



## NOTICE TO COMPLY

CU-44374931-05222026

Institution Name:	Katie Skills Center	Institution Telephone:	(510) 444-6488
Institution Code:	44374931	Administrator Name:	Henry Giao
Street Address:	415 E. 12th St. Oakland, CA 94606	Inspection Date:	May 22, 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](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)(3)(A)	<p><b>Violation Description:</b> Although page 1 of the institution’s 2024-2025 catalog contains the required statement, the statement is missing the bureau’s fax number.</p> <p><b>Correction:</b> The institution shall update the statement in its current catalog, to include the bureau’s correct fax number (916) 263-1897, pursuant to CEC § 94909 (a)(3)(A).</p>
2	CEC § 94909 (a)(3)(D)	<p><b>Violation Description:</b> Although page 20 of the institution’s 2024-2025 catalog contains the required statement, the statement referenced the wrong website address.</p> <p><b>Correction:</b> The institution shall update the statement in its current catalog, to include the correct website address: <a href="https://www.osar.bppe.ca.gov/">https://www.osar.bppe.ca.gov/</a>, pursuant to CEC § 94909 (a)(3)(D).</p>

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94909 (a)(8)(A) in conjunction with 5 CCR § 71770 (a)(1)	<p><b>Violation Description:</b> The admission policy on page 19 of the institution’s 2024-2025 catalog, identifies passing an admission test as an option for admission, however the institution’s policy failed to identify the criteria used by the institution to determine whether the student is qualified for admission to the educational program. The admission policies must demonstrate the criteria for a qualified candidate for admission, including minimum levels of prior education, preparation, skills, or training.</p> <p><b>Correction:</b> The institution shall update the admission test policy in its current catalog. The policy must demonstrate compliance with CEC § 94909 (a)(8)(A) and 5 CCR § 71770 (a)(1).</p>
4	CEC § 94909 (a)(8)(A)	<p><b>Violation Description:</b> The institution’s 2024-2025 catalog failed to contain the institution’s policies regarding the acceptance of credits earned at other institutions.</p> <p><b>Correction:</b> The institution shall update its current catalog to include the above-mentioned information, pursuant to CEC § 94909 (a)(8)(A).</p>
5	5 CCR § 71810 (b)(5)	<p><b>Violation Description:</b> According to Bureau records, the institution is approved to teach in Vietnamese, however the institution’s 2024-2025 catalog failed establish the level of Vietnamese language proficiency required and the kind of documentation to determine Vietnamese language proficiency.</p> <p><b>Correction:</b> The institution shall update its current catalog to identify the level of Vietnamese language proficiency required and the kind of documentation to determine Spanish language proficiency, pursuant to 5 CCR § 71810 (b)(5).</p>
6	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (d) and 5 CCR § 71751 (a)(3)(A)	<p><b>Violation Description:</b> The institution’s pro-rata refund formula on page 19 of the institution’s 2024-2025 catalog, does not comply with the Bureau’s updated pro rata refund calculation required by 5 CCR § 71751 (a)(3)(A).</p> <p><b>Correction:</b> The institution shall update its pro rata refund policy in its current catalog to comply with CEC §</p>

Violation	Code Section Violated	Description of the violation and required correction.
		94920 (d) and 5 CCR § 71751 (a)(3)(A), pursuant to CEC § 94909 (a)(8)(B).
7	5 CCR § 71810 (b)(6)	<p><b>Violation Description:</b> The institution’s 2024-2025 catalog failed to identify the institution's policies and practices regarding any form of financial aid.</p> <p><b>Correction:</b> The institution shall update its current catalog to include the above-mentioned information, pursuant to 5 CCR § 71810 (b)(6)</p>
8	5 CCR § 71810 (b)(15) in conjunction with CEC § 94897 (s)	<p><b>Violation Description:</b> Under the “Student Records and Transcript” policies on page 28 the institution’s 2024-2025 catalog, contains unenforceable policy regarding withholding transcripts. The catalog states, “No transcript will be issued until all tuition and other fees due the institution are paid current.”</p> <p>In accordance with CEC § 94897 (s) and Civil Code section 1788.93, an institution cannot require a student to satisfy financial obligations or make arrangements for payment prior to providing a transcript to a student. The statement in the catalog does not comply with CEC § 94897 (s).</p> <p><b>Correction:</b> The institution shall remove the non-compliant statement from its current catalog. The institution’s policy must demonstrate compliance with 5 CCR 71810 (b)(15) and CEC § 94897 (s).</p>
9	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (d) and 5 CCR § 71751 (a)(3)(A)	<p><b>Violation Description:</b> The institution’s pro-rata refund formula on page 3 of the institution’s enrollment agreement template, does not comply with the Bureau’s updated pro-rata refund calculation required by 5 CCR § 71751 (a)(3)(A).</p> <p><b>Correction:</b> The institution shall update the pro-rata refund policy in its enrollment agreement template to comply with CEC § 94920 (d) and 5 CCR § 71751 (a)(3)(A), pursuant to CEC § 94911 (e)(2).</p>
10	CEC §94911 (i)(2)	<p><b>Violation Description:</b> The verbatim statement on page 2 of the institution’s enrollment agreement template, failed to contain the full verbatim statement.</p>


Violation	Code Section Violated	Description of the violation and required correction.
		<p><b>Correction:</b> The institution shall update its enrollment agreement to include all parts of the verbatim statement, pursuant to CEC §94911 (i)(2).</p>
11	CEC § 94897 (j) in conjunction with 5 CCR § 76020	<p><b>Violation Description:</b> On page 4 of the institution’s enrollment agreement template contains misleading statement that states, “Student Tuition Recovery Fund which applies only to residents of the State of California, USA”. In accordance with 5 CCR § 76020 the fund exist to protect students “who at the time of enrollment is or was a California resident or was enrolled in a California residency program”.</p> <p><b>Correction:</b> The institution shall update the statement in the enrollment agreement comply with 5 CCR § 76020, pursuant to CEC § 94897 (j).</p>
12	CEC § 94913 (a)(1)	<p><b>Violation Description:</b> The institution’s website contains a catalog with violations identified in this NTC.</p> <p><b>Correction:</b> 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>
13	CEC § 94913 (a)(2)	<p><b>Violation Description:</b> The institution failed to post on its website, a link to the institution’s 2023-2024 School Performance Fact Sheets.</p> <p><b>Correction:</b> The institution shall update its website to include a link to the institution’s 2023-2024 School Performance Fact Sheets, pursuant to CEC § 94913 (a)(2).</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.

Notice To Comply Given To Name & Title:	Henry Giao, CEO
Bureau Compliance Analyst Name:	Gema Fider
Bureau Compliance Analyst Signature:	

## NOTICE TO COMPLY DECLARATION

CU-44374931-05222026

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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