

Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov
NOTICE TO COMPLY – CA 0106131 0217 (Ed. Code § 94935, 5 5, CCR § 75010)


Institution Name:	National Cosmetology Beauty School	Institution Telephone:	(510) 444-7707
Institution Code:	0106131	Administrator Name:	Dalleen Stewart
Street Address:	315 Eleventh Street Oakland CA 94607	Date of Inspection:	February 27, 2017

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:

STUDENT TUITION RECOVERY FUND

Education Code (CEC) or Code of Regulations (5, CCR)	Subsection , Description, and Required Correction
5, CCR §76130 (b)(1)(2)(3)(4)	<p>Collection and Submission of Assessment.</p> <p>(b) A qualifying institution shall complete the STRF Assessment Reporting Form (Rev. 2/10) and remit it with the STRF assessments collected from students to be received by the Bureau no later than the last day of the month following the close of the quarter as follows:</p> <p>(1) April 30 for the first quarter, (2) July 31 for the second quarter, (3) October 31 for the third quarter, and (4) January 31 for the fourth quarter. If the due date falls on a Saturday, Sunday or State or federal holiday, the due date shall be extended to the next regular business day for the Bureau.</p> <p>if the due date falls on a Saturday, Sunday, or State or federal holiday, the due date shall be extended to the next regular business day for the Bureau.</p> <p>The institution failed to provide their 2015 STRF Assessment Reporting Forms for the 1st, 2nd, 3rd and 4th quarters.</p> <p>To remedy this violation, the institution shall submit their 1st, 2nd, 3rd and 4th 2015 STRF Assessment Reporting Forms.</p> <p>The 2015 STRF Assessment Reporting Forms shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
5, CCR §76140 (a)(1-13)	<p>Record-Keeping Requirements.</p> <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>

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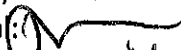

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	<p>(1) Student identification number, (2) First and last names, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and course costs, (9) Amount 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> <p>The institution failed to maintain the 13 substantiating data points listed above for STRF eligibility for all students.</p> <p>To remedy this violation, the institution shall submitted in electronic format the 13 substantiating data points listed above for STRF eligibility for all 2015 students.</p> <p>The 2015 STRF substantiating data shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
5, CCR §76140(b)	<p>Records-Keeping Requirements. (b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.</p> <p>The institution failed to maintain the STRF required data points for each student in an electronic format. The documentation was not made immediately available.</p> <p>To remedy this violation, the institution shall send proof that they are maintaining the required STRF data points in an electronic format and in an orderly manner.</p> <p>The required STRF electronic substantiating data shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

CATALOG


Education Code or Code of Regulations	Subsection, Description, and Required Correction
CEC §94909(a)(4)	<p>Minimum Requirements for School Catalog</p> <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>(4) The address or addresses where class sessions will be held.</p>


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	<p>The institution's catalog failed to indicate the address or where class sessions will be held.</p> <p>To remedy with violation, the institution shall update the catalog to specifically state <i>"class sessions will be held at"</i> and provide the address of where class sessions will be held.</p> <p>The institution shall submit an updated catalog to reflect the bolded italicize language above along with the address of where class sessions will be held with the response of the NTC and the last page of this document.</p>
<p>5, CCR §71810(b)(1)</p>	<p>Catalog.</p> <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(1) The specific beginning and ending dates defining the time period covered by the catalog;</p> <p>The institution's catalog indicated two separate beginning and ending dates.</p> <p>To remedy this violation, the institution shall update the catalog to reflect one specific beginning and ending dates.</p> <p>The institution shall submit an updated catalog with one specific beginning and ending date with the response of the NTC and the last page of this document.</p>
<p>CEC §94909(a)(2) & 94897(l)(1)(2)</p>	<p>94909. Minimum Requirements for School Catalog</p> <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>(2) Except as specified in Article 2 (commencing with Section 94802), a statement that the institution is a private institution and that it is approved to operate by the bureau.</p> <p>94897. Prohibited Business Practices</p> <p>An institution shall not do any of the following:</p> <p>(l) 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.</p> <p>(2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.</p> <p>The institution's catalog failed to provide a statement indicating the institution is a private institution and that it is approved to operate by the bureau and provide clearly and conspicuously that approval to operate means compliance with state standards.</p>

