

2015 Annual Report Certification Form

Print a copy of this Certification Form. The certification must be signed by a responsible officer of the institution. Return this Certification Form, Financial documents, CD or flash drive containing the Enrollment Agreement, and any additional documents (if applicable). **Please keep a copy for your records.**

Confidential Financial Documents: Must submit paper copy only.

- A current compiled, reviewed or audited Financial Statement * as required pursuant to 5 CCR §74115. Financial statements must include Balance Sheet, Income Statement, and Statement of Cash Flow. Tax returns and/or bank statements will not be accepted.

Additional Documents:

- Enrollment Agreement (*attach electronically, cd or flash drive*)
- United States Department of Education final administrative actions (if any),
 - Accreditation agency formal disciplinary actions (if any),
 - A list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates (CEC §94910(f)(2))
 - A list of the objective sources of information used to substantiate the salary disclosure (CEC §94910(f)(3))

Submitted Online:

- Annual Report
- Student Performance Fact Sheet (a link is provided in the Annual Report)
- 2015 School Catalog (a link is provided in the Annual Report)

Name of Institution _____

Institution Code _____

Address of Institution _____

City/State/Zip Code _____

Name of Responsible Officer and Contact Telephone Number/Email (please print or type)

Please note that by signing this document you are assuming responsibility for the information that is contained in the Annual Report

I certify, under penalty of perjury of the laws of the State of California, that the information and responses submitted in and with the Annual Report are true and complete to the best of my knowledge and belief.

(Signature of Responsible Officer)

(Date)

Printed Name and Title

Date Documents Submitted to the Bureau for Private Postsecondary Education: _____

Mail the required Documents along with this sheet to:

The Bureau for Private Postsecondary Education
Attention: Annual Report Unit
P.O. Box 980818
West Sacramento, CA 95798-0810

Or

2535 Capitol Oaks Dr., Suite 400
Sacramento, CA 95833

* "Current" with respect to financial statements means completed no sooner than 120 days prior to the time it is submitted to the Bureau, and covering no less than the most recent completed fiscal year (5 CCR 74115(d)). The institution is required pursuant to 5 CCR §74115(b)(2) to submit compiled statements, however an institution may substitute reviewed or audited statements if the institution so desires.