



Business, Consumer Services and Housing Agency -- Governor Edmund G. Brown Jr.

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



INSERT DATE

INSERT INSTITUTION CONTACT NAME
INSERT INTITUTION NAME
INSERT INSTITUTION MAILING ADDRESS
CITY, STATE ZIP

Subject: Announced Compliance Inspection
INSERT INSTITUTION NAME,
Institution Code: INSERT CODE, School Code: INSERT CODE

Dear INSERT MR./MRS. & LAST NAME:

The California Private Postsecondary Education Act of 2009 (CEC), §94932 and §94932.5, and Title 5, Division 7.5 of the California Code of Regulations (CCR), §75200, require the Bureau for Private Postsecondary Education (Bureau) to inspect institutions for compliance with statutory and regulatory requirements set out in the CEC and CCR.

Your institution has been identified for a compliance inspection. The compliance inspection is a two-step process. The first step requires the institution to submit specific documentation and information to the Bureau for review. The second step consists of an onsite inspection of the institution by a Compliance Inspector. If at the end of the compliance inspection there are minor violations a "Notice to Comply" will be issued and the institution will have 30 days to correct the violation(s) and/or submit a written notice of disagreement. If at the end of the 30 days the minor violations have not been corrected and/or the Bureau has not received a notice of disagreement the Notice to Comply will be forwarded for issuance of a citation. All non-minor and or material violations found during the compliance inspection will be forwarded to enforcement for further review.

The owner of the institution must be available during all portions of the compliance inspection or may designate an authorized individual on the general information form that has full authority to make any required changes for compliance with statutory and regulatory requirements.

Office Technician, INSERT NAME, has been assigned to assist you through the first step of the compliance inspection. Please direct all communications and questions to (916) 431-XXXX or INSERT EMAIL ADDRESS.

Enclosed with this letter are forms that identify the submissions and responses required, during the first step of the compliance inspection. The forms must be signed by the owner and/or authorized designated individual.

- General Information (must be signed by owner)
- Student Tuition Recovery Fund (STRF) Minimum Requirements
- Institutional Website and Web Advertisements
- Catalog Minimum Requirements
- Enrollment Agreement Minimum Requirements
- Annual Report/School Performance Fact Sheet Minimum Requirements

Please follow the instructions set forth on each form, complete each form in its entirety and submit all required documentation to the address below. All submissions must be received by the Bureau no later than INSERT DUE DATE.

**Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., Ste. 400
Sacramento, CA 95833**

Thank you in advance for your cooperation.

Sincerely,

MANAGER NAME
Enforcement Manager
Compliance Unit



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INSERT DATE

INSERT INSTITUTION OWNER NAME
INSERT INSTITUTION NAME
INSERT INSTITUTION MAILING ADDRESS
CITY, STATE ZIP

Subject: Announced Compliance Inspection
INSERT INSTITUTION NAME,
Institution Code: INSERT CODE, School Code: INSERT CODE

Dear INSERT Mr./Ms. & Last Name:

An initial review of the documentation received in response to the Announced Compliance Inspection letter has been conducted. The following information and/or documents were not received from the institution (do not include if all documentation submitted)

- INSERT DEFICIENCY (if no deficiencies, remove)

The documents received from the institution are being forwarded to the onsite inspector for review. Your institution will be contacted directly by the Compliance Inspector to schedule your onsite inspection. All deficient documentation and corrections must be submitted prior to the date of inspection or must be provided in its entirety to the Compliance Inspector upon arrival at your announced inspection. Any outstanding deficiencies not corrected during the onsite inspection will result in the issuing of a Notice to Comply to the institution and/or a referral to the Bureau’s Enforcement Unit for further review.

Compliance Inspector, INSERT ANALYST NAME, has been assigned to assist you through the remainder of the announced compliance inspection process. Please direct all communications and questions to (916) 431-XXXX or INSERT EMAIL ADDRESS.

Thank you for your cooperation.

Sincerely,

OT NAME
Compliance Unit

Enclosures

Compliance Inspection Checklist

Institution Name:	Institution Code:	School Code:
	Satellite Code:	Approval Exp:
Office Technician:	Compliance Inspector:	
Date Announcement Letter was Sent:	Education Specialist Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	

NON-ACCREDITED DEGREE GRANTING <input type="checkbox"/> yes <input type="checkbox"/> no	APPROVED BY MEANS OF ACCREDITATION Yes <input type="checkbox"/> No <input type="checkbox"/>
NAME OF ACCREDITOR:	

STAFF INITIALS		MINIMUM REQUIREMENT DOCUMENTS	RECEIVED (OT)	COMPLIANCE INSPECTOR (CI) REVIEW	
OT	CI			NO MINOR VIOLATION(S)	MINOR VIOLATION(S)
		GENERAL INFORMATION FORM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		CATALOG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		ENROLLMENT AGREEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		ADVERTISEMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		STRF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		ANNUAL REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		SCHOOL PERFORMANCE FACT SHEET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> OT Complete	OT Initial & Date:
---	-------------------------------

NOTES:

<input type="checkbox"/> Approved for Onsite	Manager Initial & Date:
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NOTES:

INSPECTION ACTION:

<input type="checkbox"/> No Minor Violations Detected	<input type="checkbox"/> NTC issued	<input type="checkbox"/> Enforcement Referral	<input type="checkbox"/> Inspector Initial & Date
<input type="checkbox"/> Close	<input type="checkbox"/> Expired Approval	<input type="checkbox"/> Surrender	<input type="checkbox"/> Manager Initial & Date

Notes:

INSPECTION DOCUMENT VALIDATION FORM

Institution Name: INSERT NAME

Reviewer: INSERT NAME

School Code: INSERT CODE

Institution Code: INSERT CODE

MINIMUM REQUIREMENT DOCUMENTS	DATE RECEIVED	CHECK BOX, IF RECEIVED	DATE LETTER SENT TO INSTITUTION ADVISING TRANSFER TO ON-SITE
GENERAL INFORMATION FORM		<input type="checkbox"/>	
CATALOG		<input type="checkbox"/>	
ENROLLMENT AGREEMENT		<input type="checkbox"/>	
ADVERTISEMENTS		<input type="checkbox"/>	
STRF		<input type="checkbox"/>	
ANNUAL REPORT		<input type="checkbox"/>	
SCHOOL PERFORMANCE FACT SHEET		<input type="checkbox"/>	

REVIEW THE FOLLOWING, PURSUANT TO CEC 94913:

