



**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-64417859 0618 (Ed. Code §94935 & 5, CCR §75010)**

Institution Name:	Commercial Driver Learning Center	Institution Telephone:	(916) 550-9650
Institution Code:	64417859	Administrator Name:	Robert Wilson, Owner
Street Address:	1787 Tribute Road, Suite L Sacramento, CA 95815	Date of Inspection:	June 20, 2018

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

Item no.	Education Code or Regulations	Subsection, Description, and Required Correction
1.	5, CCR §71810(a)	<p><b>Catalog</b></p> <p>(a) Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.</p> <p><b>Commercial Drivers Learning Center failed to annually update their catalog.</b></p> <p><b>To remedy this violation, Commercial Drivers Learning Center shall update their catalog and shall provide the bureau with a copy of the updated 2018 catalog. The institution shall also insure the updated 2018 catalog be posted on the institution's website.</b></p>
2.	5, CCR §76215 (a)(b)	<p><b>Student Tuition Recovery Fund Disclosures</b></p> <p>(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:                      "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.                      You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."                      (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:                      "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the</p>

Notice to Comply CU 64417859 0618

Inspector's Initial: *RW*

Administrator's Initial:


		<p>school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.</p> <p>To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:</p> <ol style="list-style-type: none"> <li>1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.</li> <li>2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.</li> <li>3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.</li> <li>4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.</li> <li>5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.</li> <li>6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.</li> <li>7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.</li> </ol> <p>To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.</p> <p>However, no claim can be paid to any student without a social security number or a taxpayer identification number."</p> <p><b>Page 72-73 of Commercial Drivers Learning Center's 2017 catalog failed to include the most current STRF disclosure listed above.</b></p> <p><b>To remedy this violation, the institution shall update their 2018 catalog to include the most current STRF disclosure listed above.</b></p>
3.	5, CCR \$76215(a)	<p><b>Student Tuition Recovery Fund Disclosures</b></p> <p>(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:</p> <p>"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency</p>

Notice to Comply CU 64417859 0618



Inspector's Initial: *[Signature]*

Administrator's Initial: *[Signature]*

		<p>program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.</p> <p>You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”</p> <p><b>Commercial Drivers Learning Center’s enrollment agreement failed to provide the most current description of the student’s rights and responsibilities with respect to the Student Tuition Recovery Fund.</b></p> <p><b>To remedy this violation, the institution shall update their enrollment agreement by including the most current description and disclosures of the student’s rights and responsibilities with respect to the Student Tuition Recovery Fund as listed above.</b></p>
4.	5, CCR §76140(a)	<p><b>Record-Keeping Requirements</b></p> <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"> <li>(1) Student identification number,</li> <li>(2) First and last names,</li> <li>(3) Email address,</li> <li>(4) Local or mailing address,</li> <li>(5) Address at the time of enrollment,</li> <li>(6) Home address,</li> <li>(7) Date enrollment agreement signed,</li> <li>(8) Courses and course costs,</li> <li>(9) Amount of STRF assessment collected,</li> <li>(10) Quarter in which the STRF assessment was remitted to the Bureau,</li> <li>(11) Third-party payer identifying information,</li> <li>(12) Total institutional charges charged, and</li> <li>(13) Total institutional charges paid.</li> </ol> <p>(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.</p> <p><b>Commercial Drivers Learning Center failed to provide backup supporting data for their 4<sup>th</sup> quarter 2017 and 1<sup>st</sup> quarter 2018 Student Tuition Recovery Fund.</b></p> <p><b>To remedy this violation, the institution shall provide backup supporting data for their 4<sup>th</sup> quarter 2017 and 1<sup>st</sup> quarter 2018 Student Tuition Recovery Fund. The institution shall provide the data in an intelligible and orderly manner and in an electronic format.</b></p>


Notice to Comply-CU 64417859 0618  
Inspector's Initial:   
Administrator's Initial: **RW**


Only minor violations are listed on a Notice to Comply.

Inspector's Name	Jessica Espinoza
Inspector's Signature	
Institution Administrator Name/Title:	Robert Wilson, Owner
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](http://www.bppe.ca.gov/lawsregs/ppe_act.shtml)  
Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

Notice to Comply CU 64417859 0618

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 July 20, 2018.**

Notice to Comply CU 64417859 0618

Inspector's Initial: *[Handwritten Signature]*

Administrator's Initial: *[Handwritten Signature]*