



**Bureau for Private Postsecondary Education**  
 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
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**NOTICE TO COMPLY – CU 60985578 0322 (Ed. Code § 94935; 5, CCR § 75010)**



Institution Name:	Windsor School of Nursing Assistants	Institution Telephone:	626-810-0058
Institution Code:	60985578	Administrator Name:	Remedios Santos
Street Address:	18780 East Amar Road, Suite 203 Walnut, CA 91789	Date of Inspection:	3/22/2022

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:

**STUDENT RECORDS**

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
1	5, CCR §71920(b)(3). Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:            (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;</p> <p><b>Each student file reviewed failed to contain a signed School Performance Fact Sheet (SPFS).</b></p> <p><b>To remedy this violation, the institution shall provide their written policies and procedures stating the institution will maintain all documents signed by the student, including the SPFS's signed prior to enrollment.</b></p> <p><b>Submit corrections to this violation and the declarations page of this document to the Notice to Comply (NTC) Analyst no later than April 22, 2022.</b></p>
2	5, CCR §71920(b)(5)(A) Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:            (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:            (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;</p> <p><b>Withdrawn student files failed to contain a transcript identifying the courses that were attempted but not completed and the date of withdrawal.</b></p> <p><b>To remedy this violation, the institution shall provide the Bureau with the institution's written policy and procedure stating the institution would complete and maintain a school transcript in the withdrawn student's file containing the courses that were attempted but not completed and the date of withdrawal.</b></p> <p><b>Submit corrections to this violation and the declarations page of this document to the NTC Analyst no later than April 22, 2022.</b></p>

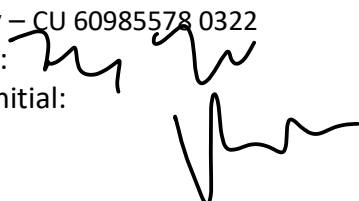
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Inspector's Initial:   
 Administrator's Initial: 

3	5, CCR §71920(b)(10). Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;</p> <p><b>Withdrawn student files contained document of the refund check showing the amount refunded to the student and the date of the refund but failed to contain an itemization of the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, and the address of the person or entity to which the refund was sent or provided.</b></p> <p><b>To remedy this violation, the institution shall provide their template refund calculation document, which shall specify the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent. Additionally, the institution shall provide their written policy and procedure stating the institution would complete the form for each withdrawn student and maintain in their student file.</b></p> <p><b>Submit corrections to this violation and the declarations page of this document to the NTC Analyst no later than April 22, 2022.</b></p>
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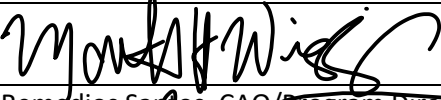
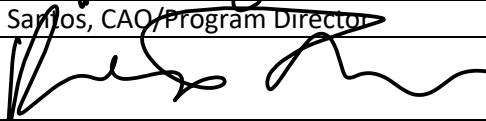
**INSTITUTIONAL RECORDS**

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
4	CEC §94900.5(b). Required Institutional Records.	<p>An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:</p> <p>(b) The names and addresses of the members of the institution’s faculty and records of the educational qualifications of each member of the faculty.</p> <p><b>71720. Faculty.</b></p> <p>(b) Instructors in an Educational Program Not Leading to a Degree.</p> <p>(2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p> <p><b>The institution did not maintain evidence of the faculty’s completed continuing education. The faculty complete continuing education to maintain their professional licensure, but the institution did not collect evidence of continuing education from the faculty.</b></p> <p><b>To remedy this violation, please collect the most recent continuing education from each faculty member. Additionally, the institution shall provide their written policy and procedures stating the amount of continuing education required of faculty and that the institution will collect and maintain the</b></p>



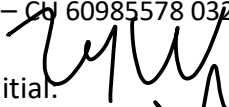

	<p>evidence of continuing education completion as part of the faculty's educational qualifications.</p> <p>Submit corrections to this violation and the declarations page of this document to the NTC Analyst no later than April 22, 2022.</p>
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**Only minor violations are listed on this Notice to Comply.**

Inspector's Name	Matthew Wiggins
Inspector's Signature	
Institution Administrator Name/Title:	Remedios Santos, CAO/Program Director
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>

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RETURN THIS FORM BY **April 22, 2022** TO THE NTC ANALYST 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 **April 22, 2022**.

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Inspector's Initial: 

Administrator's Initial: 