administrator’s Initial: *RE*

	<p>the institution's response to the NTC and the last page of this document by October 19, 2016.</p>
<p>CEC §94913. Institutional Web Site Requirements</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(5) The institution's most recent annual report submitted to the bureau.</p> <p>The institution's website does not contain the most recent annual report submitted to the Bureau. The most recent annual report submitted to the Bureau was on August 28, 2015 for the 2014 Annual Report. The institution's website contains only the 2013 Annual Report. In addition, the institution's website is missing the Annual Report information for the Welding Inspection Preparation Course.</p> <p>To remedy the violation, the institution's website shall be updated to contain the 2014 Annual Report, the most recent annual report submitted to the Bureau for all programs. The link to the updated Annual Report shall be made available on the institution's homepage of their website, pursuant to 5, CCR §74117.</p> <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 by October 19, 2016.</p>
<p>5, CCR §74117. Website Requirements.</p>	<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 website does not contain links on the institution's homepage to the current updated catalog, current updated SPFS's, the most recent annual report submitted the bureau, copies of the brochures, and a link to the institution's website.</p> <p>To remedy the violation, the institution's website shall be updated to contain links on the institution's homepage to the current updated catalog, current updated SPFS's, the most recent annual report submitted the bureau, copies of the brochures, and a link to the institution's website.</p> <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 by October 19, 2016.</p>

ANNUAL REPORT & SCHOOL PERFORMANCE FACT SHEET

Education Code or Code of Regulations	Subsection, Description, and Required Correction
5, CCR §74112.	(h) Documentation supporting all data reported shall be maintained by the institution for at least

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 Administrator's Initial: *JE*


<p>Uniform Data-Annual Report, Performance Fact Sheet</p>	<p>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>The documentation provided to substantiate the School Performance Fact did not include the bolded information identified above. Documentation to substantiate the SPFS shall contain the student's email address, phone number, the employment position obtained, the average number of hours worked, and a description of all attempts to contact each student. The documentation shall also 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>To remedy the violation, the institution shall collect and maintain documentation to substantiate the data reported in the current 2013/2014 PFS. The documentation shall contain all elements identified in the Regulation, as noted above.</p> <p>The corrections to the PFS substantiating documentation shall be submitted with the institution's response to the NTC and the last page of this document by October 19, 2016.</p>
<p>5, CCR §74112. Uniform Data-Annual Report, Performance Fact Sheet</p>	<p>(a) Format. The format for the Performance Fact Sheet shall be in at least 12 pt. type, in an easily readable font, with 1.15 line spacing. The Performance Fact Sheet shall contain all and only the information required or specifically permitted by section 94910 of the Code or this chapter.</p> <p>The Performance Fact Sheet does not contain all and only the information required or specifically permitted by CEC §94910 or this Chapter. There is language provided on pages one and four which is not required or specifically permitted.</p> <p>To remedy the violation, the institution shall submit a Performance Fact Sheet for each program showing all and only the information required or specifically permitted by CEC §94910 or this Chapter.</p> <p>The corrections to the PFS substantiating documentation shall be submitted with the institution's response to the NTC and the last page of this document by October 19, 2016.</p>

STUDENT RECORDS

Education Code or Code of Regulations	Subsection, Description, and Required Correction
5, CCR §71920.	(b) In addition to the requirements of section 94900, the file shall contain all of the following

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Administrator's Initial: 

Student Records.	<p>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 transcripts maintained in student files did not include the institution's website address and telephone number.</p> <p>To remedy this violation, the institution shall update the student files to contain the transcripts showing the institution's name, address, website address, and telephone number.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document by October 19, 2016.</p>
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INSTITUTIONAL RECORDS



Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p>5, CCR §71720. Faculty.</p>	<p>(b) Instructors in an Educational Program Not Leading to a Degree.</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>The institution maintained an employee policy requiring instructors to complete continuing education each year.. However, the institution did not maintain records showing the instructor completed the required continuing education requirements in the last year.</p> <p>To remedy this violation, the institution shall update each faculty member file with documentation of their completed continuing education. The institution shall submit with their NTC response an established policy and procedure for updating and maintaining faculty files with each faculty member's continuing education documentation.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document by October 19, 2016.</p>

Only minor violations are listed on this Notice to Comply.

Inspector's Name	
Inspector's Signature	
Institution Administrator Name/Title:	Robert C. Erwin / OWNER
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 BY OCTOBER 19, 2016 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 19, 2016**.

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Administrator's Initial: *RE*