DOES THE INSTITUTION HAVE A WEBSITE? IF YES, CHECK FOR THE FOLLOWING DISCLOSURES:	<input type="checkbox"/> Yes <input type="checkbox"/> No	WEBSITE ADDRESS: Zoomgfx.com
SCHOOL CATALOG	<input type="checkbox"/> Yes <input type="checkbox"/> No	[Hatched Area]
SCHOOL PERFORMANCE FACT SHEET FOR EACH EDUCATIONAL PROGRAM OFFERED	<input type="checkbox"/> Yes <input type="checkbox"/> No	
STUDENT BROCHURES OFFERED BY THE INSTITUTION	<input type="checkbox"/> Yes <input type="checkbox"/> No	
LINK TO BUREAU'S INTERNET WEBSITE (www.bppe.ca.gov)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
INSTITUTION'S MOST RECENT ANNUAL REPORT SUBMITTED TO THE BUREAU (link to AR on Bureau's website is acceptable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

STRF REPORTING FORMS & SUPPORTING DATA (LATEST TWO QUARTERS REQUIRED) FROM BPPE ADMIN.

QUARTER	CHECK BOX, IF RECEIVED
1 st Quarter – April 30	<input type="checkbox"/>
2 nd Quarter – July 31	<input type="checkbox"/>
3 rd Quarter – October 31	<input checked="" type="checkbox"/>
4 th Quarter – January 31	<input checked="" type="checkbox"/>

ANNUAL REPORT – DUE SEPTEMBER 1ST – Verify on spreadsheet the following were submitted: Catalog, SPFS, Annual Report & Financial

CHECK BOX, IF RECEIVED

PRINT & ATTACH SAIL REPORTS (DETAILED; PROGRAM LIST; STRUCTURE) DATE PRINTED: _____

NOTES:



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GENERAL INFORMATION

THIS DOCUMENT DOES NOT REPLACE THE REQUIREMENT FOR YOU TO SUBMIT THE APPROPRIATE APPLICATION FOR SUBSTANTIVE CHANGES OR TO NOTIFY THE BUREAU OF NON-SUBSTANTIVE CHANGES, AS REQUIRED PURSUANT TO CEC §94893 - §94896, 5 CCR §71500 - §71660.

PLEASE COMPLETE ALL THE INFORMATION IN THIS FORM:

Institution Name:		Institution Code:	
Physical Address of Primary Administrative Location:		School Code:	
Email Address:	Phone Number:		
Website Address:			
Owner(s) Name:		Address:	
Email Address:		Phone Number:	
Institution Contact/Designee Name:		Address:	
Email Address:	Phone Number:		
Agent for Service of Process within California:			
Name:			
Mailing Address:			
Email Address:	Phone Number:		
Officer(s) (Identify titles such as CEO, COO, CAO, etc.)			
Print Name		Title	

****Please attach additional page(s), if necessary.**

Please List Current Locations (Identify if Branch or Satellite) B or S.			
Physical Address of other Locations:		Contact Name:	School Code:
Email Address:	<input type="checkbox"/> Branch <input type="checkbox"/> Satellite	Phone Number:	
Branch/Satellite Locations			
Physical Address Of other Locations:		Contact Name:	School Code:
Email Address:	<input type="checkbox"/> Branch <input type="checkbox"/> Satellite	Phone Number:	

Please answer the following questions.	
Are there employees involved in recruitment, enrollment, admissions, student attendance or sale of educational material to students?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Please list names of each staff member and identify how they are compensated. (Do not include faculty)	
*Name of Staff	How are they compensated:
Does this institution receive financial aid for students under any state and/or federal program - including WIA?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
If yes, please include policies or disclosures regarding financial aid, include copies of blank notes/or contracts.	
Does this institution provide private institutional loan funding to students?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
If yes, please include copies of blank notes/or contracts.	
Does this institution sell educational materials to students?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
If yes, please include copies of educational materials/price lists and/or costs.	
Does this institution provide prospective students with a catalog prior to signing an enrollment agreement?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Does this institution encourage prospective student to review the School Performance Fact Sheet before signing the enrollment agreement?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Does this institution provide students with program-specific brochure(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
If yes, please include copy of brochure(s).	
Does this institution have an onsite library available to students?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
If no, explain how and where students acquire other learning resources.	
Other information to complete the General Information Form:	
Have any of the Main/Branch/Satellite locations moved over 25 miles?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
If yes, have you notified the Bureau of the change in location?	

On the next page:
Please provide Information on all currently offered programs.
Please provide the number of faculty needed to teach each individual educational program.
Please attach additional page(s), if necessary.

Program Information
 (Please include all current programs being offered even if no students are enrolled)

Name of Program	Total # Instructors Teaching Program	Degree	Non Degree	Distance Ed	Total # Students In Program
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please provide information on your faculty and programs.
Please attach additional page(s), if necessary.

Faculty Names

Last Name	First Name	Date Employed	Programs they teach:	

To the best of my knowledge, I declare that the information submitted is true and correct.

Owner Signature

Date

Printed Name and Title



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STUDENT TUITION RECOVERY FUND (STRF) MINIMUM REQUIREMENTS

Name of Institution:			
Street Address:			
City:	Zip:	Institution Code:	School Code:

Pursuant to the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (CCR), an institution shall be in compliance with minimum requirements related to STRF assessments.

Instructions: For each numbered item listed below:

1. Submit the requested documentation/information;
2. Complete and sign the declaration at the end of this document.

1. Please submit copies of the STRF Assessment Reporting Forms submitted from your institution for the last 2 quarters. In addition please submit copies of the electronic records maintained at your institution that substantiate the data reported on the STRF Assessment Reporting Forms. Electronic data must include information on all enrolled students, including any students for whom STRF was not assessed.

CCR §76130(b) A qualifying institution shall complete the STRF Assessment Reporting Form (Rev. 2/10) and remit it with the STRF assessments collected from students to be received by the Bureau no later than the last day of the month following the close of the quarter as follows:

- (1) April 30 for the first quarter,
- (2) July 31 for the second quarter,
- (3) October 31 for the third quarter, and
- (4) January 31 for the fourth quarter. If the due date falls on a Saturday, Sunday or State or Federal holiday, the due date shall be extended to the next regular business day for the Bureau.

AND

CCR §76140(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:

- (1) Student identification number,
- (2) First and last names,
- (3) Email address,
- (4) Local or mailing address,
- (5) Address at the time of enrollment,
- (6) Home address,
- (7) Date enrollment agreement signed,
- (8) Courses and course costs,
- (9) Amount of STRF assessment collected,
- (10) Quarter in which the STRF assessment was remitted to the Bureau,
- (11) Third-party payer identifying information,
- (12) Total institutional charges charged, and

(13) Total institutional charges paid.