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	<p>To remedy this violation, the institution shall update the catalog with the required statement that the institution is a private institution and that it is approved to operate by the bureau and provide clearly and conspicuously that approval to operate means compliance with state standards.</p> <p>The institution shall submit an updated catalog with the above statements with the response of the NTC and the last page of this document.</p>
<p>CEC 594909(a)(12)</p>	<p>Minimum Requirements for School Catalog</p> <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>(12) A statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).</p> <p>The institution's catalog failed to provide a statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).</p> <p>To remedy this violation, the institution shall update the catalog with the required statement indicating if the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).</p> <p>The institution shall submit an updated catalog with the above statement with the response of the NTC and the last page of this document.</p>
<p>5, CCR 571810(b)(2)</p>	<p>Catalog.</p> <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(2) A statement of the institution's missions and purposes and the objectives underlying each of its educational programs;</p> <p>The institution's catalog failed to include the objectives along with the mission statement.</p> <p>To remedy this violation, the institution shall update the catalog with objectives along with</p>

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	<p>the mission statement.</p> <p>The institution shall submit an updated catalog with the objectives with the response of the NTC and the last page of this document.</p>
5, CCR §71810(b)(4)	<p>Catalog.</p> <p>(4) Language proficiency information, including: (A) the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted;</p> <p>The institution's catalog failed to include the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted;</p> <p>To remedy this violation, the institution shall update the catalog with the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), which will be accepted.</p> <p>The institution shall submit an updated catalog with the level of English required and the kind of documentation of proficiency with the response of the NTC and the last page of this document.</p>
CEC §94909(a)(6)	<p>Minimum Requirements for School Catalog</p> <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>(6) If the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state, a notice to that effect and a list of the requirements for eligibility for licensure.</p> <p>The institution's catalog failed to include a list of the requirements for eligibility for licensure.</p> <p>To remedy this violation, the institution shall update the catalog with a list of the requirements for eligibility for licensure.</p> <p>The institution shall submit an updated catalog with a list of licensure requirements with the response of the NTC and the last page of this document.</p>
CEC §94909(a)(9)	<p>Minimum Requirements for School Catalog</p> <p>(9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p> <p>The institution's catalog failed to include the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p>


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
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	<p>To remedy this violation, the institution shall update the catalog with the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p> <p>The institution shall submit an updated catalog with the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program with the response of the NTC and the last page of this document.</p>
<p>CEC §94909(a)(8)(B) & § 94920(a)(c)(d)</p>	<p>Minimum Requirements for School Catalog</p> <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>(8) A detailed description of institutional policies in the following areas:</p> <p>(B) Cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with Section 94919).</p> <p>The institution's catalog failed to include the cancellation, withdrawal, and refund policies and the description of the procedures that a student is required to follow to cancel the enrollment agreement.</p> <p>To remedy this violation the institution shall update the catalog with the Mandatory Cancellation, Withdrawal and Refund Polices according to CEC §94920(a)(b)(c)(d), see below the following paragraph.</p> <p>The institution shall submit an updated catalog with the cancellation, withdrawal and refund polices according to CEC §94920(a)(b)(c)(d), with the response of the NTC and the last page of this document.</p> <p><u>CEC §94920. Mandatory Cancellation, Withdrawal, and Refund Policies</u></p> <p>An institution that does not participate in the federal student financial aid programs shall do all of the following:</p> <p>(a) The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.</p> <p>(b) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.</p>

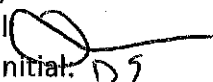
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	<p>(c) The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education.</p> <p>(d) The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.</p> <p>(e) The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.</p> <p>(Amended by Stats. 2011, Ch. 167, Sec. 2. Effective January 1, 2012)</p>
<p>CEC §94909(a)(7)</p>	<p>Minimum Requirements for School Catalog</p> <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>(7) Information regarding the faculty and their qualifications.</p> <p>The institution's catalog failed to contain information regarding the current faculty and their qualifications.</p> <p>To remedy this violation, the institution shall update the catalog with current information regarding their faculty and their qualifications.</p> <p>The institution shall submit an updated catalog with current information regarding their faculty and their qualifications with the response of the NTC and the last page of this document.</p>
<p>5, CCR §71810(b)(13)(B)(C)</p>	<p>Catalog.</p> <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>13) Housing information including all of the following:</p> <p>(B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and (C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non- residential" does not satisfy this subparagraph.</p> <p>The institution's catalog failed to identify the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and if the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating.</p> <p>To remedy this violation, the institution shall update the catalog with the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and if the institution has no</p>

