



CITATION ORDER

<p>Citation Issued To: The Providence College (formerly known as Gendarme Institute) 9471 E. Slauson Ave. Pico Rivera, CA 90660</p> <p>Institution Code: 3007651</p>	<p>Citation Number: 2324036</p>
	<p>Total Fine Amount: \$10,002.00</p>
	<p>Order of Abatement Included: Yes</p>

Elizabeth Elias issues this citation in her official capacity as Enforcement Chief of the Bureau for Private Postsecondary Education, California Department of Consumer Affairs (hereinafter referred to as the "Bureau").

LICENSING HISTORY

1. On or about August 1, 1989, the Bureau issued an Approval to Operate a Private Postsecondary Institution, Institution Code 3007651, to The Providence College (formerly known as Gendarme Institute), hereinafter referred to as the "Institution". This Approval to Operate expired on or about January 11, 2023, and has not been renewed. An application for renewal of the Institution's Approval to Operate a Private Postsecondary Institution was received on December 7, 2022, and is under review.

DISCIPLINE HISTORY

2. The Institution has the following discipline history:
 - [First Amended Statement of Issues, filed October 2, 2017](#)
 - [Notice of Withdrawal of Statement of Issues, filed November 1, 2017](#)
 - [Citation No. 1920109, issued October 9, 2019](#)
 - Evidence of compliance; citation satisfied November 12, 2019
 - [Affirmed Citation No. 2021130, issued March 11, 2021](#)
 - Evidence of compliance; citation satisfied September 1, 2021
 - [Citation No. 2122106, issued December 13, 2021](#)
 - Evidence of compliance; citation satisfied May 5, 2022

CITATION JURISDICTION

3. This administrative citation is issued to the Institution pursuant to California Education Code (CEC) section 94936; and Title 5 of the California Code of Regulations (5 CCR) section 75020 et seq. for the violation(s) described below.

CAUSE FOR CITATION & ASSESSMENT OF FINE AND/OR ORDER OF ABATEMENT

4. The Institution is in violation of the following Bureau laws and regulations:

Violation #1:

5 CCR section 74110 – Annual Report in conjunction with CEC section 94934 – Annual Report

Cause for Citation: A review of the Bureau's records confirm the Institution failed to submit a complete 2021 Annual Report. The completed report was due to the Bureau by December 1, 2022.

To date, the Institution has failed to submit the online portal submission as required.

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class A" violation. The Institution is issued a fine of \$2,501.00.

Order of Abatement: Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit the 2021 Annual Report, pursuant to 5 CCR section 74110 and CEC section 94934.

Violation #2:

5 CCR section 74112 (m) – Uniform Data – Annual Report, Performance Fact Sheet and 5 CCR section 71930 (e) – Maintenance Records

Cause for Citation: On or about July 12, 2023, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5 (a).

Bureau staff requested a copy of the documentation supporting all data reported in the 2020-2021 School Performance Fact Sheet (SPFS) for review. Bureau staff found the Institution failed to maintain documentation supporting all data reported in an electronic format, pursuant to 5 CCR section 74112 (m).

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class A" violation. The Institution is issued a fine of \$2,501.00.

Order of Abatement: Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to correct the violation by providing an electronic copy of the template used by the Institution to document supporting data for SPFS, for the Bureau to verify the Institution is collecting the required data points pursuant to 5 CCR section 74112.

Violation #3:

5 CCR section 71930 (d) – Maintenance of Records

Cause for Citation: On or about July 12, 2023, the Bureau conducted an unannounced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff found that student files are maintained in unsecured lockers in the classroom. Current student files are stored underneath the instructor's desk, in the open, without any security. The files were easily accessible to anyone who entered the classroom and are not maintained in a manner secure from damage or loss.

Administrative Fine: Pursuant to 5, CCR 75030, the Bureau has determined this to be a "Class A" violation. The Institution is issued a fine of \$5,000.00.

Order of Abatement: Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to ensure all student records are stored pursuant to CEC Section 71930. The Institution must submit a statement of attestation they have corrected the violation and ensured that all student records are stored in a manner secure from damage or loss. The statement of attestation must be dated and signed by an authorized representative of the Institution.

COMPLIANCE WITH ORDER OF ABATEMENT

5. In accordance with the provisions of CEC section 94936 and 5 CCR section 75020, the Bureau issues the order(s) of abatement described above. Evidence of compliance with the order of abatement must be submitted to the Bureau within 30 days from the date of issuance of this citation. Evidence of compliance with the order of abatement may be sent by mail or email to:
- Mail: Bureau for Private Postsecondary Education
Attn: Discipline Unit – Giovanni Alon
1747 North Market, Blvd., Suite 225
Sacramento, CA 95834
 - Email: bppe.discipline@dca.ca.gov
 - In the subject line, please include the Institution name and citation number.

COMPLIANCE WITH ASSESSMENT OF FINE

6. In accordance with the provisions of CEC section 94936, and 5 CCR sections 75020 and 75030, the Bureau hereby orders this assessment of fines in the total amount of \$10,002.00 for the violations described above. Payment of the fines must be made to the Bureau within 30 days from the date of issuance of this citation. To assist the Bureau in processing the payment of fines, please submit the enclosed *Payment of Fine – Waiver of Appeal* form.

Payment must be sent to the Bureau by mail at:

- Bureau for Private Postsecondary Education
Attn: Discipline Unit – Giovanni Alon
1747 North Market, Blvd., Suite 225

Sacramento, CA 95834

NOTICE OF APPEAL RIGHTS

7. You have the right to contest this citation through an informal conference with the Bureau pursuant to 5 CCR section 75020 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 may submit a written request to the Bureau or submit the enclosed *Notice of Appeal of Citation – Request for Informal Conference and/or Administrative Hearing* form within 30 days from the date of issuance of this citation.

Failure to submit a written request for an informal conference and/or administrative hearing within 30 days from the date of issuance of this citation will forfeit your ability to appeal the citation.

If a hearing is requested, you are not required to comply with this citation until a final order is entered against you.

COMPLIANCE WITH FINE AND/OR ORDER OR ABATEMENT DISCLOSURE

8. Pursuant to BPC section 125.9 and 5 CCR section 75050, payment of fine and/or compliance with any order of abatement does not constitute an admission of the violation charged and shall be represented as satisfactory resolution of the matter for the purposes of public disclosure.

Pursuant to 5 CCR section 75050, failure to comply with this citation order, its order of abatement, and/or administrative fine by the required due date is grounds for denial or discipline of an approval to operate. Where a citation is not contested and fine is not paid, the full amount of the assessed fine shall be added to the fee for renewal of the approval to operate. An approval to operate shall not be renewed without payment of the renewal fee and fine.

BUREAU CONTACT INFORMATION

9. If you have any questions regarding this Citation, please contact Giovanni Alon, Citation Analyst by email at Giovanni.Alon@dca.ca.gov or by phone at (916) 574-7703.

Citation Number: 2324036
Institution: The Providence College
Institution Code: 3007651

“Original Signature on File”

6/19/2024

Elizabeth Elias
Enforcement Chief

Citation Date of Issuance

Enclosures:

- 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