



NOTICE TO COMPLY

CU-0101661-05202026

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| Institution Name: | McKinnon Body Therapy Center | Institution Telephone: | (510) 465-3488 |
| Institution Code: | 0101661 | Administrator Name: | Kathleen Lucas |
| Street Address: | 2940 Webster Street, Oakland, CA 94609-3407 | Inspection Date: | May 20, 2026 |

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 § 94909 (a)(8)(A) in conjunction with 5 CCR § 71770 (a)(1) | <p>Violation Description: The institution’s 2026 catalog, failed to identify the criteria used by the institution to determine whether the student is qualified for admission to the educational program.</p> <p>The institution’s admission policy must comply with 5 CCR § 71770 (a)(1), “Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise meet the institution’s criteria for a qualified candidate for admission, including minimum levels of prior education, preparation, skills, or training.” The institution’s admission policies must demonstrate the criteria for a qualified candidate for admission, including minimum levels of prior education, preparation, skills, or training.</p> <p>Correction: The institution shall update its current catalog to include an admission policy that complies with 5 CCR § 71770 (a)(1), pursuant to CEC § 94909 (a)(8)(A).</p> |

| Violation | Code Section Violated | Description of the violation and required correction. |
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| 2 | CEC § 94909 (a)(14) in conjunction with 5 CCR § 76215 (b) | <p>Violation Description: Although page 11 of the institution’s 2026 catalog contains the required Student Tuition Recovery Fund (STRF) statement, the statement reference the Bureau’s old address (2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833) and old telephone number (916-431-6959).</p> <p>Correction: The institution shall update the STRF statement in its current catalog with the Bureau’s current address (1747 North Market Blvd., Suite 225, Sacramento, California, 95834) and current telephone number (916-574-8900), pursuant to CEC § 94909 (a)(14) and 5 CCR § 76215 (b).</p> |
| 3 | 5 CCR § 71810 (c) | <p>Violation Description: The institution’s 2026 catalog contains programs approved by the Bureau and programs that do not meet the definition of an education program and not designed to lead to employment, the catalog failed to include the required verbatim disclosure:</p> <p>“This catalog includes programs that are approved by the California Bureau for Private Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to the following state approved programs:”.</p> <p>Correction: The institution shall update the current catalog to include the above-mentioned disclosure, pursuant to 5 CCR § 71810 (c).</p> |
| 4 | 5 CCR § 71800 (f) | <p>Violation Description: On page 1 of the institution’s enrollment agreement template, the institution failed to include the cost of ABMP Student Membership. According to page 2 of the enrollment agreement, “If I elect to withdraw from Program status at any time, I may continue my coursework, but I will be responsible for reimbursing McKinnon for ABMP student membership fees”. The fees for ABMP student membership fees must be itemized.</p> |

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|-----------|------------------------------|---|
| | | <p>Correction: The institution shall update its enrollment agreement template to include the ABMP student membership fees, pursuant to 5 CCR § 71800 (f).</p> |
| 5 | CEC § 94911 (j)(1) | <p>Violation Description: Page 5 of the institution’s enrollment agreement template contains the required verbatim statement; however, the statement identified the wrong suite number (Ste. #222) for the Bureau and is missing the Bureau’s fax number.</p> <p>Correction: The institution shall update the statement in its enrollment agreement template, to include the Bureau’s correct suite number: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, and include the Bureau’s fax number (916) 263-1897, pursuant to CEC § 94911 (j)(1).</p> |
| 6 | CEC § 94913 (a)(1) | <p>Violation Description: The institution’s website contains a catalog with violations identified in this NTC.</p> <p>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).</p> |
| 7 | CEC § 94897 (l) | <p>Violation Description: On the institution’s Frequently Asked Questions webpage https://mckinnonbtc.com/faqs/, under the question “Is McKinnon nationally accredited?”, the institution states it is approved to operate by the Bureau for Private Postsecondary Education, however the institution failed to define the term approved to operate.</p> <p>Correction: The institution shall update the statement on its website, where the institution identifies it is approved to operate by the Bureau for Private Postsecondary Education 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> |
| 8 | 5 CCR §76140 (a)(10)(12)(13) | <p>Violation Description: The institution’s 2026 1st and 2025 4th Quarter STRF supporting documentation failed to contain record of the student’s:</p> |

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|-----------|-----------------------|---|
| | | <p>(10) Quarter in which the STRF assessment was remitted to the Bureau, (12) Total institutional charges charged, and (13) Total institutional charges paid.</p> <p>Correction: The institution shall update the 22026 1st and 2025 4th Quarter STRF supporting documentation, pursuant to 5 CCR § 76140 (a)(10)(12)(13).</p> |
| 9 | CEC § 94897 (l) | <p>Violation Description: On the institution’s official transcript, under the institution’s signatures, the institution states it is approved by the California Bureau for Private Postsecondary Education, however the institution failed to define the term approved by.</p> <p>Correction: The institution shall update its official transcript template, where the institution identifies it is approved by the California Bureau for Private Postsecondary Education 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> |


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: | Kathleen Lucas, CEO |
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| Bureau Compliance Analyst Name: | Gema Fider |
| Bureau Compliance Analyst Signature: |  |

NOTICE TO COMPLY DECLARATION

CU-0101661-05202026

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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