



NOTICE TO COMPLY

CA-75356466-05202025

Institution Name:	Professional Medical Careers Institute	Institution Telephone:	(805) 497-4064
Institution Code:	75356466	Administrator Name:	Helen Taylor, RN
Street Address:	920 Hampshire Road Suite S Westlake Village 91361	Inspection Date:	5/20/2025

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
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	CEC § 94913 (a)(2)(5) in conjunction with 5CCR § 71810 (a)	Violation Description: The institution's website failed to contain a link to the institution's current School Performance Fact Sheets and annual report. The website currently includes School Performance Fact Sheets for 2021-2022 and the 2020 annual report. Correction: To remedy this violation, the school shall update its school's website to include current links pursuant to CEC § 94913 (a)(2)(5) and 5CCR § 71810 (a).
2	CEC § 94909 (a)(8)(B)	Violation Description: The institution's catalog dated 8/1/2024-8/31/2025 failed to include the correct number of days a student must cancel their enrollment agreement to receive a refund. The institution's catalog states the student has five days to cancel after signing the enrollment agreement and it should be seven.(pg 24) Correction: Provide an updated catalog that is corrected to comply with CEC § 94909 (a)(8)(B).

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94909 (a)(3)(D)	Violation Description: The institution's catalog dated 8/1/2024-8/31/2025 failed to include the required verbatim statement. "The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov." Correction: Provide an updated catalog that is corrected to comply with CEC § 94909 (a)(3)(D).
4	5CCR § 71750 (c)(1)	Violation Description: The institution's catalog dated 8/1/2024-8/31/2025 and enrollment agreement failed to include a refund calculation in compliance with the regulations. The institution's refund policy calculates refunds by a weekly charge and not an hourly/daily calculation. (pgs 24-25) Correction: Provide an updated catalog and enrollment agreement that is corrected to comply with 5CCR § 71750 (c)(1).
5	CEC § 94911 (c)	Violation Description: The institution's enrollment agreement failed to include the student's signature on the same page as the relevant charges for the program. Relevant charges shall be in bold, underlined type. Correction: Provide an updated enrollment agreement that is corrected to comply with CEC § 94911 (c).
6	CEC § 94911 (l)(1)(2)	Violation Description: The institution's enrollment agreement failed to include the required language verbatim. Correction: Provide an updated enrollment agreement that is corrected to comply with CEC § 94911 (l)(1)(2).

Violation	Code Section Violated	Description of the violation and required correction.
7	CEC § 94916	Violation Description: The institution's enrollment agreement failed to include the required language verbatim. Correction: Provide an updated enrollment agreement that is corrected to comply with CEC § 94916.

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.

Notice To Comply Given To Name & Title:	Helen Taylor, Owner
Bureau Compliance Analyst Name:	Michelle Loo
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

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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.

Signature

Date

Print Name and Title