



**Bureau for Private Postsecondary Education**  
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 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



**NOTICE TO COMPLY - CA 27687984 1014 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Maya Beauty Academy	Institution Telephone:	707-526-4962
Institution Code:	27687984	Administrator Name:	Alicia Reid
Street Address:	1030 Center Drive Santa Rosa, CA 95403	Date of Inspection:	10 October 2014

**Nature and Facts of the Violation(s):**

Education Code	Subsection and Description
<b>94909. Minimum Requirements for School Catalog</b>	<p>(a) 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>(A) Admissions policies, including the institution's policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</p>
	<p><b>The institution's catalog does not contain language regarding transfer agreements in place, or lack thereof.</b></p>
<b>94910. Minimum Requirements for School Performance Fact Sheet</b>	<p>94910. Minimum Requirements for School Performance Fact Sheet</p> <p>Prior to enrollment, an institution shall provide a prospective student with a School Performance Fact Sheet containing, at a minimum, the following information, as it relates to the educational program:</p> <p>(a) Completion rates, as calculated pursuant to Article 16 (commencing with Section 94928).</p> <p>(b) Placement rates for each educational program, as calculated pursuant to Article 16 (commencing with Section 94928), if the educational program is designed to lead to, or the institution makes any express or implied claim related to preparing students for, a recognized career, occupation, vocation, job, or job title.</p> <p>(c) License examination passage rates for programs leading to employment for which passage of a state licensing examination is required, as calculated pursuant to Article 16 (commencing with Section 94928).</p> <p>(d) Salary or wage information, as calculated pursuant to Article 16</p>

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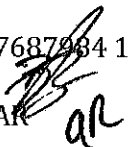
	<p>(commencing with Section 94928).</p> <p>(e) If a program is too new to provide data for any of the categories listed in this subdivision, the institution shall state on its fact sheet: "This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data."</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>(g) The following statements:</p> <p>(1) "This fact sheet is filed with the Bureau for Private</p>
	<p>Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting 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>(h) If the institution participates in federal financial aid programs, the most recent three-year cohort default rate reported by the United States Department of Education for the institution and the percentage of enrolled students receiving federal student loans.</p> <p><b>The institution does not have or maintain a School Performance Fact as required.</b></p>

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

<p><b>94913. Website</b></p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <ol style="list-style-type: none"> <li>(1) The school catalog.</li> <li>(2) A School Performance Fact Sheet for each educational program offered by the institution.</li> <li>(3) Student brochures offered by the institution.</li> <li>(4) A link to the bureau's Internet Web site.</li> <li>(5) The institution's most recent annual report submitted to the bureau.</li> </ol> <p>(b) An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau.</p> <p><b>The institution's website does not contain a catalog as required in (a)(1) above.</b>  <b>The institution's website does not contain a School Performance Fact Sheet as required in (a)(2) above.</b>  <b>The institution's website does not contain an Annual Report as submitted to the Bureau as required in (a)(5) above.</b></p>
<p><b>94929. Reporting of Completion Rate</b></p>	<p>(a) An institution shall annually report to the bureau, as part of the annual report, and publish in its School Performance Fact Sheet, the completion rate for each program. Except as provided in subdivision (b), the completion rate shall be calculated by dividing the number of graduates by the number of students available for graduation.</p> <p>(b) In lieu of calculating graduation data pursuant to subdivision (a), an institution may report graduation data reported to, and calculated by, the Integrated Postsecondary Education Data System of the United States Department of Education.</p> <p><b>The institution has failed to maintain a School Performance Fact Sheet, and disclose all of the information as indicated and required.</b></p>
<p><b>94929.5. Reporting of Student Performance Data</b></p>	<p>(a) An institution shall annually report to the bureau, as part of the annual report, and shall publish in its School Performance Fact Sheet, all of the following:</p> <ol style="list-style-type: none"> <li>(1) The job placement rate, calculated by dividing the number of graduates employed in the field by the number of graduates available for employment for each program that is either (1) designed, or advertised, to lead to a particular career, or (2) advertised or promoted with any claim regarding job placement.</li> <li>(2) The license examination passage rates for the immediately preceding two years for programs leading to employment for which passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program. The institution shall use state agency</li> </ol>

