



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 – CU 1924331 0217 (Ed. Code § 94935, 5 CCR § 75010)

| | | | |
|-------------------|--|------------------------|--------------------------|
| Institution Name: | Allied Medical & Health Services | Institution Telephone: | 818-637-7871 |
| Institution Code: | 1924331 | Administrator Name: | Celeste Barros-Olavarria |
| Street Address: | 730 S. Central Avenue, Suite 210 Glendale, CA 91204 | Date of Inspection: | 2/9/17 |

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 |
|--|--|
| §94913 - Institutional Web Site Requirements | <p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <ul style="list-style-type: none"> (1) The school catalog. (2) A School Performance Fact Sheet for each educational program offered by the institution. (3) Student brochures offered by the institution. (4) A link to the bureau's Internet Web site. (5) The institution's most recent annual report submitted to the bureau. <p>The institution failed to include a link to the bureau's internet website and a link to the most current Annual Report submitted to the bureau.</p> <p>To remedy the violation, the institution shall provide a link to the bureau's website and a link to the most recent annual report submitted to the bureau.</p> <p>A printout or a link to the updated website shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> |

| Code of Regulations | Subsection, Description, and Required Correction |
|---------------------------------------|--|
| §76140 - Record-Keeping Requirements. | <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, |

Notice to Comply – CU 1924331 0217

Inspector's Initial: *W*

Administrator's Initial: *CS*

- (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 institutions STRF back-up data was missing required reporting data. The back-up document was missing:
(1)(4)(5)(6)(7)(8)(9)(10)(11)(12)(13).**

To remedy the violation, the institution shall submit student information to substantiate the data reported on the STRF Assessment Reporting Form for 4th quarter 2016.

A copy of the back-up data shall be submitted with the institution's policy on maintaining this information with the last page of this document within the specified time frame.

§74117- Website.

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.

94913. Institutional Web Site Requirements

(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:

- (1) The school catalog.
- (2) A School Performance Fact Sheet for each educational program offered by the institution.
- (3) Student brochures offered by the institution.
- (4) A link to the bureau's Internet Web site.
- (5) The institution's most recent annual report submitted to the bureau.

The institution failed to include clear and conspicuous links to all the items required in section 94913(a) on their website home page.

To remedy the violation, the institution shall provide clear and conspicuous links to all the items required to be maintained in section 94913 on the institution's home page.

A printout or a link to the updated website shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

§71720 - Faculty.

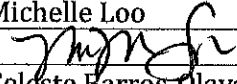

- (b) Instructors in an Educational Program Not Leading to a Degree.
- (2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom

Notice to Comply – CU 1924331 0217

Inspector's Initial: *VJ*
Administrator's Initial: *cl*

| | |
|---|--|
| | <p>management or other courses related to teaching.</p> <p>The school failed to maintain documentation of continuing education for some of its randomly selected instructors.</p> <p>To remedy the violation, the institution shall provide documentation of continuing education for the missing selected instructors.</p> <p>The continuing education documentation with the institution's policy on how they will maintain compliance 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>§74112 - 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; and the data for each program shall include at a minimum: (2) student name(s), address, phone number, email address, program completed, program start date, scheduled completion date, and actual completion dates (7) any and all documentation used to provide data regarding license examinations and examination results.</p> <p>The institution failed to provide back-up data for the School Performance Fact Sheet to include; student name(s), address, phone number, email address, program completed, program start and completion dates, and all documentation used to provide data regarding license examination results.</p> <p>To remedy the violation the institution shall provide the back-up data required to substantiate the 2014-2015 School Performance Fact Sheet.</p> <p>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.</p> |

Only minor violations are listed on a Notice to Comply.

| | |
|--|---|
| Inspector's Name | Michelle Loo |
| Inspector's Signature |  |
| Institution Administrator Name/Title: | Celeste Barros-Olavarria - CEO/CAO/ President |
| 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>

Notice to Comply – CU 1924331 0217

Inspector's Initial: *ML*
Administrator's Initial: *cb*

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 10, 2017

Notice to Comply – CU 1924331 0217

Inspector's Initial: *MS*

Administrator's Initial: *obk*