



Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 574-8900 F (916) 263-1897 www.bppe.ca.gov



CITATION: ASSESSMENT OF FINE AND ORDER OF ABATEMENT

To: Burna Burnthorne, Owner
Sierra College of Beauty
1340 W. 18th St.
Merced, CA 95340

INSTITUTION CODE: 2400021
CITATION NUMBER: 1920233
CITATION ISSUANCE/SERVICE DATE: February 25, 2020
DUE DATE: March 26, 2020
FINE AMOUNT: \$ 2,000.00
ORDER OF ABATEMENT INCLUDED: Yes

Christina Villanueva issues this Citation: Assessment of Fine and Order of Abatement (Citation) in her official capacity as Discipline Manager of the Bureau for Private Postsecondary Education (Bureau) of the California Department of Consumer Affairs.

CITATION

A Citation is hereby issued to Burna Burnthorne, Owner of Sierra College of Beauty (Institution) located at 1340 W. 18th St., Merced, CA 95340, pursuant to Business and Professions Code section 125.9; California Education Code (CEC) sections 94936 and 94932; and Title 5 of the California Code of Regulations (5, CCR) section 75020 for the violations described below.

BACKGROUND

On October 25, 2016, Bureau staff conducted an unannounced compliance Inspection at the Institution. During the inspection the Institution was unable to provide supporting documentation to substantiate the data reported on the 2014/2015 School Performance Fact Sheet (SPFS) and Student Tuition Recovery Fund (STRF) Assessment Reporting Forms.

VIOLATION(S)

#	Below you will find the California Education Code (CEC) and/or Title 5 of the California Code of Regulations (5, CCR code) section(s) of law you are charged with violating.
1.	<p>Violation: 5, CCR Section 74112(m)(2)(3)(4)(9) – Uniform Data – Annual Report, Performance Fact Sheet <i>“(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; and the data for each program shall include at a minimum:</i> <i>(2) student name(s), address, phone number, email address, program completed, program start date,</i></p>

scheduled completion date, and actual completion dates;
(3) graduate's place of employment and position, date employment began, date employment ended, if applicable, actual salary, hours per week, and the date employment was verified;
(4) for each employer from which employment or salary information was obtained, the employer name(s) address and general phone number, the contact person at the employer and the contact's phone number and email address, and all written communication with employer verifying student's employment or salary;
(9) the name, email address, phone number, and position or title of the institution's representative who was 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 Section 94929.7 – Documentation of Performance Data

"(a) The information used to substantiate the rates and information calculated pursuant to Sections 94929 and 94929.5 shall do both of the following:

- (1) Be documented and maintained by the institution for five years from the date of the publication of the rates and information.*
- (2) Be retained in an electronic format and made available to the bureau upon request."*

On October 25, 2016 and April 27, 2017, Bureau staff requested the supporting documentation for the 2014/2015 SPFS and the Institution was unable to provide it. The Institution failed to maintain supporting documentation to substantiate the data reported on the 2014/2015 SPFS.

Order of Abatement:

The Bureau orders the Institution to submit a written policy of how future compliance will be maintained per 5, CCR Section 74112 and CEC Section 94929.7.

Assessment of Fine

The fine for this violation is \$1,000.00

2. **Violation:**

5, CCR Section 76140(a)(1-13) – Record-Keeping Requirements

"(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."*

On October 25, 2016 and April 27, 2017, Bureau staff requested the supporting documentation for the 2014/2015 STRF forms and the Institution was unable to provide it. The Institution failed to

	<p style="color: red;">maintain supporting documentation to substantiate the data reported on 2014/2015 STRF Assessment Report Forms.</p> <p><u>Order of Abatement:</u> The Bureau orders the Institution to submit a written policy of how future compliance will be maintained per 5, CCR Section 76140.</p> <p><u>Assessment of Fine</u> The fine for this violation is <u>\$1,000.00</u></p>
TOTAL ADMINISTRATIVE FINE DUE: \$2,000.00	

ASSESSMENT OF A FINE

In accordance with CEC section 94936; and 5, CCR sections 75020 and 75030, the Bureau hereby orders this assessment of fine in the amount of **\$2,000.00** for the violations described above. **Payment must be made, to the Bureau, within 30 days from the date of service of the Citation.**

COMPLIANCE WITH ORDER OF ABATEMENT

In accordance with the provisions of CEC section 94936 and 5, CCR section 75020 the Bureau hereby issues the order(s) of abatement described above. **Evidence of compliance with the order(s) of abatement must be submitted, to the Bureau, within 30 days from the date of service of the Citation.**

APPEAL OF CITATION

You have the right to contest this Citation through an informal conference with the Bureau; and/or through an administrative hearing in accordance with Chapter 5 (Commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

If you wish to contest this Citation, you must submit the 'Notice of Appeal of Citation – Request for Informal Conference and/or Administrative Hearing' form (enclosed) within 30 days from the date of service of the Citation. *If you do not request an informal conference and/or an administrative hearing within 30 days from the service of the Citation, you will not be able to request one at a later time.*

Unless a written request for an informal conference and/or an administrative hearing is signed by you and delivered to the Bureau by **March 26, 2020**, you will be deemed to have waived or forfeited your right to appeal this matter.

EFFECTIVE DATE OF CITATION

If you do not request an informal conference and/or an administrative hearing, this Citation shall become effective on **February 25, 2020**. Payment of the administrative fine and evidence of compliance with the order(s) of abatement shall be due by **March 26, 2020**. Your payment of the administrative fine shall not constitute an admission of the violation(s) charged.

If a hearing is requested, you will not be required to comply with this Citation until 30 days after a final order is entered against you.

Payment of the administrative fine and/or written request for appeal must be mailed to:

Gabriella Perez, Discipline Citation Program
Bureau for Private Postsecondary Education
1747 N. Market Blvd., Suite 225
Sacramento, CA 95834

Failure for an applicant or institution to abate the violation(s) listed above or to pay the administrative fine within the time allowed may result in denial of an application for an approval or renewal to operate; disciplinary action, and/or collection action. The Bureau will promptly take all appropriate action to enforce this Citation and recover the civil penalties prescribed therein or found to be due after a hearing.

CONTACT INFORMATION

If you have any questions regarding this Citation, or desire further information, please contact Gabriella Perez, Citation Analyst, at (916) 574-8969 or Gabriella.Perez@dca.ca.gov.

“Original signature on file”

“2/25/2020”

Christina Villanueva
Discipline Manager

Date

Enclosures

- Applicable Laws Violated
- Statement of Rights: Appeal Process Information Sheet
- Notice of Appeal of Citation: Request for Informal Conference and/or Administrative Hearing
- Payment of Fine – Waiver of Appeal
- Declaration of Service by Certified and First- Class Mail