



CITATION ORDER

<p>Citation Issued To: Southeast California College 225 E. Airport Drive, Suite 150 San Bernardino, CA 92408</p> <p>Institution Code: 68973651</p>	<p>Citation Number: 24250002</p>
	<p>Total Fine Amount: \$17,011.00</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 November 2, 2022, the Bureau renewed an Approval to Operate a Private Postsecondary Institution, Institution Code 68973651, to Southeast California College (hereinafter referred to as the "Institution"). This Approval to Operate will expire on or about November 2, 2027, unless renewed.

DISCIPLINE HISTORY

2. The Institution has no prior discipline history.

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 & ASSESMENT 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 and CEC section 94934 – Annual Report

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

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 \$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 submit the 2021 Annual Report pursuant to 5 CCR section 74110 and CEC section 94934.

Violation #2:

CEC section 94897(j)(3) – Prohibited Business Practices

Cause for Citation: On or about June 16, 2023, the Bureau completed an investigation based on several complaints received. Through the course of the investigation, Bureau staff reviewed student files and determined that one student's transcript contained an untrue change in an attendance record as the official transcript noted a different start date than the student's attendance record.

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 Institution must submit a statement of attestation that they have corrected the violation and will ensure that student transcripts contain true and correct data and will maintain future compliance. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #3:

CEC section 94902(a) – General Enrollment Requirements and 5 CCR section 71920(b)(3) – Student Records

Cause for Citation: On or about June 16, 2023, the Bureau completed an investigation based on several complaints received. Through the course of the investigation, Bureau staff reviewed student files and determined that five files contained enrollment agreement's with start dates occurring between 31-155 days prior to students enrolling into the Institution's Vocational Nursing program. Additionally, the Institution's own documentation noted that it failed to properly execute an enrollment agreement for one student as pages were missing from the enrollment agreement.

Through the course of the investigation and evidence obtained it was determined that the Institution failed to properly execute its Enrollment Agreements.

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. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that enrollment agreements are properly executed at the time of enrollment pursuant to CEC section 94902 and 5 CCR section 71920. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #4:

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

Cause for Citation: On or about June 16, 2023, the Bureau completed an investigation based on several complaints received. Through the course of the investigation, Bureau staff reviewed student files and determined that five files contained student enrollment agreements which noted that students did not

receive a school catalog and School Performance Fact Sheet, as required, prior to the execution of an Enrollment Agreement.

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 students receive the Institution's school catalog and School Performance Fact Sheets prior to signing an Enrollment Agreement and that both students and the Institution sign and date the SPFS. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #5:

CEC section 94911(c) – Minimum Requirements Enrollments Agreements and 5 CCR section 71800(b) – Enrollment Agreement

Cause for Citation: On or about June 16, 2023, the Bureau completed an investigation based on several complaints received. Through the course of the investigation, Bureau staff reviewed student files and determined that two student files contained enrollment agreements that failed to list the total charges for the current period of attendance. Additionally, one student file contained an enrollment agreement that failed to list the total charges the student was obligated to pay upon enrollment.

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 section 94911 and 5 CCR section 71800. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that enrollment agreements list the total charges for the current period of attendance and total charges students are obligated to pay upon enrollment. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #6:

5 CCR section 71800(b) – Enrollment Agreement and CEC section 94911(a) – Minimum Requirements Enrollments Agreements

Cause for Citation: On or about June 16, 2023, the Bureau completed an investigation based on several complaints received. Through the course of the investigation, Bureau staff reviewed student files and determined that ten student files contained Enrollment Agreements that did not identify the period covered by the Enrollment Agreement as required by 5 CCR section 71800(b).

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 5 CCR section 71800 and CEC section 94911. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that Enrollment Agreements identify the period covered by the Enrollment Agreement. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #7:

5 CCR section 71800(c) – Enrollment Agreement and CEC section 94911(a) – Minimum Requirements Enrollments Agreements

Cause for Citation: On or about June 16, 2023, the Bureau completed an investigation based on several complaints received. Through the course of the investigation, Bureau staff reviewed student files and determined that five student files contained enrollment agreements that did not contain the program start date and scheduled completion date as required by 5 CCR section 71800(c).