	<p>licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the bureau.</p> <p>(3) Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000).</p> <p>(4) If applicable, the most recent official three-year cohort default rate reported by the United States Department of Education for the institution and the percentage of enrolled students receiving federal student loans.</p> <p>(b) Nothing in this section shall limit the bureau's authority to collect information from an institution to comply with this section and ensure, by regulation and other lawful means, that the information required by this section, and the manner in which it is collected and reported, is all of the following:</p> <p>(1) Useful to students.</p> <p>(2) Useful to policymakers.</p> <p>(3) Based upon the most credible and verifiable data available.</p> <p>(4) Does not impose undue compliance burdens on an institution.</p> <p><b>The institution has failed to maintain a School Performance Fact Sheet, and disclose all of the information as indicated and required.</b></p>
<p><b>94929.7. Documentation of Performance Data</b></p>	<p>(a) The information used to substantiate the rates and information calculated pursuant to Sections 94929 and 94929.5 shall do both of the following:</p>
	<p>(1) Be documented and maintained by the institution for five years from the date of the publication of the rates and information.</p> <p>(2) Be retained in an electronic format and made available to the bureau upon request.</p> <p>(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.</p> <p>(c) The bureau shall identify the specific information that an institution is required to document and maintain to substantiate rates and information pursuant to this section.</p> <p><b>The institution has failed to compile and maintain the data required as outlined above. The institution has no such data available.</b></p>

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Code of Regulations	Subsection and Description
71720. Faculty	<p>(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 management or other courses related to teaching.</p> <p><b>The institution fails to maintain continuing education documentation indicating the faculty meets the criteria listed above in (b)(2).</b></p>
71920. Student Records	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:            (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:            (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><b>Student files failed to contain documentation of the student's completion of minimum education requirements as outlined above in (b)(1)(A)</b></p>
71920. Student Records	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:            (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;</p> <p><b>One of the institution's inspected student files did not contain an Enrollment Agreement, and two of the inspected files contained an Enrollment Agreement which was not signed by an authorized member of the institution's staff.            At least two of the inspected student files contained documented discipline which was not signed by the student.</b></p>
71920. Student Records	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:            (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:            (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;            (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;            (C) Credit for courses earned at other institutions;            (D) Credit based on any examination of academic ability or</p>

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	<p>educational achievement used for admission or college placement purposes;  (E) The name, address, website address, and telephone number of the institution.</p> <p><b>Some of the institution's graduated student files did not contain transcripts from the institution which indicated the information as outlined above in (b)(5)(A), (B), (C), (D) &amp; (E)</b></p>
<p><b>71920. Student Records</b></p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:  (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;</p> <p><b>Some of the institution's student files did not contain a ledger, or contained an incomplete ledger, indicating the information outlined above in (b)(9)</b></p>
<p><b>74112. Uniform Data - Annual Report, Performance Fact Sheet</b></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. The Performance Fact Sheet shall contain all and only the information required or specifically permitted by section 94910 of the Code or this chapter.  (b) In addition to the definitions contained in section 94928 of the Code:  (1) "Number of Students Who Began Program" means the number of students who began a program who are scheduled to complete the program within 100% of the published program length within the reporting calendar year, and includes all the students who remained enrolled after their cancellation period.  (2) "Number of Graduates" means the number of students who completed the program within 100% of the published program length within the reporting calendar year.  (3) "Graduates Employed in the Field" means those graduates who meet the definition of section 94928(e) of the Code, who have reported their employment to the institution.  (c) Reporting periods:  (1) An Annual Report shall include data for all educational programs as defined in section 94837 of the Code for the previous one calendar year.  (2) A Performance Fact Sheet shall be current and available not later than August 1st, and shall report data for the previous two calendar years based upon the "number of students who began program" or the "number of graduates," as defined in subdivision (b), for each reported calendar year.  (d) Completion Rates. Reporting of completion rates for an institution's Annual Report and Performance Fact Sheet shall include, for each educational program, the number of students who began program as defined in subdivision (b), the number of</p>

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	<p>students available for graduation, number of graduates, and completion rate(s). An optional column may be added to include completion rate data for students completing within 101-150% of the published program length. For an institution reporting completion data pursuant to section 94929(b) of the Code, completion data shall be separately reported for each program. The Performance Fact Sheet shall disclose, if true, that the completion data is being reported for students completing within 150% of the published program length, and that data is not being separately reported for students completing the program within 100% of the published program length.</p> <p>Completion rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below, including the footnoted information below (dates, numbers, and other data shown are for example only): SEE ATTACHMENT A</p> <p><b>The institution fails to maintain a School Performance Fact Sheet.</b></p>
<p><b>76140. Record-Keeping Requirements</b></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> <ol 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> </ol>
	<ol style="list-style-type: none"> <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> </ol> <p>(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>


