



NOTICE TO COMPLY
 CA-1915141-032024

Institution Name:	NTMA Machinist Career College	Institution Telephone:	(562)404-4295
Institution Code:	1915141	Administrator Name:	Danielle Skinner
Street Address:	12131 Telegraph Road Santa Fe Springs, CA 90670	Inspection Date:	3/20/24

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: https://www.bppe.ca.gov/lawsregs/ppe_act.pdf
 Title 5 of the California Code of Regulations: <https://www.bppe.ca.gov/lawsregs/regs.pdf>

Violation	Code Section Violated	Description of the violation and required correction.
1	CEC § 94909 (a)(5)	<p>Violation Description: The institution's 2024 catalog failed to identify the requirements for completion of each program, and any final tests or examinations for each program.</p> <p>Correction: The institution shall update its 2024 catalog, to include the missing course descriptions for the other programs pursuant to CEC § 94909 (a)(5).</p>


Violation	Code Section Violated	Description of the violation and required correction.
2	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	<p>Violation Description: Page 28 of the institution's 2024 catalog, contains an unenforceable policy specifying the return of books and equipment within the cancellation period as potential nonrefundable items depending on condition. The policy is not compliant with CEC § 94920 (b), as 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), must be refunded.</p> <p>Correction: The institution shall update the refund and cancellation policy in its catalog. The policy must demonstrate compliance with CEC § 94909 (a)(8)(B) and CEC § 94920 (b).</p>
3	5 CCR § 76140 (a)	<p>Violation Description: The institution's 2023 2nd Quarter STRF supporting documentation failed to contain record of the student's (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, and (6) Home address.</p> <p>The institution's 2023 3rd Quarter STRF supporting documentation failed to contain record of the student's (7) Date enrollment agreement signed, (8) Courses and Course Cost, (9) Amount of STRF assessment collected, and (11) Third-party payer information.</p> <p>Correction: The institution shall update the institution's 2023 2nd and 3rd Quarter STRF supporting documentation, pursuant 5 CCR § 76140 (a).</p>

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
- (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, 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.

Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.

The Notice to Comply was given to the Institution's owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

Notice To Comply Given To Name & Title:	Danielle Skinner, President
Bureau Compliance Analyst Name:	Alec Taub
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION
CA-1915141-032024

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I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.



Signature

4/11/2024

Date

Danielle Skinner / President

Print Name and Title