



## CITATION ORDER

<b>Citation Issued To:</b> Art of Acting Studio 1017 North Orange Drive Los Angeles, CA 90038  <b>Institution Code:</b> 32801900	<b>Citation Number:</b> 24250076
	<b>Total Fine Amount:</b> <span style="color: red; font-weight: bold;">\$22,004.00</span>
	<b>Order of Abatement Included:</b> Yes

Elizabeth Elias issues this citation in her official capacity as Deputy Bureau Chief of Enforcement at the Bureau for Private Postsecondary Education, California Department of Consumer Affairs (hereinafter referred to as the "Bureau").

### LICENSING HISTORY

1. On or about June 8, 2022, the Bureau renewed an Approval to Operate an Accredited Private Postsecondary Institution, Institution Code 32801900, to Art of Acting Studio hereinafter referred to as the "Institution." This Approval to Operate will expire on or about June 30, 2032, unless renewed.

### DISCIPLINE HISTORY

2. The Institution has the following discipline history:
  - [Citation No. 1718017 issued April 11, 2018](#)
    - Evidence of compliance; citation satisfied June 4, 2018

### CITATION JURISDICTION

3. This administrative citation is issued to the Institution pursuant to California Education Code (CEC) section 94936; and Title 5 of the California Code of Regulations (5 CCR) section 75020 et seq. for the violation(s) described below.

### CAUSE FOR CITATION & ASSESSMENT OF FINE AND/OR ORDER OF ABATEMENT

4. The Institution is in violation of the following Bureau laws and regulations:

**Violation #1:**

**5 CCR section 71920 (b)(1)(A) - Student Records, 5 CCR section 71930 (a) – Maintenance of Records and CEC section 94897 (u) - Prohibited Business Practices**

**Cause for Citation:** On or about September 27, 2023, the Bureau completed an investigation based on a complaint filed against the Institution.

Through the course of the investigation and evidence obtained, it was determined that the Institution failed to maintain verification of high school completion or G.E.D. completion for five of the student files reviewed in accordance with the Institutions own Acceptance Policy.

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class A” violation. The Institution is issued a fine of 5,000.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit a statement of attestation that they will maintain required student records pursuant to 5 CCR section 71920 and 71930. The statement of attestation must be signed and dated by an authorized representative of the Institution.

**Violation #2:**

**5 CCR section 71920 (b)(4) – Student Records and 5 CCR section 71930 (a) – Maintenance of Records**

**Cause for Citation:** On or about September 27, 2023, the Bureau completed an investigation based on a complaint filed against the Institution.

Through the course of the investigation and evidence obtained, it was determined that the Institution failed to maintain records of the dates of enrollment for six student files reviewed by Bureau staff.

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class B” violation. The Institution is issued a fine of \$1,001.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit a statement of attestation that they will maintain required student records pursuant to 5 CCR section 71920 and 71930. The statement of attestation must be signed and dated by an authorized representative of the Institution.

**Violation #3:**

**5 CCR section 71920 (b)(5) – Student Records and 5 CCR section 71930 (a) and (e) – Maintenance of Records and CEC 94900 (b) – Required Student Records**

**Cause for Citation:** On or about September 27, 2023, the Bureau completed an investigation based on a complaint filed against the Institution.

Through the course of the investigation and evidence obtained, it was determined that the Institution failed to maintain both the transcripts and certificates of completion for seven student files reviewed by Bureau staff. Furthermore, it was determined that four additional files reviewed by the Bureau failed to maintain student transcripts.

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class A” violation. The Institution is issued a fine of \$5,000.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit a statement of attestation that they will maintain required student records pursuant to 5 CCR section 71920 and 71930 and CEC section 94900. The statement of attestation must be signed and dated by an authorized representative of the Institution.

**Violation #4:**

**5 CCR section 71920 (b)(9) – Student Records and 5 CCR section 71930 (a) – Maintenance of Records**

**Cause for Citation:** On or about September 27, 2023, the Bureau completed an investigation based on a complaint filed against the Institution.

Through the course of the investigation and evidence obtained, it was determined that the Institution failed to maintain a document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received, consistent with 5 CCR section 71920 (b)(9).

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class B” violation. The Institution is issued a fine of \$1,001.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit a statement of attestation that they will maintain required student records pursuant to 5 CCR section 71920 and 71930. The statement of attestation must be signed and dated by an authorized representative of the Institution.

**Violation #5:**

**5 CCR section 74112 (m) (1-9) - Uniform Data – Annual Report, Performance Fact Sheet and 5 CCR section 71930 (e) – Maintenance of Records**

**Cause for Citation:** On or about September 27, 2023, the Bureau completed an investigation based on a complaint filed against the Institution.

During the course of the investigation, Bureau staff requested supporting documentation for the Institution's 2020/2021 School Performance Fact Sheet (SPFS) for the Professional Conservatory 2 ½ year program and Summer Conservatory program. The data provided failed to include the required data points pursuant to 5 CCR section 74112 (m).

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class A” violation. The Institution is issued a fine of \$2,501.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to correct the violation by providing an electronic copy of the template used by the Institution to document supporting data for SPFS, for the Bureau to verify the Institution is collecting the required data points pursuant to 5 CCR section 74112.