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	<p>responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating.</p> <p>The institution shall submit an updated catalog with the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and if the institution has no responsibility to find or assist a student in finding housing with the response of the NTC and the last page of this document.</p>
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ANNUAL REPORT & SCHOOL PERFORMANCE FACT SHEET

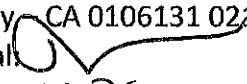
Education Code or Code of Regulations	Subsection, Description, and Required Correction
5, CCR §74110(c)(d)	<p>Annual Report.</p> <p>(c) An institution shall file its annual report by December 1st. The Bureau may extend the period for filing if the institution demonstrates evidence of substantial need but in no case longer than 60 days. The institution shall not change the date of its filing its annual report because of a change in the fiscal year without the Bureau's approval.</p> <p>(d) The annual report shall be electronically filed by submitting the information required by section 94934 of the Code and this section via the online form provided on the Bureau's website, electronically attaching, as directed, the School Performance Fact Sheet, the enrollment agreement, and the school catalog.</p> <p>The institution failed to submit an annual report for all educational programs offered in 2015.</p> <p>To remedy the violation, the institution shall submit 2015's annual report, the report shall include the information required by CEC §94934 for each educational program offered. The institution shall submit the annual reports via the online form provided on the Bureau's website, electronically attaching, as directed, the School Performance Fact Sheet, the enrollment agreement, and the school catalog.</p> <p>The institution shall submit a copy of their 2015 annual report confirmation submission page with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
5, CCR §74110(b)	<p>Annual Report.</p> <p>(b) In addition to the information required by section 94934 provided under penalty of perjury, the institution shall have annual financial statements prepared for the institution's prior fiscal year and signed under penalty of perjury, and shall submit a hard copy under separate cover of such statements in conjunction with its annual report. The form, content and mode of preparation of financial statements shall comply with Section 74115 of this Division. The Bureau may request that the institution immediately make available for inspection to a representative of the Bureau, these financial statements at the offices of the institution.</p>

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	<p>The institution failed to provide their financial statements for 2015 fiscal year.</p> <p>To remedy the violation, the institution shall provide their financial statements, which shall include, at a minimum, the balance sheet, cash flow statement, and income statement for their 2015 fiscal year.</p> <p>A copy of the institutions financial statements for 2015 shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §74112(e)(2)</p>	<p>Uniform Data – Annual Report, Performance Fact Sheet.</p> <p>(e) Reporting periods: (2) A Performance Fact Sheet shall be current and available not later than December 1st, and shall report data for the previous two calendar years based upon the "number of students who began the program," as defined in subdivision (d)(1) of this section and were scheduled to graduate in the reported year(s).</p> <p>The institution failed to make available their Performance Fact Sheet for each educational program for the previous two calendar years.</p> <p>To remedy the violation, the institution shall provide a Performance Fact Sheet for each educational program offered for all educational programs for the previous two calendar years.</p> <p>The previous two calendar year Performance Fact Sheets shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §74112(a)</p>	<p>Uniform Data – Annual Report, Performance Fact Sheet.</p> <p>(a) Format. The format for the Performance Fact Sheet shall be in at least 12 pt. type, in an easily readable font, with 1.15 line spacing and all titles and column headings shall be in bold 14 pt. type, which shall also identify the program for which the Performance Fact Sheet pertains. The Performance Fact Sheet shall contain all and only the information required or specifically permitted by sections 94910 and 94929.5 of the Code or this chapter. A separate Performance Fact Sheet shall be prepared for each program.</p> <p>The institution failed to provide a Performance Fact Sheet for each educational program for the previous two calendar years.</p> <p>To remedy the violation, the institution shall provide a Performance Fact Sheet for each educational program offered for all educational programs for the previous two calendar years.</p> <p>The Performance Fact Sheets shall contain all following requirements:</p> <ul style="list-style-type: none"> • The Performance Fact Sheet shall contain all and only the information required or specifically permitted by sections 94910 and 94929.5 of the Code or this chapter. A separate Performance Fact Sheet shall be prepared for each program.

