



NOTICE TO COMPLY

CA-3407041-100925

Institution Name:	CCAPP Academy	Institution Telephone:	(916) 338-9460
Institution Code:	3407041	Administrator Name:	Kristina Padilla
Street Address:	2400 Marconi Avenue, Sacramento, CA, 95821	Inspection Date:	October 9 th , 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)(5)	Violation Description: The institution's website fails to contain the most recent annual report submitted to the bureau. Correction: The institution shall update the website to include all required items pursuant to CEC § 94913(a)(5).
2	5, CCR §71740 in conjunction with §71810(b)(10)	Violation Description: The institution's catalog fails to contain a description of the facilities and materials that will be used for instruction. Correction: The institution shall update the catalog to include the items pursuant to 5, CCR §71740 in conjunction with §71810(b)(10).

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94909(a)(3)(D)	Violation Description: The institution's catalog fails to contain the required OSAR statement: <i>"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"</i> Correction: The institution shall update the catalog to include the required OSAR statement pursuant to CEC § 94909 (a)(3)(D).
4	CEC § 94909 (a)(14) in conjunction with 5 CCR § 76215 (b)	Violation Description: Although page 14 of the institution's 2025-2026 catalog contains the required STRF statement, the statement reference the Bureau's old telephone number (916-431-6959). Correction: The institution shall update the STRF statement in the catalog with the Bureau's current telephone number (916-574-8900 or (888) 370-7589), pursuant to CEC § 94909 (a)(14) and 5 CCR § 76215 (b).
8	5 CCR § 71810 (b)(14) in conjunction with CEC § 94907	Violation Description: The institution's grievance policy on page 15 of the 2025-2026 catalog, states "A student must first talk to the instructor. Then if the issue is not resolved in a timely matter, then the student may contact the Director of Education, or CEO to assist in resolving the issue." This policy does not comply with CEC § 94907. In accordance with CEC § 94907, an institution shall not require a student to invoke an internal institutional dispute procedure before enforcing any contractual or other legal rights or remedies. Correction: The institution shall update its grievance policy in the catalog to comply with CEC 94907, pursuant to 5 CCR § 71810 (b)(14).

Violation	Code Section Violated	Description of the violation and required correction.
9	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	Violation Description: On page 14 of the institution's 2025-2026 catalog contains an unenforceable cancellation and refund policy that states the "workbook" as non-refundable within the cancellation period. Correction: The institution shall update the refund and cancellation policy in its 2025-2026 catalog pursuant to CEC § 94909 (a)(8)(B) in conjunction with 5 CEC § 94920 (b).
10	CEC § 94913 (a)(1) in conjunction with 5 CCR §71810 (a)	Violation Description: The institution's website contains a 2025 catalog with violations identified in this NTC. The institution failed to post on its website. Correction: Once the institution's catalog has been updated to remedy the violation(s), the institution shall update its website to provide the current/updated institution catalog pursuant to CEC § 94913(a)(1).
11	CEC § 94897(l)	Violation Description: The institution's Advanced Studies in Addiction Counseling advertising states that "CCAPP Academy is approved by the Bureau of Private Postsecondary education" without defining the term "approved." Correction: The institution shall update the advertising to include the full definition of approved pursuant to CEC § 94897(l).

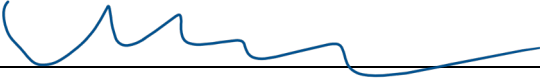
Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (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	Kristina Padilla/CAO
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Name & Title:	
Bureau Compliance Analyst Name:	Alexander Vang
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