



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-1942441-0618 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Palace Beauty College, Inc	Institution Telephone:	323-731-2075
Institution Code:	1942441	Administrator Name:	Tanya Aguirre
Street Address:	1517 S. Western Ave. Los Angeles, CA 90006	Date of Inspection:	6/5/18

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:

Referenced Law	Subsection , Description, and Required Correction
§71770 - Admissions Standards and Transferred Credits Policy.	<p>(b) The institution shall specify the maximum credit it will transfer from another institution for each educational program, and the basis upon which the transferred credit will be awarded.</p> <p>The institution's catalog failed to list the maximum number of credits/hours it would transfer from another institution.</p> <p>To remedy the violation, the institution shall revise their catalog to include the number of credits they will accept. If the institution does not accept units/hours from other institution's they shall state that in their catalog.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(a)(8) A detailed description of institutional policies in the following areas: (A) Admissions policies, including the institution's policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</p> <p>The institution's catalog failed to include a complete policy regarding the acceptance of credits earned at other institutions. The catalog mentions a transfer of credits for training and experience but doesn't mention whether they accept transfer credits from other institutions.</p> <p>To remedy the violation, the institution shall provide their policy on accepting transfer credits from other institutions. If the institution only uses a determination from the Board of</p>

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	<p>Barbering and Cosmetology, the institution shall include the Board of Barbering and Cosmetology's complete transfer credit policy</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(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>The institution's catalog failed to include the total charges for a period of attendance. The catalog lists the charges for the total program but failed to include the total charges for a period of attendance.</p> <p>To remedy the violation, the institution shall include a statement indicating the total charges for a period of attendance. If the charges for a period of attendance and the total charges for the entire program are the same, a statement indicating this will meet compliance.</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(12) A statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).</p> <p>The institution's catalog failed to include a statement indicating whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years or has had a bankruptcy filed against it within the preceding five years.</p> <p>To remedy the violation, the institution shall include a statement in their catalog that addresses all the statements above. You may state that the institution does not have a pending petition, is not operating as a debtor, has not filed a petition and has not had a bankruptcy filed against it.</p>
<p>§74117 - Websites Requirements.</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>94913</p> <p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <ol style="list-style-type: none"> (1) The school catalog. (2) A School Performance Fact Sheet for each educational program offered by the institution. (3) Student brochures offered by the institution. (4) A link to the bureau's Internet Web site.

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	<p>(5) The institution's most recent annual report submitted to the bureau.</p> <p>The institution's website failed to include clear and conspicuous links to all the items required in section 94913(a) on the institution's homepage. The institution had the required documents but in various locations on the school website.</p> <p>To remedy the violation, the institution shall have links to the required documents on their homepage or one link that includes all the required items.</p>
<p>§94897 - Prohibited Business Practices.</p>	<p>(1) 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>The institution's website failed to include a compliant approval to operate statement on their website. Under the accreditation tab it references a code from prior to the sunset (94311).</p> <p>To remedy the violation, the institution shall remove the current approval statement and replace it with something like the following or you may state the institution is licensed to operate:</p> <p><i>This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations</i></p>
<p>§71720 - Faculty.</p>	<p>(b) Instructors in an Educational Program Not Leading to a Degree.</p> <p>(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 documentation demonstrating the instructors completed continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p>

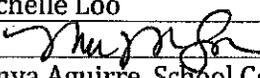
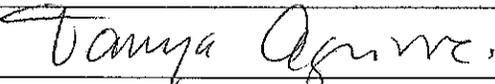
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	To remedy the violation, the institution shall provide a policy stating how they are going to ensure instructors complete continuing education courses and how they will maintain documentation of the courses.
§71920 - Student Records.	<p>(b)(5) In 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>(B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;</p> <p>(C) Credit for courses earned at other institutions;</p> <p>(D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;</p> <p>(E) The name, address, website address, and telephone number of the institution.</p> <p>The institution failed to have transcripts for their Esthetician, Barbering, Cosmetology and Manicuring students. The institution had a proof of training document for these students but not a transcript with the required information. The institution had transcripts for their students enrolled in the Massage Therapy program only.</p> <p>To remedy the violation, the institution shall provide draft copies of a transcript for all their approved programs.</p>

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Tanya Aguirre, School Coordinator
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>

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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 JULY 6, 2018

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