



NOTICE TO COMPLY – CA-61543712-0422 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	BAMA Institute, LLC.	Institution Telephone:	(415) 217-0077
Institution Code:	61543712	Administrator Name:	Angela Dombrowski
Street Address:	530 Bush Street, Suite 301 San Francisco, CA 94108	Date of Inspection:	April 28, 2022

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

CATALOG MINIMUM REQUIREMENTS

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency – Requested Submission
1	CEC §94909	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(11) A statement specifying that, if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.</p> <p>The statement on page 40 of the school’s catalog is missing parts of the required statement. The statement failed to include, “and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.”</p> <p>To remedy this violation, the school shall update page 40 of the school’s catalog to include all parts of the statement specifying that, if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. The updated catalog shall be submitted with the institution’s response to the NTC and the last page of this document by May 28, 2022.</p>

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 Inspector’s Initial: *[Signature]*
 Administrator’s Initial: *[Signature]*

STUDENT TUITION RECOVERY FUND (STRF) MINIMUM REQUIREMENTS

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency - Requested Submission
2	5, CCR § 76140	<p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:</p> <ul style="list-style-type: none"> (1) Student identification number, (2) First and last names, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid. <p>The school's 3rd and 4th Quarter 2021 STRF supporting documentation is missing record of the student's Email address, Local or mailing address, Address at the time of enrollment, Home address, Date enrollment agreement signed, Courses and course costs, Amount of STRF assessment collected, Quarter in which the STRF assessment was remitted to the Bureau, Third-party payer identifying information, Total institutional charges charged, and Total institutional charges paid.</p> <p>To remedy this violation, the school shall update the 3rd and 4th Quarter 2021 STRF supporting documentation to include all the data points identified in 5, CCR § 76140(a):</p> <ul style="list-style-type: none"> (1) Student identification number, (2) First and last names, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid. The updated 3rd and 4th Quarter 2021 STRF supporting documentation shall be

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Inspector's Initial:

Administrator's Initial:

The image shows handwritten initials. The Inspector's initials appear to be 'W' and the Administrator's initials appear to be 'JR'.

		submitted with the institution's response to the NTC and the last page of this document by May 28, 2022.
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WEBSITE MINIMUM REQUIREMENTS

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency - Requested Submission
3	CEC §94897	<p>An institution shall not do any of the following:</p> <p>(1) Use the terms “approval,” “approved,” “approval to operate,” or “approved to operate” without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is “licensed” or “licensed to operate,” but may not state or imply either of the following:</p> <p>(1) The institution or its educational programs are endorsed or recommended by the state or by the bureau. (2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.</p> <p>On the school's Accreditations and Certifications webpage (https://bama-institute.com/about-bama-healthcare-training/accreditations-certifications/), the school identifies itself as being approved to operate by the Bureau, however the webpage failed to define the term approved.</p> <p>To remedy this violation, the school shall update its Accreditations and Certifications webpage (https://bama-institute.com/about-bama-healthcare-training/accreditations-certifications/), to state that approved to operate means compliance with state standards as set forth in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations. The school shall submit a link or a printout of the Accreditations and Certifications webpage as evidence of the correction with the institution's response to the NTC and the last page of this document by May 28, 2022.</p>

FACULTY RECORDS MINIMUM REQUIREMENTS

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency - Requested Submission
4	5, CCR § 71720	<p>(b) Instructors in an Educational Program Not Leading to a Degree.</p> <p>(2) Each instructor shall maintain their knowledge by completing continuing education courses in his or</p>

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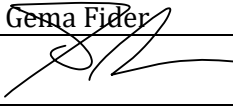

Inspector's Initial:

Administrator's Initial:




	<p>her subject area, classroom management or other courses related to teaching.</p> <p>The instructor files failed to contain documentation that the instructor maintains their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p> <p>To remedy this violation, the school shall develop continuing education policy for its instructors. The school shall submit the continuing education policy with the institution's response to the NTC and the last page of this document by May 28, 2022.</p>
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Only minor violations are listed on a Notice to Comply.

Inspector's Name	Gema Fider
Inspector's Signature	
Institution Administrator Name/Title:	Angela Dombrowski, Registrar & Compliance Manager
Institution Administrator's Signature:	

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppe_act.shtml
Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, 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.

Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

DECLARATION

Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **May 28, 2022**

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Administrator's Initial:

