



## NOTICE TO COMPLY

CA-3006691-04172025

|                   |  |                        |                  |
|-------------------|--|------------------------|------------------|
| Institution Name: | Healthstaff Training Institute, Inc.                 | Institution Telephone: | (909) 321-5778   |
| Institution Code: | 3006691  | Administrator Name:    | Kishore Mathrani |
| Street Address:   | 601 S. Milliken Avenue, Suite A<br>Ontario, CA 91761 | Inspection Date:       | April 17, 2025   |

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: [https://www.bppe.ca.gov/lawsregs/ppe\\_act.pdf](https://www.bppe.ca.gov/lawsregs/ppe_act.pdf)  
Title 5 of the California Code of Regulations: <https://www.bppe.ca.gov/lawsregs/regs.pdf>

| Violation | Code Section Violated | Description of the violation and required correction.  |
|-----------|-----------------------|--|
| 1         | 5 CCR § 71810 (b)(5)  | <p><b>Violation Description:</b> Although page 5 of the institution's 2025 catalog states instruction is offered in both Spanish and English, the catalog failed to establish the level of Spanish language proficiency required and the kind of documentation to determine Spanish language proficiency.</p> <p><b>Correction:</b> The institution shall update its catalog to identify the level of Spanish language proficiency required and the kind of documentation to determine Spanish language proficiency, pursuant to 5 CCR § 71810 (b)(5).</p> |
| 2         | CEC § 94909 (a)(5)    | <p><b>Violation Description:</b> The institution's 2025 catalog failed to include a description of the instruction provided in each of the courses offered by the institution.</p> <p><b>Correction:</b> The institution shall update its catalog to include description of the instruction provided in each of the courses offered by the institution, pursuant to CEC § 94909 (a)(5).</p>  |

| Violation | Code Section Violated                                  | Description of the violation and required correction.   |
|-----------|--|---|
| 3         | CEC § 94909 (a)(5)                                     | <p><b>Violation Description:</b> On page 28 of the institution's 2025 catalog, the institution identifies a total of 160 hours is required to complete Advanced Medical Coding program. However, according to Bureau records 100 hours is required to complete Advanced Medical Coding program.</p> <p><b>Correction:</b> The institution shall either provide proof of the documentation submitted to the Bureau's Licensing Unit for the approval to update the total number of hours required for completion for the Advanced Medical Coding program to 160 hours.</p> <p>If the institution did not receive approval from the Bureau to update the Advanced Medical Coding program hours to 160 hours, the institution must contact the Bureau's Licensing Unit at <a href="mailto:BPPE.Licensing@dca.ca.gov">BPPE.Licensing@dca.ca.gov</a> regarding information and requirements to update the Bureau's records.</p> <p>Otherwise, if the Bureau's records are correct the institution shall update the catalog to reflect the total number of clock hours required to complete the Advanced Medical Coding program, in accordance with the Bureau's records, pursuant to CEC § 94909 (a)(5).</p> |
| 4         | CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b) | <p><b>Violation Description:</b> On page 2 of the institution's enrollment agreement, under the "Student's Right To Cancel", contains an unenforceable statement regarding the deduction of equipment not returned in good condition within the cancellation period. This statement does not comply with CEC § 94920 (b).</p> <p><b>Correction:</b> The institution shall update the refund and cancelation policy within in the enrollment agreement. The policies must demonstrate compliance with CEC § 94911 (e)(2) and CEC § 94920 (b).</p>  |
| 5         | CEC § 94911 (j)(1)                                     | <p><b>Violation Description:</b> Although page 2 of the institution's enrollment agreement contains the required statement, the statement failed to include the Bureau's fax number.</p>  |

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|-----------|-----------------------|---|
|           |                       | <b>Correction:</b> The institution shall update the statement within the enrollment agreement to include the Bureau's fax number, (916) 263-1897, pursuant to CEC § 94911 (j)(1).   |
| 6         | CEC § 94913 (b)       | <p><b>Violation Description:</b> On the institution's homepage under "Approvals" (<a href="https://hsti.com/">https://hsti.com/</a>), on the institution's "Approvals" webpage (<a href="https://hsti.com/approvals/">https://hsti.com/approvals/</a>), on the "Admissions" webpage (<a href="https://hsti.com/admissions/">https://hsti.com/admissions/</a>) under FAQ, and on the Phlebotomy Technician webpage (<a href="https://hsti.com/phlebotomy-technician-i/">https://hsti.com/phlebotomy-technician-i/</a>) under FAQ, the institution identifies it is approved to operate by BPPE, however the statements failed to include information concerning where students may access the Bureau's website.</p> <p><b>Correction:</b> The institution shall update the statements on all sections of its website where the institution identifies it is approved by the Bureau for Private Postsecondary Education (BPPE) to include the Bureau's website (<a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>), pursuant to CEC § 94913 (b).</p>   |
| 7         | CEC § 94897 (l)       | <p><b>Violation Description:</b> On the institution's "Admissions" webpage (<a href="https://hsti.com/admissions/">https://hsti.com/admissions/</a>) under FAQ section titled "Is HealthStaff Training Institute accredited?" and "Is HealthStaff Training Institute approved by the Bureau for Private Postsecondary Education (BPPE)?", and on the Phlebotomy Technician webpage (<a href="https://hsti.com/phlebotomy-technician-i/">https://hsti.com/phlebotomy-technician-i/</a>) Under FAQ section titled "Is the Phlebotomy Technician Course accredited?", the institution states it is approved to operate by Bureau for Private Postsecondary Education (BPPE), however the institution failed to define the term approved to operate.</p> <p><b>Correction:</b> The institution shall update the statements on its website, where the institution identifies it is approved by the Bureau for Private Postsecondary Education (BPPE) to state, "BPPE APPROVED - Approval to Operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009".</p> |


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|-----------|-----------------------|---|
| 8         | 5 CCR § 71770 (a)(1)  | <p><b>Violation Description:</b> On the institution's "Admissions" section of its website (<a href="https://hsti.com/admissions/">https://hsti.com/admissions/</a>), the institution states:</p> <p><i>"Applicants must be a high school graduate or its equivalent and required to submit:</i></p> <ol style="list-style-type: none"> <li>1. A signed attestation affirming high school graduation or the equivalent (OR)".</li> </ol> <p>The statement requiring applicants to submit a signed attestation does not comply with the Bureau's admission standards as required by 5 CCR § 71770 (a)(1).</p> <p><b>Correction:</b> The institution shall delete the non-compliant admission policy from its website. The institution's admission policy must demonstrate compliance with 5 CCR § 71770 (a)(1).</p> |

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
- (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, 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.

**Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.**

The Notice to Comply was given to the Institution's owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

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| Notice To Comply Given To Name & Title: | Kishore Mathrani, CEO   |
| Bureau Compliance Analyst Name:         | Gema Fider  |
| Bureau Compliance Analyst Signature:    |  |



## NOTICE TO COMPLY DECLARATION

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|                   |  |                        |                  |
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I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.

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Signature

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Date

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Print Name and Title