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	<ul style="list-style-type: none"> • The performance Fact Sheet shall disclose the estimated date of availability for two full years of data for those programs. • The Performance Fact Sheet shall contain the definitions pursuant to 5, CCR §74112(d)(1)(2), 5, CCR §74112(3)(A)(i)(ii), 5, CCR §74112(B)(i)(ii)(iii), 5, CCR §74112(C). • The Performance Fact Sheet shall include the total charges information and student loan/debt information pursuant 5, CCR §74112(f)(g)(1)(A)(B)(C)(D)(2). • The Performance Fact Sheet shall account completion rates reporting pursuant to 5, CCR §74112(h). • The Performance Fact Sheet shall report job placement rates pursuant to 5, CCR §74112(i)(1)(2)(3)(4)(5). • The Performance Fact Sheet shall report with license examination passage rates reporting pursuant to 5, CCR §74112(j). • The Performance Fact Sheet shall account salary and wage information reporting pursuant to 5, CCR §74112(k) • The Performance Fact Sheet shall include the definitions requirements pursuant to 5, CCR§74112(l) <p>The previous two calendar year Performance Fact Sheets shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §74112(m)(1)(2)(3)(4)(5)(6)(7)(8)(9)</p>	<p>Uniform Data – Annual Report, Performance Fact Sheet.</p> <p>(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet and shall be provided to the Bureau upon request; the data for each program shall include at a minimum:</p> <p>(1) the list of job classifications determined to be considered gainful employment for the educational program;</p> <p>(2) student name(s), address, phone number, email address, program completed, program start date, scheduled completion date, and actual completion date;</p> <p>(3) graduate's place of employment and position, date employment began, date employment ended, if applicable, actual salary, hours per week, and the date employment was verified;</p> <p>(4) for each employer from which employment or salary information was obtained, the employer name(s) address and general phone number, the contact person at the employer and the contact's phone number and email address, and all written communication with employer verifying student's employment or salary;</p> <p>(5) for students who become self-employed, all documentation necessary to demonstrate self-employment;</p> <p>(6) a description of all attempts to contact each student or employer;</p> <p>(7) any and all documentation used to provide data regarding license examinations and examination results.</p>

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(8) for each student determined to be unavailable for graduation or unavailable for employment, the identity of the student, the type of unavailability, the dates of unavailability, and the documentation of the unavailability; and

(9) the name, email address, phone number, and position or title of the institution's representative who was primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.

(n) The institution shall provide on a separate document along with the Performance Fact Sheet the same cancellation disclosure as that which is required to be included with the enrollment agreement by Section 94911(e)(1) of the Code. The separate document shall be substantially the same size as the Performance Fact Sheet and shall be captioned "STUDENT'S RIGHT TO CANCEL" using bold 14 pt. type.

The institution failed to collect and maintain information to substantiate the rates in the Performance Fact Sheet for five years from the date of publication. The institution also failed provide a separate document along with the Performance Fact Sheet the same cancellation disclosure as that which is required to be included with the enrollment agreement by Section 94911(e)(1).

To remedy the violation, the institution shall collect, maintain and provided to the Bureau the substantiate data used to support the data reported in their 2015 PFS. The institution shall ensure the supporting data shall be maintained and provided electronically. The institution also provide a separate document along with the Performance Fact Sheet the same cancellation disclosure as that which is required to be included with the enrollment agreement by Section 94911(e)(1).

The PFS electronic substantiating data along with the separate document stating the cancellations disclosure shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

CEC §94929.7(a)(b)

Documentation of Performance Date

(a) The information used to substantiate the rates and information calculated pursuant to Sections 94929 and 94929.5 shall do both of the following:


(b) An institution shall provide a list of employment positions used to determine the number of graduates employed in the field for purposes of calculating job placement rates pursuant to this article.

The institution failed to provide a list of employment positions used to determine the number of graduates employed in the field for purposes of calculating job placement rates.

To remedy the violation, the institution shall provide a list of employment positions used to determine the number of graduates employed in the field for purposes of calculating job placement rates.

The institution shall submit a list of employment positions used to determine the number of graduates employed in the field with the institution's response to the NTC and the last page of this document within the specified time frame.


