



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 – CA-81739325-0118 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	TTL College	Institution Telephone:	(408) 998-4534
Institution Code:	81739325	Administrator Name:	Tam Nguyen
Street Address:	345 East Santa Clara Street, Suite 106 San Jose CA, 95113	Date of Inspection:	1/30/2018

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

Code of Regulations	Subsection, Description, and Required Correction
5, CCR §71920. Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.</p> <p>The institution did not maintain transcripts in each student file. Not all transcripts maintained included the courses that were completed, or were attempted but not completed and the dates of completion or withdrawal.</p> <p>To remedy this violation, the institution shall update the student and graduate files to contain the transcripts showing the courses that were completed, or were attempted but not completed and the dates of completion or withdrawal. The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is placing transcripts in each student and graduate file.</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 – CA-81739325-0118
 Inspector’s Initial: *[Signature]*
 Administrator’s Initial: **THN**

5, CCR §71920. Student Records.

(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:

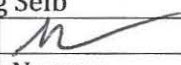
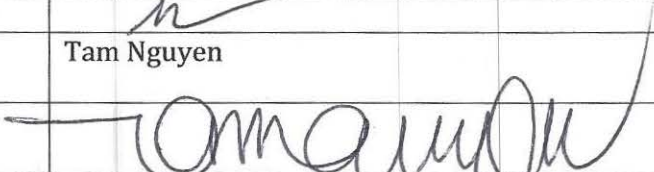
(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test .

The institution did not maintain student records which contained verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work. Student files did not contain a copy of a recognized high school diploma, GED certificate, or results from an ability-to-benefit examination.

To remedy this violation, the institution shall update student files to contain verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, which may include: a copy of a recognized high school diploma, GED certificate, or results from an ability-to-benefit examination. The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is including written records and transcripts documenting the student's ability to do college level work.

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 a Notice to Comply.

Inspector's Name	Greg Seib
Inspector's Signature	
Institution Administrator Name/Title:	Tam Nguyen
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 – CA-81739325-0118

Inspector's Initial: 

Administrator's Initial: **THN**

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 March 1, 2018

Notice to Comply – CA-81739325-0118
Inspector’s Initial: *h*
Administrator’s Initial: *THN*