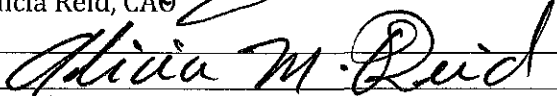
**The institution has failed to maintain data and records pertinent to Student Tuition Recovery Fund as required and outlined above.**


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Administrator's Initial: *AK*



Inspector's Name	Brian J Brisco
Inspector's Signature	
Institution Administrator Name/Title:	Alicia Reid, CAO
Institution Administrator's Signature:	

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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>

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  
**NOVEMBER 12, 2014**

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**ATTACHMENT A**

**74112. Uniform Data - Annual Report, Performance Fact Sheet**

(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. The Performance Fact Sheet shall contain all and only the information required or specifically permitted by section 94910 of the Code or this chapter.

(b) In addition to the definitions contained in section 94928 of the Code:

(1) "Number of Students Who Began Program" means the number of students who began a program who are scheduled to complete the program within 100% of the published program length within the reporting calendar year, and includes all the students who remained enrolled after their cancellation period.

(2) "Number of Graduates" means the number of students who completed the program within 100% of the published program length within the reporting calendar year.

(3) "Graduates Employed in the Field" means those graduates who meet the definition of section 94928(e) of the Code, who have reported their employment to the institution.

(c) Reporting periods:

(1) An Annual Report shall include data for all educational programs as defined in section 94837 of the Code for the previous one calendar year.

(2) A Performance Fact Sheet shall be current and available not later than August 1st, and shall report data for the previous two calendar years based upon the "number of students who began program" or the "number of graduates," as defined in subdivision (b), for each reported calendar year.

(d) Completion Rates. Reporting of completion rates for an institution's Annual Report and Performance Fact Sheet shall include, for each educational program, the number of students who began program as defined in subdivision (b), the number of students available for graduation, number of graduates, and completion rate(s). An optional column may be added to include completion rate data for students completing within 101-150% of the published program length. For an institution reporting completion data pursuant to section 94929(b) of the Code, completion data shall be separately reported for each program. The Performance Fact Sheet shall disclose, if true, that the completion data is being reported for students completing within 150% of the published program length, and that data is not being separately reported for students completing the program within 100% of the published program length.

Completion rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below, including the footnoted information below (dates, numbers, and other data shown are for example only):

Completion Rates (includes data for the two calendar years prior to reporting)

**Name of Educational Program (Program Length)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Graduates <sup>3</sup>	Completion Rate <sup>4</sup>
20XX	100	98	70	71%
20XY	80	80	55	69%

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Students Completing After Published Program Length - 150% Completion Rate

Name of Educational Program (Program Length)

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Graduates <sup>5</sup>	Completion Rate <sup>6</sup>
20XX	100	98	25	26%
20XY	80	80	23	29%

<sup>1</sup> "Number of Students Who Began Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> "Graduates" is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

<sup>5</sup> "150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

<sup>6</sup> "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

(e) Placement Rates.

~~(1) Any placement data required by sections 94910(b) and 94929.5(a) of the Code shall be reported for the number of students who began the program as defined in subdivision (b) for each reported calendar year.~~

(2) Placement is measured six months from the graduation date of each student. Reporting of placement rates shall include for each educational program: the number of students who began the program, the number of graduates as defined in subdivision (b), graduates available for employment, graduates employed in the field and placement rate(s).

(3) Placement rate shall be calculated as follows: the number of graduates employed in the field as defined in subsection 74112(b)(3) divided by the number of graduates available for employment as defined in section 94928(d) of the Code.

(4) Graduates employed in the field shall be reported for those graduates employed in the field in a single position that averages under 32 hours per week and those employed in the field in a single position that averages at least 32 hours per week.

References to the Code are to the California Education Code where the California Private Postsecondary Education Act of 2009 is located.

Placement rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below, including the footnoted information below (dates, numbers, and other data shown are for example only):

Placement Rates (includes data for the two calendar years prior to reporting)

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Name of Educational Program (Program Length)

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>2</sup>	Graduates Available for Employment <sup>3</sup>	Graduates Employed in the Field <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
20XX	100	70	70	55	79%	5	50
20XY	80	55	55	20	36%	9	11

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.