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<p>CEC §94910(f)(1)(2)(3)</p>	<p>Minimum Requirements for School Performance Fact Sheet.</p> <p>(f) All of the following:</p> <p>(1) A description of the manner in which the figures described in subdivisions (a) to (d), inclusive, are calculated or a statement informing the reader of where he or she may obtain a description of the manner in which the figures described in subdivisions (a) to (d), inclusive, are calculated.</p> <p>(2) A statement informing the reader of where he or she may obtain from the institution a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates as required by subdivision (b).</p> <p>(3) A statement informing the reader of where he or she may obtain from the institution a list of the objective sources of information used to substantiate the salary disclosure as required by subdivision (d).</p> <p>The institution failed to provide a PFS contain a description of how the data for completion rates, placement rates, license examination passage rates, and salary data was calculated. The PFS shall contain a statement informing the reader of where he or she may obtain said description.</p> <p>The institution failed to provide a PFS contain a statement informing the reader of where he or she may obtain from the institution a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates as required by subdivision (b).</p> <p>The institution failed to provide a PFS contain a statement informing the reader of where he or she may obtain from the institution a list of the objective sources of information used to substantiate the salary disclosure as required by subdivision (d).</p> <p>To remedy the violations, the institution shall ensure the PFS contain a description of how the data for completion rates, placement rates, license examination passage rates, and salary data was calculated. The PFS shall contain a statement informing the reader of where he or she may obtain said description.</p> <p>The institution shall ensure the PFS contain a statement informing the reader of where he or she may obtain from the institution a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates as required by subdivision (b).</p> <p>The institution shall ensure the PFS contain a statement informing the reader of where he or she may obtain from the institution a list of the objective sources of information used to substantiate the salary disclosure as required by subdivision (d).</p> <p>The PFS shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94910(g)(1)(2)</p>	<p>Minimum Requirements for School Performance Fact Sheet.</p> <p>(g) The following statements:</p> <p>(1) "This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting</p>

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Administrator's Initial: DS

	<p>salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.”</p> <p>(2) “Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (address), Sacramento, CA (ZIP Code), (Internet Web site address), (telephone and fax numbers).”</p> <p>The PFS failed to contain the specific required statement informing prospective students that the PFS is filed with the Bureau. The PFS failed to contain the specific required statement informing prospective students that questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (address), Sacramento, CA (ZIP Code), (Internet Web site address), (telephone and fax numbers).”</p> <p>To remedy the violation, the institution’s PFS shall contain the specific required statement informing prospective students that the PFS is filed with the Bureau. The PFS shall contain the specific required statement informing prospective students that questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (address), Sacramento, CA (ZIP Code), (Internet Web site address), (telephone and fax numbers).”</p> <p>The PFS shall be submitted with the institution’s response to the NTC and the last page of this document within the specified time frame.</p>
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STUDENT RECORDS

Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p>5, CCR §71920 (b)(1)(A)</p>	<p>Student Records.</p> <p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:</p> <p>(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test .</p> <p>The institution failed to maintain student records which contained verification of high school completion or equivalency or other documentation establishing the student’s ability to do college level work. Student files did not contain a copy of a recognized high school diploma, GED certificate, or results from an ability-to-benefit examination.</p> <p>To remedy this violation, the institution shall update all current student files to contain verification of high school completion or equivalency or other documentation establishing the student’s ability to do college level work, which may include: a copy of a recognized high school diploma, GED certificate, or results from an ability-to-benefit examination. The</p>

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Inspector’s Initial: 

Administrator’s Initial: 

institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is including written records and transcripts documenting the student's ability to do college level work.

Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

MISCELLANEOUS

Education Code or Code of Regulations	Subsection, Description, and Required Correction
5, CCR §71720(b)(1)	<p>Faculty.</p> <p>(b) Instructors in an Educational Program Not Leading to a Degree.</p> <p>(1) An institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.</p> <p>The institution failed to maintain faculty records showing the qualification of each faculty member. There was no documentation showing that the institution employed instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching.</p> <p>To remedy this violation, the institution shall update each faculty member file with the faculty's qualification and provide the documentation of each faculty member's file reviewed to the Bureau. The institution shall submit with their NTC response an established policy and procedure for updating and maintaining faculty files with each faculty member's qualifications.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame</p>
5, CCR §71720(b)(2)	<p>Faculty.</p> <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 her subject area, classroom management or other courses related to teaching.</p> <p>The institution failed to provide documentation of continuing education courses for each of their instructors.</p> <p>To remedy this violation, the institution shall submit a continuing education course policy for their instructors. The policy shall include the number of required hours per year.</p>

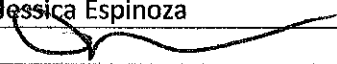
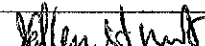
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Inspector's Initial: *D*

Administrator's Initial: *DS*

The policy shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.


Only minor violations are listed on this Notice to Comply.

Inspector's Name	Jessica Espinoza
Inspector's Signature	
Institution Administrator Name/Title:	Dalleen Stewart/Owner
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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Administrator's Initial: DS

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 March 27, 2017.

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Inspector's Initial: 

Administrator's Initial: 