



**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 – CU3705001 0816 (Ed. Code § 94935, 5 5, CCR § 75010)**



Institution Name:	Associated Technical College	Institution Telephone:	619-234-2181
Institution Code:	3705001	Administrator Name:	Ali Pourhosseini
Street Address:	707 Broadway, Suite 300 San Diego, CA 92101	Date of Inspection:	August 18, 2016

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:

**INSTITUTIONAL WEBSITE AND ADVERTISEMENTS**

Education Code	Subsection , Description, and Required Correction
<b>CEC §94913. Institutional Web Site Requirements</b>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:                      (1) The school catalog.</p> <p><b>The institution’s website does not contain an active link to the current school catalog.</b></p> <p><b>To remedy the violation, the institution’s current website shall be updated to provide a current school catalog.</b></p> <p><b>A printout of 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.</b></p>
<b>CEC §94913. Institutional Web Site Requirements</b>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:                      (2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p><b>The institution’s website does not contain 2013/2014 Performance Fact Sheets with accurate information.</b></p> <p><b>To remedy the violation, the institution’s website shall be updated to contain the updated and corrected 2013/2014 Performance Fact Sheets.</b></p> <p><b>A printout of 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.</b></p>

Notice to Comply – CU 3705001 0816

Inspector’s Initial: *MW*

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<p><b>§94897. Prohibited Business Practices</b></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><b>The institution’s website contains the Bureau’s logo and letterhead, but no link to the Bureau’s website is embedded in the logo. This may imply the institution is endorsed or recommended by the state or Bureau, or that the approval to operate indicates that the institution exceeds minimum state standards.</b></p> <p><b>To remedy this violation, the institution’s website shall be updated with the removal of the Bureau’s logo and letterhead. The institution may not imply the institution is endorsed or recommended by the state or Bureau, or that the approval to operate indicates that the institution exceeds minimum state standards.</b></p> <p><b>The updates to the website shall be submitted with the institution’s response to the NTC and the last page of this document within the specified time frame.</b></p>
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<p><b>ENROLLMENT AGREEMENT</b></p>	
<p>Education Code (CEC) or Code of Regulations (5, CCR)</p>	<p>Subsection , Description, and Required Correction</p>
<p><b>CEC §94911. Minimum Requirements for Enrollment Agreements</b></p>	<p>(e) (2) The disclosure shall contain the institution’s refund policy and a statement that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.</p> <p><b>The enrollment agreement does not contain a disclosure of the institution refund policy. The enrollment agreement does not contain a refund policy that meets the minimum requirements set forth by CEC §94919/94920. The enrollment agreement does not contain a statement specifying that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.</b></p> <p><b>To remedy the violation, the current enrollment agreement shall be updated to include a refund disclosure that meets the minimum requirements set forth by CEC §94919/94920. The enrollment agreement shall be updated to include a statement specifying that, if the student has</b></p>

Notice to Comply – CU 3705001 0816  
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	<p>received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.</p> <p>The enrollment agreement 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>
<p><b>CEC §94911. Minimum Requirements for Enrollment Agreements</b></p>	<p>(h) The transferability disclosure that is required to be included in the school catalog, as specified in paragraph (15) of subdivision (a) of Section 94909. "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION</p> <p>The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma, or certificate) will transfer."</p> <p>The enrollment agreement does not contain the required transferability disclosure caption verbatim to the specific required quotations above.</p> <p>To remedy the violation, the current enrollment agreement shall be updated to contain the specific required transferability disclosure verbatim to the quotations above.</p> <p>The enrollment agreement 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>

**ANNUAL REPORT & SCHOOL PERFORMANCE FACT SHEET**

Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p><b>5, CCR §74112. Uniform Data- Annual Report, Performance Fact Sheet</b></p>	<p>(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.</p>

Notice to Comply – CU 3705001 0816

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	<p>The institution did not provide documentation to substantiate the data provided in the 2013/2014 SPFS.</p> <p>To remedy the violation, the institution shall collect and maintain documentation to substantiate the data reported in the current 2013/2014 SPFS. The documentation shall contain all elements identified in the Regulation.</p> <p>The corrections to the PFS substantiating documentation 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><b>CEC §94929.7. Documentation of Performance Date</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: (2) Be retained in an electronic format and made available to the bureau upon request.</p> <p>The institution was unable to provide upon request the information to substantiate the rates and information reported in the 2013/2014 SPFS.</p> <p>To remedy the violation, the institution shall collect and maintain documentation to substantiate the data reported in the current 2013/2014 PFS in an electronic format.</p> <p>The SPFS substantiating documentation shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

**STUDENT RECORDS**

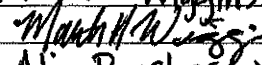
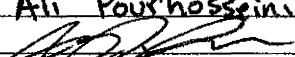
Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p><b>5, CCR §71920. Student Records.</b></p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following: (E) The name, address, website address, and telephone number of the institution.</p> <p>The institution did not maintain transcripts maintained which included the institution's website address and telephone number.</p> <p>To remedy this violation, the institution shall update student and graduate files to contain the transcripts showing the institution's website address and telephone number. All student and graduate files shall contain transcripts with the institution's name, address, website address, and telephone number.</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>

Notice to Comply – CU 3705001 0816

Inspector's Initial: *MM*

Administrator's Initial: *AB*


Only minor violations are listed on this Notice to Comply.


Inspector's Name	Matthew Wiggins
Inspector's Signature	
Institution Administrator Name/Title:	Ali Poursheini ; Director
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 September 17, 2016.**

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