AND

CCR §76140(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.

To the best of my knowledge, I declare that the information submitted is true and correct.

Signature

Date

Printed Name and Title



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INSTITUTIONAL WEBSITE AND ADVERTISEMENTS MINIMUM REQUIREMENTS

Name of Institution:			
Street Address:			
City:	Zip:	Institution Code:	School Code:

Pursuant to the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (CCR), an institution shall be in compliance with minimum requirements related to institutional website and web advertisements.

Instructions: For each numbered item listed below:

1. Submit the requested documentation/information;
2. Write "N/A" next to any numbered item that does not apply to your institution; and
3. Complete and sign the declaration at the end of this document.

- 1. For institutions that maintain a website, please provide web address and link(s) to indicate the location(s) of each item required within CEC §94913.**

CEC §94913 (a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:

- (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.
- (5) The institution's most recent annual report submitted to the bureau.

AND

CEC §94913(b) An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau.

- 2. For institutions that advertise on the web, please provide the link(s) of websites that your institution advertises on.**
- 3. Retention of Advertising; please provide advertising for the past five years.**

CCR §74140 Every institution shall retain, for a minimum of five years, copies of all advertising, including

- (a) flyers, brochures, newspaper, and other print advertisements,
- (b) scripts for, and audio and video recordings of, broadcast advertisements, and
- (c) internet content, and
- (d) scripts for telephone solicitations.

The institution shall make these records immediately available for inspection and copying during normal business hours to site visit teams and the Bureau.

4. The following is for your information only and does not require a response.

CEC §94897(c) An institution shall not do any of the following: Advertise concerning job availability, degree of skill, or length of time required to learn a trade or skill unless the information is accurate and not misleading.

AND

CEC §94897(d) An institution shall not do any of the following: Advertise, or indicate in promotional material, without including the fact that the educational programs are delivered by means of distance education if the educational programs are so delivered.

AND

CEC §94897(e) An institution shall not do any of the following: Advertise, or indicate in promotional material, that the institution is accredited, unless the institution has been accredited by an accrediting agency.

AND

CEC §94897(f) An institution shall not do any of the following: Solicit students for enrollment by causing an advertisement to be published in "help wanted" columns in a magazine, newspaper, or publication, or use "blind" advertising that fails to identify the institution.

AND

CEC §94897(i) An institution shall not do any of the following: Use a name in any manner improperly implying any of the following:

- (1) The institution is affiliated with any government agency, public or private corporation, agency, or association if it is not, in fact, thus affiliated.
- (2) The institution is a public institution.
- (3) The institution grants degrees, if the institution does not grant degrees.

AND

CEC §94897(l) An institution shall not do any of the following: 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:

- (1) The institution or its educational programs are endorsed or recommended by the state or by the bureau.
- (2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.

AND

CEC §94897(o) An institution shall not do any of the following: Require a prospective student to provide personal contact information in order to obtain, from the institution's Internet Web site, educational program information that is required to be contained in the school catalog or any information required pursuant to the consumer information requirements of Title IV of the federal Higher Education Act of 1965, and any amendments thereto.

AND

CEC §94897(p) An institution shall not do any of the following: Offer an associate, baccalaureate, master's or doctoral degree without disclosing to prospective students prior to enrollment whether the institution or the degree program is unaccredited and any known limitation of the degree, including, but not limited to, all of the following:

- (1) Whether a graduate of the degree program will be eligible to sit for the applicable licensure exam in California and other states.
- (2) A statement that reads: "A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California."
- (3) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

To the best of my knowledge, I declare that the information submitted is true and correct.

Signature

Date

Printed Name and Title



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Catalog Checklist

Name of Institution:	Application #:
Reviewer Name:	Institution Code:

Pursuant to the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR), an institution shall be in compliance with the catalog minimum requirements. The minimum requirements listed in the table below summarize relevant sections of the CEC and 5, CCR, or requests specific documentation in regards to the CEC and 5, CCR. Attached for your reference and convenience is the full text of those laws.

Instructions: For each numbered item listed in the table below:

1. Under "Catalog Page No." write the page number(s) where the minimum requirement is found in the catalog. If the minimum requirement is not applicable to your institution, write "N/A."
2. In your institution's catalog, indicate where each numbered minimum requirement is located, by writing and circling the corresponding "Item No." on the applicable catalog page;
3. Item No. 1 is for your information and does not require a response;
4. Complete and sign the declaration at the end of this document.

		Review Date
Item No.	Catalog Minimum Requirements The Catalog shall contain CEC §94909 (§ references the section of the CEC and 5, CCR)	Catalog Page No.
1	Any information required by the CEC to be included in the catalog shall be printed in at least the same size font as the majority of the text in that document. (CEC §94908)	X
2	Provide a separate statement indicating how often the catalog is updated. (5,CCR §71810(a))	X

3	Provide a separate statement indicating how you provide your institution's school catalog to a prospective student or to the general public when requested. (CEC §94909(a))	X
4	The catalog shall contain the name, address, telephone number, and, if applicable, internet web site address of the institution. (CEC §94909(a)(1))	
5	The catalog shall contain the address or addresses where class sessions will be held. (CEC §94909(a)(4))	
6	The catalog shall contain the specific beginning and ending dates defining the time period covered by the catalog. (5,CCR §71810(b)(1))	
7	The catalog shall contain, except as specified in CEC §94802, a statement that the institution is a private institution and that it is approved to operate by the bureau. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and CEC §94897(l)(1)(2))	
8	The catalog shall contain 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.). (CEC §94909(a)(12))	
9	The catalog shall contain specific required language that encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement. (CEC §94909(a)(3)(B)) "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment	
10	The catalog shall contain a statement of the institution's missions and purposes and the objectives underlying each of its educational programs. (5,CCR §71810(b)(2))	