<sup>3</sup> "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>4</sup> "Graduates employed in the field" means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup> Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

(f) License Examination Passage Rates. If license examination passage rates are not available from the appropriate state agency, an institution shall collect the information directly from its graduates. If an institution demonstrates that, after reasonable efforts, it is unable to obtain the examination passage information from its graduates, the institution shall report the number of students it could not contact and note in a font the same size as the majority of the data on the Performance Fact Sheet, "License examination passage data is not available from the state agency administering the examination. We were unable to collect data from [enter the number] graduates."

Reporting of license examination passage rates for the Annual Report and the Performance Fact Sheet shall include, for each educational program: the number of students completing the program within 150% of published program length in the reported year, the number of documented graduates who passed the first examination, number of documented graduates who failed the first examination, the number of graduates for whom data is not available. An optional column may be added to separately report licensing examination data for students who take and pass the exam after failing initially. The Annual Report shall also include a description of the processes for attempting to contact those students.

For licensing examinations that are not continuously administered, license examination passage rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below, including the footnoted information below (dates, numbers, and other data shown are for example only):

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Examination Passage Rates (includes data for the two calendar years prior to reporting)

Name of Educational Program (Program Length)

Number of Students Taking Exam <sup>1</sup>	Exam Date <sup>2</sup>	Number Who Passed Exam	Number Who Failed Exam	Passage Rate <sup>3</sup>
80	2/1/20XX	40	40	50%
100	6/1/20XX	75	25	75%
82	10/1/20XX	68	14	76%
80	2/1/20XY	40	40	50%
100	6/1/20XY	70	30	70%
92	10/1/20XY	62	30	67%

License examination passage data is not available from the state agency administering the examination. We were unable to collect data from 32 graduates.

<sup>1</sup> Number of Students Taking Exam is the number of students who completed the program within 150% of published program length and for whom the reported exam is the first exam that was available after their completion of the program.

<sup>2</sup> Exam Date is the date for the first available exam after the students completed the program.

<sup>3</sup> Passage Rate is calculated by dividing the number of students who pass the exam by the number of graduates who take the reported licensing exam.

For licensing examinations that are continuously administered, license examination passage rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below, including the footnoted information below (dates, numbers, and other data shown are for example only):

Examination Passage Rates (includes data for the two calendar years prior to reporting)

Name of Educational Program (Program Length)

Calendar Year	Number of Students Taking Exam <sup>1</sup>	Number Who Passed First Exam Taken <sup>2</sup>	Number Who Failed First Exam Taken	Passage Rate <sup>3</sup>
20XX	80	40	40	50%
20XY	100	75	25	75%

License examination passage data is not available from the state agency administering the examination. We were unable to collect data from 10 graduates.

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<sup>1</sup> Number of Students Taking Exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.

<sup>2</sup> Number Who Passed First Exam Taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.

<sup>3</sup> Passage Rate is calculated by dividing the number of graduates who pass the exam the first time that they take it by the number of graduates who took the licensing exam for the first time after completion of the program.

(g) Salary and Wage Information.

All Salary and Wage Information shall be reported to the Bureau pursuant to section 94929.5(c) of the Code and, if required by section 94910(d) of the Code, shall be included in the Performance Fact Sheet, for each educational program, in a format substantially similar to the chart below, including the footnoted information (dates, numbers, salaries, and other data shown are for example only).

Salary and Wage Information (includes data for the two calendar years prior to reporting)

**Name of Educational Program (Program Length)**

*Annual Salary and Wages Reported by Graduates Employed in the Field<sup>3</sup>*

Calendar Year	Graduates Available for Employment <sup>1</sup>	Graduates Employed in the Field <sup>2</sup>	\$15,000.00	\$20,000.00	\$25,000.00	\$30,000.00	Students Not Reporting Salary
			-	-	-	-	
20XX	100	70	5	40	6	3	16
20XY	80	55	5	7	3	5	35

<sup>1</sup> "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup> "Graduates employed in the field" means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup> Salary is as reported by the student. Not all graduates reported salary.

(h) Documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a Performance Fact Sheet, and shall include at a minimum: student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student. Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is 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.

Notice to Comply - CA 27687984 1014

Inspector's Initial: BJB

Administrator's Initial: AR

*AR*

Note: Authority cited: Sections 94877 and 94929.8, Education Code. Reference: Sections 94910, 94928, 94929, 94929.5, 94929.7 and 94929.8, Education Code.

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