In addition, the Institution must submit a statement of attestation they have corrected the violation and will ensure that the supporting data for SPFS is maintained. The statement of attestation must be dated and signed by an authorized representative of the Institution.

**Violation #6:**

**CEC 94896 (a) Substantive Change for Institution’s Approved by means of Accreditation.**

**Cause for Citation:** On or about September 27, 2023, the Bureau completed an investigation based on a complaint filed against the Institution.

During the course of the Investigation, the Bureau determined that from March 2020 to August 2021 the Institution changed their method of instructional delivery from in-person to distance education for the Professional Conservatory – 2 ½ Year Program and Summer Program without receiving prior authorization from the Bureau.

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class A” violation. The Institution is issued a fine of \$2,501.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit a statement of attestation that they agree to notify the Bureau and receive prior Bureau approval, prior to making any substantive changes pursuant to CEC 94896.

**Violation #7:**

**CEC section 94902 (a) – General Enrollment Requirements and 5 CCR section 71920 (b)(3) – Student Records**

**Cause for Citation:** On or about September 27, 2023, the Bureau completed an investigation based on a complaint filed against the Institution.

Through the course of the investigation and evidence obtained, it was determined that the Institution did not require students to execute an enrollment agreement in order to enroll in the Summer Conservatory 2021 program. A review of five student files confirmed this violation.

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class A” violation. The Institution is issued a fine of \$5,000.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to ensure all student records follow the law pursuant to CEC section 94902. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that all student records contain signed enrollment agreements. The statement of attestation must be signed and dated by an authorized representative of the Institution.

**COMPLIANCE WITH ORDER OF ABATEMENT**

5. In accordance with the provisions of CEC section 94936 and 5 CCR section 75020, the Bureau issues the order(s) of abatement described above. Evidence of compliance with the order of abatement must be submitted

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Institution: Art of Acting Studio  
Institution Code: 32801900

to the Bureau within 30 days from the date of issuance of this citation. Evidence of compliance with the order of abatement may sent by mail or email to:

- Mail: Bureau for Private Postsecondary Education  
Attn: Discipline Unit – Aurzella Izmarai-Karimi  
1747 North Market, Blvd., Suite 225  
Sacramento, CA 95834
- Email: [bppe.discipline@dca.ca.gov](mailto:bppe.discipline@dca.ca.gov)
  - In the subject line, please include the Institution name and citation number.

### **COMPLIANCE WITH ASSESSMENT OF FINE**

6. In accordance with the provisions of CEC section 94936, and 5 CCR sections 75020 and 75030, the Bureau hereby orders this assessment of fines in the total amount of \$22,004.00 for the violations described above. Payment of the fines must be made to the Bureau within 30 days from the date of service of this citation unless an informal conference or hearing is requested. To assist the Bureau in processing the payment of fines, please submit the enclosed *Payment of Fine – Waiver of Appeal* form.

Payment must be sent to the Bureau by mail at:

- Bureau for Private Postsecondary Education  
Attn: Discipline Unit – Aurzella Izmarai-Karimi  
1747 North Market, Blvd., Suite 225  
Sacramento, CA 95834

### **NOTICE OF APPEAL RIGHTS**

7. You have the right to contest this citation through an informal conference with the Bureau pursuant to 5 CCR section 75020 and/or through an administrative hearing in accordance with Chapter 5 (Commencing with section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

If you wish to contest this citation, you may submit a written request to the Bureau or submit the enclosed *Notice of Appeal of Citation – Request for Informal Conference and/or Administrative Hearing* form within 30 days from the date of issuance of this citation.

Failure to submit a written request for an informal conference and/or administrative hearing within 30 days from the date of issuance of this citation will forfeit your ability to appeal the citation.

If a hearing is requested, you are not required to comply with this citation until a final order is entered against you.

### **COMPLIANCE WITH FINE AND/OR ORDER OR ABATEMENT DISCLOSURE**

8. Pursuant to BPC section 125.9 and 5 CCR section 75050, payment of fine and/or compliance with any order of abatement does not constitute an admission of the violation charged and shall be represented as satisfactory resolution of the matter for the purposes of public disclosure.

Pursuant to 5 CCR section 75050, failure to comply with this citation order, its order of abatement, and/or administrative fine by the required due date is grounds for denial or discipline of an approval to operate. Where a citation is not contested and fine is not paid, the full amount of the assessed fine shall be added to the fee for renewal of the approval to operate. An approval to operate shall not be renewed without payment of the renewal fee and fine.

### **BUREAU CONTACT INFORMATION**

9. If you have any questions regarding this Citation, please contact Aurzella Izmarai-Karimi, Citation Analyst by email at [Aurzella.Izmarai@dca.ca.gov](mailto:Aurzella.Izmarai@dca.ca.gov) or by phone at (916) 574-7344.

“Original Signature on File”

11/14/2024

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Elizabeth Elias  
Deputy Bureau Chief of Enforcement

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Citation Date of Issuance

#### Enclosures:

- Notice of Appeal of Citation: Request for Informal Conference and/or Administrative Hearing
- Payment of Fine – Waiver of Appeal
- Declaration of Service by Certified and First-Class Mail