11	The catalog shall contain a description of the facilities and of the types of equipment and materials that will be used for instruction. (5,CCR §71810(b)(9))	
12	The catalog shall contain a description of library and other learning resources and the procedures for student access to those resources. (5,CCR §71810(b)(10))	
13	<p>The catalog shall contain specific required language that directs students to the Bureau for unanswered questions. (CEC §94909(a)(3)(A))</p> <p>"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at <i>(insert address *)</i>, <i>(insert web site address*)</i>, <i>(insert telephone and fax numbers*)</i>."</p> <p>*The following may be used for inserts: <i>Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833</i> <i>P.O. Box 980818, West Sacramento, CA 95798-0818</i> <i>Web site Address: www.bppe.ca.gov</i> <i>Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897</i> <i>(916) 431-6959 or by fax (916) 263-1897</i></p>	
14	<p>The catalog shall contain specific required language that refers individuals wishing to file a complaint about the institution to the Bureau. (CEC §94909(a)(3)(C))</p> <p>"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling <i>(insert toll-free telephone number)</i> or by completing a complaint form, which can be obtained on the bureau's internet Web site <i>(insert internet Web site address)</i>."</p> <p>*The following may be used for inserts: <i>Toll-free telephone #: (888) 370-7589</i> <i>Web site Address: www.bppe.ca.gov</i></p>	

15	<p>The catalog shall contain specific required language that addresses transferability of credits and credentials. (CEC §94909(a)(15))</p> <p style="text-align: center;">"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"</p> <p>"The transferability of credits you earn at (<i>insert name of institution</i>) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (<i>insert degree, diploma, or certificate</i>) you earn in (<i>insert name of educational program</i> *) is also at the complete discretion of the institution to which you may seek to transfer. If the (<i>insert credits or degree, diploma, or certificate</i>) 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 (<i>insert name of institution</i>) to determine if your (<i>insert credits or degree, diploma or certificate</i>) will transfer."</p> <p><i>*If institution offers more than one educational program, "the educational program" may be inserted.</i></p>	
16	<p>If the institution has received a provisional approval and is offering an unaccredited degree program, the catalog shall contain the specific required language regarding the Notice to Prospective Degree Program Students. See 5 CCR §71775 for the full text of the law for required language. (5, CCR §71775)</p>	
17	<p>The catalog shall contain:</p> <ul style="list-style-type: none"> admission policies, including the policies regarding acceptance of credits earned at other institutions or through challenge examinations and achievement tests, 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. <i>If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</i> <p>(CEC §94909(a)(8)(A), and 5,CCR §71770)</p>	
18	<p>The catalog shall contain the institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay. (5,CCR §71810(b)(7) and 5,CCR §71770(c))</p>	

19	<p>If the institution admits students from other countries, the catalog shall specify whether visa services are provided or whether the institution will vouch for student status, and any associated charges; (5,CCR §71810(b)(3))</p> <p>The catalog shall contain language proficiency information, including 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 whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost; (5,CCR §71810(b)(4))</p> <p>The catalog shall contain 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; (5,CCR §71810(b)(5))</p>	
20	<p>The catalog shall contain:</p> <ul style="list-style-type: none"> a description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion. <p>(CEC §94909(a)(5))</p>	
21	<p>The catalog shall contain a notice and a list of the requirements for eligibility for licensure, if the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state. (CEC §94909(a)(6))</p>	
22	<p>The catalog shall contain a statement specifying whether the institution or any of its degree programs are accredited by an accrediting agency recognized by the United States Department of Education. (CEC §94909(a)(16))</p>	

	<p>If the institution is unaccredited and offers a degree program, or is accredited and offers an unaccredited degree program, the statement shall disclose the known limitations of the degree program, including, but not limited to, all of the following:</p> <p>(A) Whether a graduate of the degree program will be eligible to sit for the applicable licensure exam in California and other states.</p> <p>(B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.</p> <p>(C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.</p> <p>(CEC §94909(a)(16) and CEC §94897(p))</p>	<p>A)</p> <p>B)</p> <p>C)</p>
23	<p>The catalog shall contain the schedule of total charges for a period of attendance <u>AND</u> an estimated schedule of total charges for the entire educational program.</p> <p>(CEC §94909(a)(9))</p>	
24	<p>The catalog shall contain a description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF). This statement shall specify that it is a state requirement that a student who pays his or her tuition is required to pay a state imposed assessment for the STRF. This statement shall also describe the purpose and operation of the STRF and the requirements for filing a claim against the STRF. <i>The language required by 5 CCR 76215(a) and 5 CCR 76215(b) will satisfy this requirement.</i></p> <p>(CEC §94909(a)(14))</p> <p>The catalog shall contain the specific required language related to the Student Tuition Recovery Fund (STRF). <i>See CCR §76215 for the full text of the law for required language.</i> (5,CCR §76215(a) and 5,CCR §76215(b))</p>	
25	<p>The catalog shall contain cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.</p> <p>(CEC §94909(a)(8)(B))</p>	
26	<p>The catalog shall contain information regarding the faculty and their qualifications.</p> <p>(CEC §94909(a)(7))</p>	

27	The catalog shall contain a statement reporting whether the institution participates in federal and state financial aid programs, and, if so, all consumer information that is required to be disclosed to the student pursuant to federal and state financial aid programs. (CEC §94909(a)(10))	
28	The catalog shall contain a statement specifying that, if a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. (CEC §94909(a)(11))	
29	The catalog shall contain the institution's policies and practices, including required disclosures, regarding any form of financial aid. (5,CCR §71810(b)(6))	
30	The catalog shall contain the institution's standards for student achievement. (5,CCR §71810(b)(8))	
31	The catalog shall contain attendance policies. (CEC §94909(a)(8)(D))	
32	The catalog shall contain probation and dismissal policies. (CEC §94909(a)(8)(C))	
33	The catalog shall contain leave-of-absence policies. (CEC §94909(a)(8)(E))	
34	The catalog shall contain policies on student rights, including the procedure for addressing student grievances. (5,CCR §71810(b)(14))	
35	The catalog shall contain a description of all student services. (5,CCR §71810(b)(12))	
36	The catalog shall contain a description of the nature and extent of the placement services, if provided by the institution. (CEC §94909(a)(13))	

37	<p>The catalog shall contain housing information to include all of the following:</p> <p>(A) Whether the institution has dormitory facilities under its control;</p> <p>(B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and</p> <p>(C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non- residential" does not satisfy this subparagraph.</p> <p>(5,CCR §71810 (b)(13)(A)(B)(C))</p>	<p>A)</p> <hr/> <p>B)</p> <hr/> <p>C)</p> <hr/>
38	<p>The catalog shall contain policies on the retention of student records.</p> <p>(5,CCR §71810 (b)(15))</p>	
39	<p>If the institution offers distance education, the catalog shall contain the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.</p> <p>(5,CCR §71810 (b)(11))</p>	
40	<p>After an approval to operate has been granted, an institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(1) The school catalog</p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p>(3) Student brochures offered by the institution.</p> <p>(4) A link to the bureau's Internet Web Site.</p> <p>(5) The institution's most recent annual report submitted to the bureau.</p> <p>An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau.</p> <p>(CEC §94913)</p> <p>If the institution has received a provisional approval and is offering an unaccredited degree program, the website shall contain the specific required language regarding the Notice to Prospective Degree Program Students.</p> <p><i>See 5 CCR §71775 for the full text of the law for required language.</i></p> <p>(5, CCR §71775)</p>	<p>Compliant?</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p> <p>5)</p>

X	Please submit a copy of your institutions School Performance Fact Sheet (SPFS). (CEC §94910 and 5,CCR §74112)	Please provide your SPFS
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To the best of my knowledge, I declare that the information submitted is true and correct.

