



CITATION ORDER

Citation Issued To: Veterinary Allied Staff Education, LLC 8200 Maxwell Road Dixon, CA 95620 Institution Code: 69570029	Citation Number: 24250045
	Total Fine Amount: \$4,503.00
	Order of Abatement Included: Yes

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

LICENSING HISTORY

1. On or about January 30, 2017, the Bureau issued an Approval to Operate a Private Postsecondary Institution, Institution Code 69570029, to Veterinary Allied Staff Education, LLC (hereinafter referred to as the “Institution”). This Approval to Operate expired on or about January 30, 2022, and is pending renewal. An application for renewal of the Institution’s Approval to Operate a Private Postsecondary Institution was received on July 18, 2022, and is under review.

DISCIPLINE HISTORY

2. The Institution has the following discipline history:
 - [Statement of Issues, filed April 7, 2016](#)
 - [Notice of Withdrawal of Statement of Issues, filed January 17, 2017](#)
 - [Affirmed Citation No. 1920245, issued on November 23, 2020](#)
 - Evidence of compliance; citation satisfied January 21, 2021
 - [Citation No. 2021230, issued on April 14, 2021](#)
 - Evidence of compliance; citation satisfied July 12, 2021
 - [Modified Citation No. 2223057, issued on July 20, 2023](#)
 - Evidence of compliance; citation satisfied July 28, 2023

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 76140 (a)(1-13)(b) – Record-Keeping Requirements and 5 CCR section 71930 (a)(e) – Maintenance Records

Cause for Citation: On or about May 17, 2024, prior to the scheduled compliance inspection, Bureau staff received documents via email from the Institution’s Consultant. The documents provided failed to include the substantiating data for 4th quarter reporting period of 2023 and the 1st quarter reporting period of 2024. On May 20, 2024, Bureau staff reached out to the Institution’s Consultant, inquiring about the requested data, but did not receive a response.

On or about August 2, 2024, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5 (a). Bureau staff requested records to substantiate the data reported on the Student Tuition Recovery Fund (STRF) form for the 4th quarter reporting period of 2023 and the 1st quarter reporting period of 2024. The Institution’s Consultant provided Bureau staff with a document that was used to track their STRF payments, however the documentation did not contain all the required data points.

Bureau staff provided the Institution with the required data points and asked if they keep records of the data pursuant to 5 CCR 76140 (a)(1-13). The Institution admitted they had not.

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class B” violation. The Institution is issued a fine of \$1,001.00.

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 submitting an electronic copy of the template used by the Institution to document supporting data for STRF for the Bureau to verify the institution is collecting the required data points pursuant to 5 CCR section 76140.

In addition, the Institution must submit a statement of attestation they have corrected the violation and will ensure that the substantiating data for STRF is maintained in an electronic format and readily available to a Bureau representative upon request pursuant to 5 CCR 76140. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #2:

5 CCR section 74112 (m)(1-9) – Uniform Data – Annual Report, Performance Fact Sheet and 5 CCR section 71930 (a)(e) – Maintenance Records

Cause for Citation: On or about May 17, 2024, prior to the scheduled compliance inspection, Bureau staff received documents via email from the Institution's Consultant. The documents provided failed to include the substantiating data for the 2020-2021 School Performance Fact Sheets (SPFS). On May 20, 2024, Bureau staff reached out to the Institution's Consultant, inquiring about the requested data, but did not receive a response.

On or about August 2, 2024, 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. The Institution's Consultant provided Bureau staff with documentation. Bureau staff informed the Institution's Consultant that the documentation was missing all the required data points, as well as noted that the document was dated for the year 2024.

The Institution failed to maintain all the required data, per 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.

In addition, the Institution must submit a statement of attestation they have corrected the violation and will ensure that the supporting data for SPFS is maintained and immediately available during an inspection. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #3:

CEC Section 94902 (b)(1)(3) – General Enrollment Requirements and CEC Section 94912 – Signature, Initials Required

Cause for Citation: On August 2, 2024, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5 (a). Bureau staff reviewed student files and found that all 3 graduate student files reviewed did not contain signed School Performance Fact Sheets (SPFS). Bureau staff inquired if the files were kept in another location. The Institution's Consultant stated they were unaware that the signed SPFS were not in the files and would be more diligent about collecting the documentation going forward.

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class B” violation. The Institution is issued a fine of \$1,001.00.

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 follow the law pursuant to CEC sections 94902 and 94912. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that all student records contain signed SPFS. 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 sent by mail or email to:
 - Mail: Bureau for Private Postsecondary Education
Attn: Discipline Unit – Tessa Barron
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 \$4,503.00 for the violations described above. Payment of the fines must be made to the Bureau within 30 days from the date of service of this citation unless an informal conference or hearing is requested. 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 – Tessa Barron
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 Tessa Barron, Citation Analyst by email at Tessa.Barron@dca.ca.gov or by phone at (916) 574-7791.

Citation Number: 24250045
Institution: Veterinary Allied Staff Education, LLC
Institution Code: 69570029

Elizabeth Elias
Deputy Bureau Chief of Enforcement

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