



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY – CA718477980317 (Ed. Code § 94935, 5 5, CCR § 75010)

Institution Name:	Jinshan Institute of Clinical Massage	Institution Telephone:	415-333-1058
Institution Code:	71847798	Administrator Name:	Yunxia Xiao
Street Address:	5088 Mission Street San Francisco, CA 94112	Date of Inspection:	03/01/17

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:

STUDENT PERFORMANCE FACT SHEET

Education Code (CEC) or Code of Regulations (5, CCR)	Subsection , Description, and Required Correction
CEC §94906. Language of Enrollment Agreement.	<p>(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.</p> <p>The institution failed to provide student performance fact sheets in Chinese, as they do recruit and provide the schools catalog and enrollment agreement in Chinese.</p> <p>To remedy this violation, the institution shall submit the institutions SPFS in Chinese.</p> <p>The SPFS in Chinese shall be submitted with the institutions response to the NTC and the last page of this document within the specified timeframe.</p>

ANNUAL REPORT

Education Code	Subsection , Description, and Required Correction
5, CCR §74110. Annual Report.	<p>(d) The annual report shall be electronically filed by submitting the information required by section 94934 of the Code and this section via the online form provided on the Bureau's website, electronically attaching, as directed, the School Performance Fact Sheet, the enrollment agreement, and the school catalog.</p> <p>The institution failed to submit their 2014/2015 SPFS, Enrollment Agreement, or School catalog electronically with their 2015 Annual Report to the Bureau's Annual Report Unit that was due December 1, 2016.</p>

Notice to Comply – CA718477980317

Inspector's Initial: *E.D.*

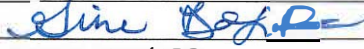
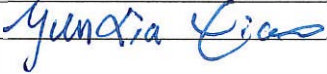
Administrator's Initial: *YXX*

	<p>To remedy this violation, the institution shall submit the institution's 2014/2015 SPFS, Enrollment Agreement, and School catalog electronically via a flash drive or CD.</p> <p>A copy of the electronical submittal shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
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MISCELLANEOUS

Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p>5, CCR §71750. Withdrawals and Refunds.</p>	<p>(f) The institution shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.</p> <p>The institution failed to maintain a cancellation and withdrawal log that included all the required information stated above.</p> <p>To remedy this violation, the institution shall maintain a cancellation and withdrawal log that includes all the required information stated above.</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>
<p>5, CCR §71720. Faculty.</p>	<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>The institution failed to maintain faculty records showing the instructor's completed the required continuing education requirements in the last year.</p> <p>To remedy this violation, the institution shall update each faculty member file with documentation of their completed continuing education courses. The institution shall submit with their NTC response copies of three faculty member's continuing education certificates within the last year.</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>

Only minor violations are listed on this Notice to Comply.

Inspector's Name	Gina De La Rosa
Inspector's Signature	
Institution Administrator Name/Title:	Yunxia Xiao/CEO
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 – CA718477980317

Inspector's Initial: *G.D.*

Administrator's Initial: *YX*

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 **April 3, 2017**.

Notice to Comply –CA718477980317

Inspector's Initial: *J.D.*

Administrator's Initial: *Ydx*