Signature Date

Printed Name and Title



Business, Consumer Services and Housing Agency
 Governor Edmund G. Brown Jr.
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



Enrollment Agreement Checklist

Name of Institution:	Application #:
Reviewer Name:	Institution Code:

Pursuant to the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR), an institution shall be in compliance with the enrollment agreement minimum requirements. The minimum requirements listed in the table below summarize relevant sections of the CEC and 5, CCR, or requests specific documentation in regards to the CEC and 5, CCR. Attached for your reference and convenience is the full text of those laws.

Instructions: For each numbered item listed in the table below:

1. Under "Enrollment Agreement Page No." write the page number(s) where the minimum requirement can be found in the enrollment agreement. If the minimum requirement is not applicable to your institution, write "N/A."
2. In your institution's enrollment agreement, indicate where each numbered minimum requirement is located, by writing and circling the corresponding "Item No." on the applicable enrollment agreement page;
3. Item Nos. 2, 3, and 22 are for your information and do not require a response; and
4. Complete and sign the declaration at the end of this document.

		Review Date
Item No.	Enrollment Agreement Minimum Requirements The Enrollment Agreement shall include CEC §94911 (\$ references the section of the CEC and 5, CCR)	Enrollment Agreement Page No.
1	<p>Provide a separate statement indicating how you provide the enrollment agreement, disclosures and statements to students when they are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language.</p> <p>If you recruit, or intend to recruit, in a language other than English, please provide a copy of your enrollment agreement, disclosures, and statements in that language. (CEC §94906(a)(b))</p>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> X </div>

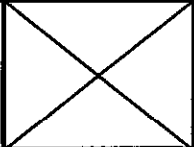
2	The enrollment agreement shall not contain a provision that requires a student to invoke an internal institutional dispute procedure before enforcing any contractual or other legal rights or remedies. (CEC §94907)	X
3	Any information required by the CEC to be included in the enrollment agreement shall be printed in at least the same size font as the majority of the text in that document. (CEC §94908)	X
4	The enrollment agreement shall include: the name of the institution and the name of the educational program, including the total number of credit hours, clock hours, or other increment required to complete the educational program. (CEC §94911(a))	
5	The enrollment agreement shall contain the following: (a) The name and address of the institution and the addresses where instruction will be provided. (b) Period covered by the enrollment agreement. (c) Program start date and scheduled completion date. (d) The date by which the student must exercise his or her right to cancel or withdraw, and the refund policy. (5,CCR §71800(a) through (d))	a) b) c) d)
6	The enrollment agreement shall contain the following: (e) Itemization of all institutional charges and fees including, as applicable: (1) Tuition; (2) registration fee (non-refundable); (3) equipment; (4) lab supplies or kits; (5) textbooks, or other learning media; (6) uniforms or other special protective clothing; (7) in-resident housing; (8) tutoring; (9) assessment fees for transfer of credits; (10) fees to transfer credits; (11) Student Tuition Recovery Fund fee (non-refundable); and	1) 2) 3) 4) 5) 6) 7) 8) 9) 10) 11)

	(12) any other institutional charge or fee. (f) Charges paid to an entity other than an institution that is specifically required for participation in the education program. (5,CCR §71800(e) through (f))	12) f)
7	The enrollment agreement shall include a schedule of total charges, including a list of nonrefundable charges and the student's obligation to the Student Tuition Recovery Fund, clearly identified as a nonrefundable charge. (CEC §94911(b))	
8	The enrollment agreement shall include in underlined capital letters on the same page as the student's signature: <u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;</u> <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and</u> <u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.</u> (CEC §94911(c))	
9	The enrollment agreement and schedule of student charges shall include specific required language related to the Student Tuition Recovery Fund (STRF). See CCR §76215 for the full text of the law for required language. (5,CCR §76215(a) and 5,CCR §76215(b))	
10	The enrollment agreement shall include the following disclosures: (1) A clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," under which it is explained that the student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. (2) The institution's refund policy and a statement that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. (3) A description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund. (CEC §94911(e)(1)(2)(3))	1) 2) 3)
11	The enrollment agreement shall include a statement specifying that, if the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. (CEC §94911(f))	

12	<p>The enrollment agreement shall include a statement specifying that, if the student defaults on a federal or state loan, both the following may occur:</p> <p>(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.</p> <p>(2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.</p> <p>(CEC §94911(g)(1)(2))</p>	<p>1)</p> <p>2)</p>
13	<p>The enrollment agreement shall include the transferability disclosure that is required to be included in the school catalog.</p> <p>(CEC §94911(h) and §94909(a)(15))</p> <p style="text-align: center;">"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"</p> <p>"The transferability of credits you earn at (<i>insert name of institution</i>) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (<i>insert degree, diploma, or certificate</i>) you earn in (<i>insert name of educational program *</i>) is also at the complete discretion of the institution to which you may seek to transfer. If the (<i>insert credits or degree, diploma, or certificate</i>) 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 (<i>insert name of institution</i>) to determine if your (<i>insert credits or degree, diploma or certificate</i>) will transfer."</p> <p>*If institution offers more than one educational program, only the program in which the student is enrolling must be listed.</p>	
14	<p>The enrollment agreement shall include specific required statements directing students to the Bureau for unanswered questions and for filing a complaint with the Bureau.</p> <p>(CEC §94911(j)(1)(2))</p> <p>"Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (<i>insert address *</i>), www.bppe.ca.gov, (<i>insert telephone number and fax number*</i>)."</p>	

	<p>*The following may be used for inserts: Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 P.O. Box 980818, West Sacramento, CA 95798-0818 Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 431-6959 or by fax (916) 263-1897</p> <p>"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."</p> <p>*The following may be used for inserts: Toll-free telephone #: (888) 370-7589 Web site Address: www.bppe.ca.gov</p>	
15	<p>The enrollment agreement shall include specific required statements and a line for the student to initial. (CEC §94911(i)(1)(2))</p> <p>(1) "Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."</p> <p>(2) <u>Immediately following the statement required by paragraph (1), a line for the student to initial, including the following statement:</u> "I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."</p>	
16	<p>A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. (CEC §94902(a))</p>	

