



**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-0703001-1117 (Ed. Code §94935 & 5, CCR §75010)**

Institution Name:	SoftTech	Institution Telephone:	(510) 275-9501
Institution Code:	0703001	Administrator Name:	Elaine LaVan
Street Address:	3150 Hilltop Mall Road, Suite 27	Date of Inspection:	11/13/2017

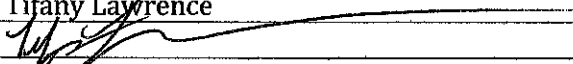
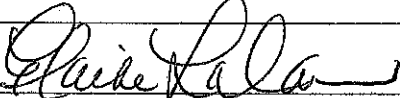
Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

	Education Code	Subsection, Description, and Required Correction
24	5, CCR §76130(b)(2)(3)	<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:                      (2) July 31 for the second quarter,                      (3) October 31 for the third quarter, and</p> <p><b>The school failed to submit its STRF Assessment Reporting Form for years 2011 2<sup>nd</sup> and 3<sup>rd</sup> quarter and 2012 3<sup>rd</sup> quarter.</b></p> <p><b>To remedy this violation, the school shall submit to the Bureau its STRF Assessment Reporting Form for years 2011 2<sup>nd</sup> and 3<sup>rd</sup> quarter and 2012 3<sup>rd</sup> quarter.</b></p> <p><i>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.</i></p>

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Inspector's Initial: *W*  
 Administrator's Initial: *R*


Only minor violations are listed on a Notice to Comply.

Inspector's Name	Tiffany Lawrence
Inspector's Signature	
Institution Administrator Name/Title:	Elaine LaVan/Owner
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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Administrator's Initial: 

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 December 13, 2017**

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Administrator's Initial: *R*