



**NOTICE TO COMPLY** – CU-3012321-0319 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Career Development Solutions LLC DBA New Horizons Career Development Solutions	Institution Telephone:	714-221-3121
Institution Code:	3012321	Administrator Name:	Cindy Sutherland
Street Address:	1900 S. State College Blvd, Suite 100, Anaheim, CA 92806	Date of Inspection:	03/28/2019

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 (STRF) MINIMUM REQUIREMENTS**

Item No.	Referenced Law	Deficiency – Requested Submission
	<b>5, CCR §76130</b>	<p>(b) A qualifying institution shall complete the STRF Assessment report 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,</p> <p>(3) October 31 for the third quarter, and</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><b>The school failed to provide the Bureau with its 2015 3rd quarter STRF assessment form and 2016 1<sup>st</sup> quarter STRF assessment form.</b></p> <p><b>To remedy this violation, the school shall provide the Bureau with its 2015 3rd quarter STRF assessment form and 2016 1<sup>st</sup> quarter STRF assessment form.</b></p>

Notice to Comply – Career Development Solutions LLC DBA New Horizons Career Development Solutions

Inspector's Initial: *WLN*  
 Administrator's Initial: *CP*

		<p>➤ The schools 2015 3rd quarter STRF assessment form and 2016 1<sup>st</sup> quarter STRF assessment form are both attached to this preliminary review letter if needed.</p> <p><b>Please submit to:</b></p> <p><b>Attn: Administrative Support Unit Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818</b></p> <p style="text-align: center;">Or</p> <p><b>Student Tuition Recovery Fund Email: <a href="mailto:strf@dca.ca.gov">strf@dca.ca.gov</a></b></p> <p><b>RETURN THIS FORM BY: Friday, May 10, 2019 TO THE NTC ANALYST WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT</b></p>
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**CATALOG MINIMUM REQUIREMENTS**

Item No.	Referenced Law	Deficiency – Requested Submission
	CEC §94909	<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>(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><b>The school failed to include in its catalog a schedule of total charges for a period of attendance and an estimated schedule of total charges for each of its educational program.</b></p> <p><b>To remedy this violation, the school shall include in its catalog a schedule of total charges for a period of attendance and an estimated schedule of total charges for each of its educational program.</b></p>

		RETURN THIS FORM BY: Friday, May 10, 2019 TO THE NTC ANALYST WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT
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**Only minor violations are listed on a Notice to Comply.**

Inspector's Name	William Walker III
Inspector's Signature	<i>William Walker III</i>
Institution Administrator Name/Title:	Cindy Sutherland
Institution Administrator's Signature:	<i>Cindy Sutherland</i>

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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Notice to Comply – Career Development Solutions LLC DBA New Horizons Career Development Solutions

Inspector's Initial: *WW*  
 Administrator's Initial: *CS*

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

### IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

### DECLARATION

Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **May 10, 2019**

Notice to Comply – Career Development Solutions LLC DBA New Horizons Career Development Solutions

Inspector's Initial: *WFW*

Administrator's Initial: *JS*