17	<p>The enrollment agreement shall include a clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution. (CEC §94911(d))</p>	
18	<p>The enrollment agreement shall include a specific required statement above the space for the student's signature. (CEC §94911(k))</p> <p>"I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me."</p>	
19	<p>An institution extending credit or lending money to an individual for institutional and noninstitutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan to be conspicuously marked on its face in at least 12-point type with the following notice: (CEC §94916)</p> <p style="text-align: center;">"NOTICE"</p> <p>"YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."</p>	
	<p>A note, instrument, or other evidence of indebtedness relating to payment for an educational program is not enforceable by an institution unless, at the time of execution of the note, instrument, or other evidence of indebtedness, the institution held an approval to operate. (CEC §94917)</p>	X
	<p>In making consumer loans to students, an institution shall also comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code. (CEC §94918)</p>	X
20	<p>The enrollment agreement shall disclose that an institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. (5,CCR §71716(a))</p>	

21	<p>For institutions offering a distance educational program where the instruction is not offered in real time, the enrollment agreement shall disclose that the student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.</p> <p>(5,CCR §71716(b))</p>	
22	<p>For institutions offering a distance educational program where the instruction is not offered in real time, the enrollment agreement shall disclose that (1) An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.</p> <p>(5,CCR §71716(c)(1)(2))</p>	
23	<p>For institutions offering a distance educational program where the instruction is not offered in real time, the enrollment agreement shall disclose the institution's and students' rights and duties under 5, CCR §71716(a)(b)(c).</p> <p>(5,CCR §71716(d))</p>	

To the best of my knowledge, I declare that the information submitted is true and correct.

Signature

Date

Printed Name and Title



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



ANNUAL REPORT/SCHOOL PERFORMANCE FACT SHEET MINIMUM REQUIREMENTS

Name of Institution:			
Street Address:			
City:	Zip:	Institution Code:	School Code:

The California Education Code (CEC) section 94934 requires all approved institutions to submit an Annual Report to the Bureau for Private Postsecondary Education (Bureau). Pursuant to Title 5, California Code of Regulations (CCR) section 74110(d), the Annual Report is due by Sept 1 of each year.

If the institution has NOT submitted all required documentation for the 2011 and or 2012 Annual Report, please submit the report(s) in entirety immediately. Failure to submit an Annual Report and required supporting documentation may lead to disciplinary action.

If you have any questions regarding the Annual Report, please contact the Bureau at (916) 431-6959.

Instructions: For each numbered item listed below:

1. Submit the requested documentation/information;
2. Complete and sign the declaration at the end of this document.

-
1. Please submit in an organized electronic format, on a flash drive or CD, the data **bolded and underlined below**, that is required to be maintained pursuant to CCR 74112(h). The remaining data may be verified during the onsite compliance inspection. For the purpose of the compliance inspection you are only required to provide data to support the past two years Annual Report/School Performance Fact Sheet.

CCR section 74112(h) requires documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a School Performance Fact Sheet, and shall include at a minimum: **student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student.** Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.

2. Please submit the institution's current School Performance Fact Sheet for each educational program.

CEC section 94910 requires the institution provide a School Performance Fact Sheet to a prospective student prior to enrollment containing minimum information as it relates to the educational program the student is enrolling in.

CEC section 94928(c) requires completion data to be separately stated for each campus or branch of the institution.

CEC section 94934(a)(4) and CCR section 74110(d) require the institution to submit a School Performance Fact Sheet as part of their Annual Report as required by CEC section 94910.

To the best of my knowledge, I declare that the information submitted is true and correct.

Signature

Date

Printed Name and Title

ATTACHMENT
ANNUAL REPORT AND SCHOOL PERFORMANCE FACT SHEET
MINIMUM REQUIREMENTS

ANNUAL REPORT STATUTORY REQUIREMENTS: This document is meant to assist an institution in identifying applicable statutory requirements set forth in the California Private Postsecondary Education Act of 2009, and its regulations. Statutory and regulatory requirements may change, and such changes may not be reflected in this attachment. All persons approved to operate an institution are responsible for complying with all applicable requirements, whether or not reflected here.

CCR §74110(a) The annual report required by section 94934 of the Code shall include the information required by section 94934 for all educational programs offered in the prior calendar year.

CEC §94934(a) As part of the compliance program, an institution shall submit an annual report to the bureau, under penalty of perjury, signed by a responsible corporate officer, by July 1 of each year, or another date designated by the bureau, and it shall include the following information for educational programs offered in the reporting period:

- (1) The total number of students enrolled by level of degree or for a diploma.
- (2) The number of degrees, by level, and diplomas awarded.
- (3) The degree levels and diplomas offered.
- (4) The Student Performance Fact Sheet, as required pursuant to Section 94910.
- (5) The school catalog, as required pursuant to Section 94909.
- (6) The total charges for each educational program by period of attendance.
- (7) A statement indicating whether the institution is, or is not, current in remitting Student Tuition Recovery Fund assessments.
- (8) A statement indicating whether an accrediting agency has taken any final disciplinary action against the institution.
- (9) Additional information deemed by the bureau to be reasonably required to ascertain compliance with this chapter.

CCR §74110(b) In addition to the information required by section 94934 provided under penalty of perjury, the institution shall have annual financial statements prepared for the institution's prior fiscal year and signed under penalty of perjury, and shall submit a hard copy under separate cover of such statements in conjunction with its annual report. The form, content and mode of preparation of financial statements shall comply with section 74115 of this Division. The Bureau may request that the institution immediately make available for inspection to a representative of the Bureau, these financial statements at the offices of the institution.

CCR §74110(c) An institution shall file its annual report by September 1st. The Bureau may extend the period for filing if the institution demonstrates evidence of substantial need but in no case longer than 60 days. The institution shall not change the date of its filing its annual report because of a change in the fiscal year without the Bureau's approval.

CCR §74110(d) The annual report shall be electronically filed by submitting the information required by section 94934 of the Code via the Bureau's website, electronically attaching, as directed, the School Performance Fact Sheet and the school catalog. An institution without the capability to submit the information electronically shall inform the Bureau not less than 45 days prior to the date the information is required by subdivision (c), and receive direction on alternative means of submission.

