



NOTICE TO COMPLY

CA-44374931-082024

Institution Name:	Katie Skills Center	Institution Telephone:	(510) 444-6488
Institution Code:	44374931	Administrator Name:	Henry Giao
Street Address:	415 E. 12th Street Oakland, CA 94606	Inspection Date:	08/20/24

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: https://www.bppe.ca.gov/lawsregs/ppe_act.pdf
 Title 5 of the California Code of Regulations: <https://www.bppe.ca.gov/lawsregs/regs.pdf>

Violation	Code Section Violated	Description of the violation and required correction.
1	5 CCR § 71810 (b)(5)	<p>Violation Description: The institution’s 2024 catalog failed to contain the level of proficiency required for the Vietnamese based programs, and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted.</p> <p>Correction: The institution shall update its 2024 catalog, to include the level of language proficiency required for the Vietnamese based programs, pursuant to 5 CCR § 71810 (b)(5).</p>
2	5 CCR § 76215 (a)	<p>Violation Description: The institution’s enrollment agreement for all programs includes language related to the Student Tuition Recovery Fund (STRF), that is incorrect.</p> <p>Correction: The institution shall update its enrollment agreement, to remove the above-mentioned language, pursuant to 5 CCR § 76215 (a).</p>

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94911 (e)(3) in conjunction with CEC § 94920 (d)	<p>Violation Description: The refund policy on page three of the institution’s enrollment agreements for all programs contains an unenforceable policy specifying that if a student completes 60% of the program that they are not due a pro-rata refund. This is not compliant with CEC § 94920 (d), as the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.</p> <p>Correction: The institution shall update its enrollment agreements for all programs, to include the above-mentioned policy pursuant to CEC § 94911 (e)(3) in conjunction with CEC § 94920 (d).</p>
4	5 CCR § 71760	<p>Violation Description: The institution failed to develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.</p> <p>Correction: The institution shall update their policies to include the above-mentioned policy in a documentable form pursuant to 5 CCR § 71760.</p>

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
- (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, 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.

Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.

The Notice to Comply was given to the Institution’s owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

Notice To Comply Given To Name & Title:	Henry Giao
Bureau Compliance Analyst Name:	Alec Taub

Bureau Compliance Analyst
Signature:

Alec Taub

NOTICE TO COMPLY DECLARATION

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I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.

Signature

Date

Print Name and Title