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 5 CCR section 71800 and CEC section 94911. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that Enrollment Agreements contain program start dates and scheduled completion dates for all programs offered. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #8:

5 CCR section 71800(d) – Enrollment Agreement and CEC section 94911(e)(3) – Minimum Requirements Enrollments Agreements

Cause for Citation: On or about June 16, 2023, the Bureau completed an investigation based on several complaints received. Through the course of the investigation, Bureau staff reviewed student files and determined that fourteen student files contained enrollment agreements that did not contain the date by which the student must exercise his or her right to cancel the agreement or withdraw from the Institution as required by 5 CCR section 71800(d).

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 5 CCR section 71800 and CEC section 94911. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that enrollment agreements contain the dates for which students must exercise their right to cancel the enrollment agreement and withdraw from the Institution. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #9:

5 CCR section 71920(b)(1) – Student Records and 5 CCR section 71930(a) - Maintenance of Records

Cause for Citation: On or about June 16, 2023, the Bureau completed an investigation based on several complaints received. Through the course of the investigation, Bureau staff reviewed student files and determined that two student files did not contain written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the Institution as required by 5 CCR section 71920(b)(1).

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 \$1001.00.

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 5 CCR section 71920 and 5 CCR section 71930. The Institution must submit a statement of attestation they have corrected the violation and ensure that all student records contain written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #10:

5 CCR section 71920(b)(3) – Student Records and 5 CCR section 71930(a) - Maintenance of Records

Cause for Citation: On or about June 16, 2023, the Bureau completed an investigation based on several complaints received. Through the course of the investigation, Bureau staff reviewed student files and determined that thirteen student files failed to contain signed School Performance Fact Sheets, as required by 5 CCR section 71920(b)(3).

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 5 CCR section 71920. The Institution must submit a statement of attestation they have corrected the violation and ensure that all student records contain signed School Performance Fact Sheets. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #11:

5 CCR section 71920(b)(5)(A) and (b)(5)(E) – Student Records and 5 CCR section 71930(a) - Maintenance of Records

Cause for Citation: On or about June 16, 2023, the Bureau completed an investigation based on several complaints received. Through the course of the investigation, Bureau staff reviewed student files and determined that six student files contained transcripts that failed to contain dates of completion or withdraw, and five student files contained transcripts that failed to contain the address, website address, and telephone number of the Institution as required by 5 CCR section 71920(b)(5)(A) and (b)(5)(E).

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class C" violation. The Institution is issued a fine of \$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 ensure all student records follow the law pursuant to 5 CCR section 71920. The Institution must submit a statement of attestation they have corrected the violation and ensure that all student transcripts contain the required information pursuant to 5 CCR section 71920(b)(5). The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #12:

5 CCR section 71920(b)(9) – Student Records and 5 CCR section 71930(a) - Maintenance of Records

Cause for Citation: On or about June 16, 2023, the Bureau completed an investigation based on several complaints received. Through the course of the investigation, Bureau staff reviewed student files and determined that nine student files did not contain documentation showing the total amount of

money received from or on behalf of the student and the date(s) on which the money was received as required by 5 CCR section 71920(b)(9).

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 \$1001.00.

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 5 CCR section 71920. The Institution must submit a statement of attestation that they have corrected the violation and ensure that all student records contain documentation showing the total amount of money received from or on behalf of the student and the date(s). 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 – 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 \$17,011.00 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.

Citation Number: 24250002
Institution: Southeast California College
Institution Code: 68973651

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, the Bureau must receive a written request within 30 days from the date of issuance of this citation asking for an informal conference and/or administrative hearing or you may also submit the enclosed *Notice of Appeal of Citation – Request for Informal Conference and/or Administrative Hearing* form.

The written request may be sent by email or mail to the addresses below:

- 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.

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 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 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.

“Original Signature on File”

2/20/2025

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