CCR §74112(c) Reporting periods:

- (1) An Annual Report shall include data for all educational programs as defined in section 94837 of the Code for the previous one calendar year.
- (2) A Performance Fact Sheet shall be current and available not later than August 1, and shall report data for the previous two calendar years based upon the "number of students who began program" or the "number of graduates," as defined in subdivision (b), for each reported calendar year.

ATTACHMENT
ANNUAL REPORT AND SCHOOL PERFORMANCE FACT SHEET
MINIMUM REQUIREMENTS

CCR §74112(h) Documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a Performance Fact Sheet, and shall include at a minimum: student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student. Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.

CEC §94929.7(a) The information used to substantiate the rates calculated pursuant to Sections 94929 and 94929.5 shall be documented and maintained by the institution for five years from the date of the publication of those rates. Be retained in an electronic format and made available to the bureau upon request.

CEC §94929.7(b) An institution shall provide a list of employment positions used to determine the number of graduates employed in the field for purposes of calculating job placement rates pursuant to this article.

CCR §74112(a) Format. The format for the Performance Fact Sheet shall be in at least 12 pt. type, in an easily readable font, with 1.15 line spacing. The Performance Fact Sheet shall contain all and only the information required or specifically permitted by section 94910 of the Code or this chapter.

CEC §94908 Any information or statement required by this article to be included in the catalog, School Performance Fact Sheet, or enrollment agreement shall be printed in at least the same size font as the majority of the text in that document.

CCR §74112(b) In addition to the definitions contained in section 94928 of the Code:

- (1) "Number of Students Who began Program" means the number of students who began a program who are scheduled to complete the program within 100 % of the published program length within the reporting calendar years, and includes all the students who remained enrolled after their cancellation period.
- (2) "Number of Graduates" means the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- (3) "Graduates Employed in the Field" means those graduates who meet the definition of section 94928(e) of the Code, who have reported their employment to the institution.

CCR §74112(d) Completion Rates. Reporting of completion rates for an institution's Annual Report and Performance Fact Sheet shall include, for each educational program, the number of students who began program as defined in subdivision (b), the number of students available for graduation, number of graduates, and completion rate(s). An optional column may be added to include completion rate data for students completing within 101-150% of the published program length. For an institution reporting completion data pursuant to section 94929(b) of the Code, completion data shall be separately reported for each program. The Performance Fact Sheet shall disclose, if true, that the completion data is being reported for students completing within 150% of the published program length, and that data is not being separately reported for students completing the program within 100% of the published program length. Completion rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below, including the footnoted information below (dates, numbers, and other data shown are for example only): (refer to §74112 for table)

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Completion Rates (includes data for the two calendar years prior to reporting)

Name of Educational Program (Program Length)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
20XX	100	98	70	71%
20XY	80	80	55	69%

Students Completing After Published Program Length - 150% Completion Rate

Name of Educational Program (Program Length)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates	Completion Rate
20XX	100	98	25	26%
20XY	80	80	23	29%

¹ "Number of Students Who Began Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² "Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³ "Graduates" is the number of students who completed the program within 100% of the published program length.

⁴ "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵ "150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶ "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the

CEC §94910(a) The School Performance Fact Sheet shall contain all of the following: (a) Completion rates, as calculated pursuant to Article 16 (commencing with Section 94928)

CEC §94929(a) An institution shall annually report to the bureau, as part of the annual report, and publish in its School Performance Fact Sheet, the completion rate for each program. Except as provided in subdivision (b), the completion rate shall be calculated by dividing the number of graduates by the number of students available for graduation.

CEC §94929(b) In lieu of calculating graduation data pursuant to subdivision (a), an institution may report graduation data reported to, and calculated by, the Integrated Postsecondary Education Data System of the United States Department of Education.

CCR §74112(e) Placement Rates.

(1) Any placement data required by sections 94910(b) and 94929.5(a) of the Code shall be reported for the number of students who began the program as defined in subdivision (b) for each reported calendar year.

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(2) Placement is measured six months from the graduation date of each student. Reporting of placement rates shall include for each educational program: the number of students who began program, the number of graduates as defined in subdivision (b), graduates available for employment, graduates employed in the field and placement rate(s).

(3) Placement rate shall be calculated as follows: the number of graduates employed in the field as defined in subsection 74112(b)(3) divided by the number of graduates available for employment as defined in section 94928(d) of the Code.

(4) Graduates employed in the field shall be reported for those graduates employed in the field in a single position that averages under 32 hours per week and those employed in the field in a single position that averages at least 32 hours per week. References to the Code are to the California Education Code where the California Private Postsecondary Education Act of 2009 is located. Placement rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below, including the footnoted information below (dates, numbers, and other data shown are for example only): (refer to §74112 for table)

Placement Rates (includes data for the two calendar years prior to reporting)

Name of Educational Program (Program Length)

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate % Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
20XX	100	70	70	55	79%	5	50
20XY	80	55	55	20	36%	9	11

¹ "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.

³ "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ "Graduates employed in the field" means graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.

⁵ Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

CEC §94910(b) Placement rates, as calculated pursuant to Article 16 (commencing with Section 94928), if the educational program is designed to lead to, or the institution makes any express or implied claim related to preparing students for, a particular career, occupation, vocation, job or job title.

CEC §94929.5(a) An institution shall annually report to the bureau, as part of the annual report, and shall publish in its School Performance Fact Sheet, the following: The job placement rate, calculated by dividing the number of graduates employed in the field by the number of graduates available for employment for each

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program that is either (1) designed, or advertised, to lead to a particular career, or (2) advertised or promoted with any claim regarding job placement.

CCR §74112(f) License Examination Passage Rates. If license examination passage rates are not available from the appropriate state agency, an institution shall collect the information directly from its graduates. If an institution demonstrates that, after reasonable efforts, it is unable to obtain the examination passage information from its graduates, the institution shall report the number of students it could not contact and note in a font the same size as the majority of the data on the Performance Fact Sheet, "License examination passage data is not available from the state agency administering the examination. We were unable to collect data from [enter the number] graduates."

Reporting of license examination passage rates for the Annual Report and the Performance Fact Sheet shall include, for each educational program: the number of students completing the program within 150% of published program length in the reported year, the number of documented graduates who passed the first examination, number of documented graduates who failed the first examination, the number of graduates for whom data is not available. An optional column may be added to separately report licensing examination data for students who take and pass the exam after failing initially. The Annual Report shall also include a description of the processes for attempting to contact those students.

