



**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 76587211 0118 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Globe Institute of Recording and Production, Inc.	Institution Telephone:	(415) 777-2486
Institution Code:	76587211	Administrator Name:	David Gibson
Street Address:	351 9 <sup>th</sup> St. #202 San Francisco, CA 94103	Date of Inspection:	January 23, 2018

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
<b>§94909(a)(15)- Minimum Requirements for School Catalog.</b>	<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>(15) The following statement:            "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION            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><b>The catalog failed to properly fill in the required sections in parentheses listed above on the notice concerning transferability of credits and credentials earned at our institution statement.</b></p> <p><b>To remedy this violation, the institution shall update their catalog to properly fill in the required sections in parentheses listed above on the notice concerning transferability of credits and credentials earned at our institution statement.</b></p>

Notice to Comply - CU 76587211 0118

Inspector's Initial: 

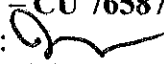
Administrator's Initial:



	<p><b>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.</b></p>
<p><b>§94909(a)(9)- Minimum Requirements for School Catalog.</b></p>	<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 catalog failed to include the <u>schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</u></b></p> <p><b>To remedy this violation, the institution shall update their catalog to indicate the <u>schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</u> If charges are the same the catalog must indicate that next to the schedule of total charges.</b></p> <p><b>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.</b></p>

<b>Code of Regulations</b>	<b>Subsection, Description, and Required Correction</b>
<p><b>§71810(b)(10)-Catalog.</b></p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(10) A description of library and other learning resources and the procedures for student access to those resources;</p> <p><b>The Catalog failed to describe the procedure needed for students to access the library.</b></p> <p><b>To remedy this violation, the institution shall update their catalog to include the procedure needed for students to access the library.</b></p> <p><b>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.</b></p>
<p><b>§71810(b)(4)- Catalog.</b></p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(4) Language proficiency information, including: (A) the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted; and (B) whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost;</p> <p><b>The catalog failed to include the level of English language proficiency required of students.</b></p>



Notice to Comply - CU 76587211 0118

Inspector's Initial:   
 Administrator's Initial:



	<p>To remedy this violation, the institution shall update their catalog to indicate the level of English language proficiency required of students.</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>
<p><b>§71810(b)(5)- Catalog.</b></p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(5) Whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted;</p> <p><b>The catalog failed to include whether any instruction will occur in a language other than English.</b></p> <p>To remedy this violation, the institution shall update their catalog to indicate whether any instruction will occur in a language other than English.</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>
<p><b>§74117- Websites Requirements.</b></p>	<p>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.</p> <p><b>The institution failed to provide on the homepage of their website clear and conspicuous links to the following required items:</b></p> <ul style="list-style-type: none"> <li>▪ current catalog</li> <li>▪ current SPFS</li> <li>▪ student brochures</li> <li>▪ current annual report</li> <li>▪ information concerning where student may access the bureau's internet web site</li> </ul> <p>To remedy the violation, the institution shall provide on the homepage of its website clear and conspicuous links to all the items required in Section 94913(a) of the Code. Which include the current catalog, current SPFS, student brochures, current annual report and information concerning where student may access the bureau's internet web site.</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>
<p><b>76140(a)(4)(5)(6)(11)-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</p>

Notice to Comply – CU 76587211 0118

Inspector's Initial:   
 Administrator's Initial: 



Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:

- (4) Local or mailing address,
- (5) Address at the time of enrollment,
- (6) Home address,
- (11) Third-party payer identifying information,

The institution's supporting backup data for 2<sup>nd</sup> and 3<sup>rd</sup> quarter of 2017 failed to include all three addresses as listed above. The supporting backup data also failed to include a data point section for a third-party payer information.


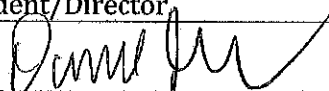
To remedy the violation, the institution shall update their supporting backup data to include a section for all three addresses as listed above and a section for third-party payer information. If student address is the same for all three requirements the institution shall indicate that under the section. If student does not have a third-party payer the institution shall indicate that under the section.

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.

**Only minor violations are listed on this Notice to Comply.**

Additional material violations have been found?  Y  N (Circle one)

If yes, material violations will be forwarded to Enforcement for further review. A Bureau representative will contact the institution with additional guidance.

Inspector's Name	Jessica Espinoza
Inspector's Signature	
Institution Administrator Name/Title:	David Gibson President/Director
Institution Administrator's Signature:	

Notice to Comply – CU 76587211 0118  
Inspector's Initial:  
Administrator's Initial:



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 February 23, 2018.