



NOTICE TO COMPLY – CU-1936371-0521 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Computer Institute of Technology	Institution Telephone:	(818) 980-0415
Institution Code:	1936371	Administrator Name:	Rene Aguero
Street Address:	6444 Bellingham Ave. North Hollywood, CA 91605	Date of Inspection:	5/11/2021

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
§71720 - Faculty.	<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's faculty file reviewed on-site failed to include documentation of continuing education courses. In addition, the institution did not have a policy in place requiring their instructors to maintain their knowledge by completing continuing education courses.</p> <p>To remedy the violation, the institution shall submit a policy and procedure for ensuring instructors maintain their knowledge by completing continuing education courses. A copy of the policy and procedure shall be submitted with the last page of this document by the due date listed below.</p>
§94913 - Website	<p>(a) 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>The institution's website failed to include a current catalog, current School Performance Fact Sheets and the most recent annual report submitted to the bureau.</p> <p>To remedy the violation, the institution shall post their current catalog, School Performance Fact Sheets and the most</p>

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Inspector's Initial: *MA*
 Administrator's Initial: *RA*

	<p>recent annual report submitted to the bureau, A copy of the link to the website shall be submitted with the last page of this document by the due date listed below.</p>
§76215 - Student Tuition Recovery Fund Disclosures.	<p>(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:</p> <ol style="list-style-type: none"> (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. <p>The institution's Student Tuition Recovery Fund back-up data failed to include some of the information required to be maintained on order to substantiate what was reported on the STRF Quarterly Assessment Reporting Form.</p> <p>To remedy the violation, the institution shall submit the required data to substantiate the information reported on the institution's First Quarter 2021 STRF Assessment Reporting Form. The data shall be submitted electronically with the last page of this document by the due date listed below.</p>


Only minor violations are listed on a Notice to Comply.


Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Rene Aguero, Director
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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Inspector's Initial: 

Administrator's Initial: 

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 **6/11/2021**

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Inspector's Initial: *WJ*

Administrator's Initial: *DA*