





**NOTICE TO COMPLY** – CU-3806101-0422 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Bay Area Video Coalition	Institution Telephone:	(415) 861-3282
Institution Code:	3806101	Administrator Name:	Keith Battle
Street Address:	145 Ninth Street, Suite 101 San Francisco, CA 94103	Date of Inspection:	April 21, 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:

**WEBSITE MINIMUM REQUIREMENTS**

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency – Requested Submission
1	5, CCR § 74117	<p>In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p><b>The school’s homepage (<a href="https://www.bavc.org/">https://www.bavc.org/</a>) failed to contain clear and conspicuous links to all the items required in Section 94913(a) of the Code.</b></p> <p><b>To remedy this violation, the school shall update its homepage (<a href="https://www.bavc.org/">https://www.bavc.org/</a>), to include a clear and conspicuous links to the school’s catalog, school performance fact sheet, link to the bureau’s internet website, and a link to the school’s most recent annual report submitted to the bureau. As an alternate solution, the school may include a “Consumer Resource” link on the school’s homepage (<a href="https://www.bavc.org/">https://www.bavc.org/</a>) that when clicked, opens to all of the items required in Section 94913(a) of the code. The school shall submit a link or a print out of the homepage page containing the link as evidence of the correction with the institution’s response to the NTC and the last page of this document by May 21, 2022.</b></p>
2	CEC §94913	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(1) The school catalog.</p> <p><b>The school’s homepage (<a href="https://www.bavc.org/">https://www.bavc.org/</a>) failed to contain a clear and conspicuous link to the school’s catalog.</b></p>

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 Administrator’s Initial: 

		<p><b>To remedy this violation, the school shall update its homepage to include a clear and conspicuous link to the school's catalog. The school shall submit a link or a print out of the homepage page containing the link as evidence of the correction with the institution's response to the NTC and the last page of this document by May 21, 2022.</b></p>
3	CEC §94913	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p><b>The school's homepage (<a href="https://www.bavc.org/">https://www.bavc.org/</a>) failed to contain a clear and conspicuous link to the school's 2019/2020 School Performance Fact Sheets.</b></p> <p><b>To remedy this violation, the school shall update its homepage to include a clear and conspicuous link to the school's 2019/2020 School Performance Fact Sheets. The school shall submit a link or a print out of the homepage page containing the link as evidence of the correction with the institution's response to the NTC and the last page of this document by May 21, 2022.</b></p>
4	CEC §94913	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(4) A link to the bureau's Internet Web site.</p> <p><b>The school's homepage (<a href="https://www.bavc.org/">https://www.bavc.org/</a>) failed to contain a clear and conspicuous link to the Bureaus Internet Website.</b></p> <p><b>To remedy this violation, the school shall update its homepage to include a clear and conspicuous link to the Bureaus Internet Website (<a href="http://www.bppe.ca.gov/">http://www.bppe.ca.gov/</a>). The school shall submit a link or a print out of the homepage page containing the link as evidence of the correction with the institution's response to the NTC and the last page of this document by May 21, 2022.</b></p>
5	CEC §94913	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(5) The institution's most recent annual report submitted to the bureau.</p> <p><b>The school's homepage (<a href="https://www.bavc.org/">https://www.bavc.org/</a>) failed to contain a clear and conspicuous link to the school's most recent annual report submitted to the bureau. According to</b></p>

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Inspector's Initial:

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*KND*

		<p>Bureau records, the most recent annual report submitted to the bureau is 2017 Annual Report.</p> <p>To remedy this violation, the school shall update its homepage to include a clear and conspicuous link to the school's most recent annual report submitted to the bureau. The school shall submit a link or a print out of the homepage page containing the link as evidence of the correction with the institution's response to the NTC and the last page of this document by May 21, 2022.</p>
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**STUDENT TUITION RECOVERY FUND (STRF) MINIMUM REQUIREMENTS**

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency - Requested Submission
6	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"> <li>(1) Student identification number,</li> <li>(2) First and last names,</li> <li>(3) Email address,</li> <li>(4) Local or mailing address,</li> <li>(5) Address at the time of enrollment,</li> <li>(6) Home address,</li> <li>(7) Date enrollment agreement signed,</li> <li>(8) Courses and course costs,</li> <li>(9) Amount of STRF assessment collected,</li> <li>(10) Quarter in which the STRF assessment was remitted to the Bureau,</li> <li>(11) Third-party payer identifying information,</li> <li>(12) Total institutional charges charged, and</li> <li>(13) Total institutional charges paid.</li> </ul> <p><b>The school's 3<sup>rd</sup> and 4<sup>th</sup> Quarter 2021 STRF supporting documentation is missing record of the student's (1) Student identification number, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (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.</b></p> <p><b>To remedy this violation, the school shall update the 3<sup>rd</sup> and 4<sup>th</sup> Quarter 2021 STRF supporting documentation to include all the data points identified in 5, CCR § 76140 (a) (1) Student identification number,</b></p>

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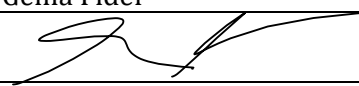
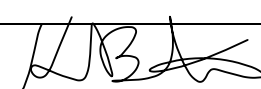
Administrator's Initial:

		(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 3 <sup>rd</sup> and 4 <sup>th</sup> Quarter 2021 STRF supporting documentation shall be submitted with the institution's response to the NTC and the last page of this document May 21, 2022.
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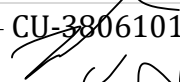

### Self-Monitoring Procedures

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency - Requested Submission
7	5, CCR §71760	<p>Each institution shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.</p> <p><b>The school does not maintain self-monitoring procedures.</b></p> <p><b>To remedy this violation, the school shall develop and maintain adequate policy and procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division. The school shall submit the school's self-monitoring policy with the institution's response to the NTC and the last page of this document by May 21, 2022.</b></p>

### Only minor violations are listed on a Notice to Comply.

Inspector's Name	Gema Fider
Inspector's Signature	
Institution Administrator Name/Title:	Keith Battle, Director of Advanced Training & Workforce Development
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](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.

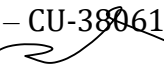
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **May 21, 2022**

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Administrator's Initial: 