For licensing examinations that are not continuously administered, license examination passage rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below, including the footnoted information below (dates, numbers, and other data shown are for example only): (refer to §74112 for table)

Examination Passage Rates (includes data for the two calendar years prior to reporting)

Name of Educational Program (Program Length)

Number of Students Taking Exam ¹	Exam Date ²	Number Who Passed Exam	Number Who Failed Exam	Passage Rate ³
80	2/1/20XX	40	40	50%
100	6/1/20XX	75	25	75%
82	10/1/20XX	68	14	76%
80	2/1/20XY	40	40	50%
100	6/1/20XY	70	30	70%
92	10/1/20XY	62	30	67%

License examination passage data is not available from the state agency administering the examination. We were unable to collect data from 32 graduates.

¹ Number of Students Taking Exam is the number of students who completed the program within 150% of published program length and for whom the reported exam is the first exam that was available after their completion of the program.

² Exam Date is the date for the first available exam after the students completed the program.

³ Passage Rate is calculated by dividing the number of students who pass the exam by the number of graduates who take the reported licensing exam.

For licensing examinations that are continuously administered, license examination passage rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below, including the footnoted information below (dates, numbers, and other data shown are for example only):

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Examination Passage Rates (includes data for the two calendar years prior to reporting)

Name of Educational Program (Program Length)

Calendar Year	Number of Students Taking Exam ¹	Number Who Passed First Exam Taken ²	Number Who Failed First Exam Taken	Passage Rate ³
20XX	80	40	40	50%
20XY	100	75	25	75%

License examination passage data is not available from the state agency administering the examination. We were unable to collect data from 10 graduates.

¹ Number of Students Taking Exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.

² Number Who Passed First Exam Taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.

³ Passage Rate is calculated by dividing the number of graduates who pass the exam the first time that they take it by the number of graduates who took the licensing exam for the first time after completion of the program.

CEC §94910(c) License examination passage rates for programs leading to employment for which passage of a state licensing examination is required, as calculated pursuant to Article 16 (commencing with Section 94928).

CEC §94929.5(b) An institution shall annually report to the bureau, as part of the annual report, and shall publish in its School Performance Fact Sheet, the following: The license examination passage rates for the immediately preceding two years for programs leading to employment for which passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program. The institution shall use state agency licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the bureau.

CCR §74112(g) Salary and Wage Information. All Salary and Wage Information shall be reported to the Bureau pursuant to section 94929.5(c) of the Code and, if required by section 94910(d) of the Code, shall be included in the Performance Fact Sheet, for each educational program, in a format substantially similar to the chart below, including the footnoted information (dates, numbers, salaries, and other data are shown for example only). (refer to §74112 for table)

Name of Educational Program (Program Length)

Annual Salary and Wages Reported by Graduates Employed in the Field³

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	\$15,000.00	\$20,000.00	\$25,000.00	\$30,000.00	Students Not Reporting Salary
			\$20,000.00	\$25,000.00	\$30,000.00	\$35,000.00	
20XX	100	70	5	40	6	3	16
20XY	80	55	5	7	3	5	35

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¹ "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² "Graduates employed in the field" means graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.

³ Salary is as reported by the student. Not all graduates reported salary.

CEC §94910(d) Prior to enrollment, an institution shall provide a prospective student with a School Performance Fact Sheet containing at a minimum the following:
Salary or wage information, as calculated pursuant to Article 16 (commencing with Section 94928).

CEC §94929.5(c) Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000).

CEC §94910(e) If a program is too new to provide data for any of the categories listed in this subdivision, the institution shall state on its fact sheet: "This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data."

CEC §94910(f) The School Performance Fact Sheet shall contain all of the following:

(1) A description of the manner in which the figures described in subdivisions (a) to (d), inclusive, are calculated or a statement informing the reader of where he or she may obtain a description of the manner in which the figures described in subdivisions (a) to (d), inclusive, are calculated.

(2) A statement informing the reader of where he or she may obtain from the institution a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates as required by subdivision (b).

(3) A statement informing the reader of where he or she may obtain from the institution a list of the objective sources of information used to substantiate the salary disclosure as required by subdivision (d).

CEC §94910(g) The School Performance Fact Sheet shall contain all of following:

(1) "This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law."

(2) "Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (address), Sacramento, CA (ZIP Code), (Internet Web site address), (telephone and fax numbers)."

CEC §94910(h) The School Performance Fact Sheet shall contain all of following:

If the institution participates in federal financial aid programs, the most recent three-year cohort default rate reported by the United States Department of Education for the institution and the percentage of enrolled students receiving federal student loans.

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CEC §94928(d) As used in this article, the following terms have the following meanings: "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment.

CEC §94928(e)(1) "Graduates employed in the field" means graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.

CEC §94928(f) "Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.

CEC §94928(g) "Students available for graduation" means the cohort population minus the number of students unavailable for graduation.



Business, Consumer Services and Housing Agency - Governor Edmund G. Brown Jr.

Bureau for Private Postsecondary Education
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INSERT DATE

INSERT INSTITUTION CONTACT NAME
INSERT INTITUTION NAME
INSERT INSTITUTION MAILING ADDRESS
CITY, STATE ZIP

Subject: Compliance Inspection
INSERT INSTITUTION NAME,
Institution Code: INSERT CODE, School Code: INSERT CODE

Dear INSERT MR. /MRS. & LAST NAME:

In accordance with the California Education Code (Ed Code) section 94932.5 and Title 5, Division 7.5 of the California Code of Regulations (CCR), section 75200, the Bureau for Private Postsecondary Education is required to conduct compliance inspections for each of its approved institutions. Minor violations that are detected during an inspection are documented on a Notice to Comply and the institution is provided 30 days to remedy the violations and come into compliance.

During your institution's announced/unannounced inspection on INSERT DATE OF INSPECTION, no minor violations were detected. No further response is needed.

Please be advised that Ed. Code section 94932.5 and CCR section 75200 provide that the institution shall be subject to the same number of unannounced inspections in a two-year period as announced inspections. The two-year period starts on the date of the announced inspection.

Although the compliance inspection was thorough, it cannot be assumed to be all-inclusive. The absence of comments or findings regarding institutional practices, policies and procedures shall not be construed as acceptance or approval of those procedures or practices. Further, the absence of such comments or findings does not limit or lessen an institution's obligation to comply with the provisions of the California Private Postsecondary Act of 2009 and the regulations adopted thereto.

Should you have any questions, please contact MANAGER NAME directly at (916) 431-XXXX or INSERT EMAIL ADDRESS. Your anticipated cooperation is greatly appreciated.

Sincerely,

OT NAME
Compliance Unit