



NOTICE TO COMPLY

CA-77596258-1123

Institution Name:	California Institute of Career Development	Institution Telephone:	669-285-7916
Institution Code:	77596258	Administrator Name:	Sunil Kumaran
Street Address:	380 N. First Street, #101A, San Jose, CA 95112	Inspection Date:	11/14/2023

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)(15) in conjunction with CEC § 94897 (s)	<p>Violation Description: On pages 30 and 31 of the institute’s 2023 catalog contains an unenforceable policy regarding official transcript. An institution cannot require a student to make satisfactory arrangements for payment prior to providing a transcript to a student. The statement does not comply with CEC § 94897 (s).</p> <p>Correction: To remedy this violation, the institute shall update the policy in its catalog. The policy must demonstrate compliance with 5 CCR § 71810 (b)(15) and CEC § 94987 (s). Provide proof of correction.</p>
2	5 CCR § 71810 (b)(13)(b)	<p>Violation Description: Page 36 of the institutes 2023 catalog states that the institute cannot recommend or does not have any knowledge of housing located reasonably near the institution’s facility. However, page 32 provides the required statement regarding 5 CCR § 71810 (b)(13)(b).</p>

Violation	Code Section Violated	Description of the violation and required correction.
		<p>Correction: Update the catalog to comply with 5 CCR § 71810 (b)(13)(b) by removing the statement listed above which is located on page 36 of the institute’s 2023 catalog.</p>
3	CEC § 94913 (a)(2)	<p>Violation Description: The institute’s website failed to include clear and conspicuous links for all the following:</p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p>Correction: Update the website to include a clear and conspicuous link for all the required information listed above. Provide an updated link to the website to confirm compliance.</p>
4	5 CCR § 76215 (a)	<p>Violation Description: The institution’s enrollment agreement failed to include the Student Tuition Recovery Fund (STRF) disclosures, verbatim per 5 CCR § 76215 (a).</p> <p>Correction: Provide an updated enrollment agreement that contains STRF disclosures per 5 CCR § 76215 (a).</p>
5	5 CCR § 71800 (e) (4)(5)(6)	<p>Violation Description: The institution’s enrollment agreement. failed to include itemization of all institutional charges and fees listed below. The institution’s enrollment agreement itemization of all institutional charges seems to be combined and will need to be separated to provide clarity of each charge.</p> <p>(4) lab supplies or kits</p> <p>(5) textbooks, or other learning media</p> <p>(6) uniforms or other special protective clothing</p> <p>Correction: Provide an updated enrollment agreement that is corrected to comply with 5 CCR § 71800 (e).</p>
6	CEC § 94911 (j)(2)	<p>Violation Description: The institution’s enrollment agreement failed to include the statement regarding CEC § 94911 (j)(2) verbatim.</p> <p>Correction: Provide an updated enrollment agreement that is corrected to comply with CEC § 94911 (j)(2).</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	CEC § 94911 (i)(1)	<p>Violation Description: The institution’s enrollment agreement failed to include the statement regarding CEC § 94911 (i)(1).</p> <p>“Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.”</p> <p>Correction: Provide an updated enrollment agreement that is corrected to comply with CEC § 94911 (i)(1).</p>
8	5 CCR § 76140 (a)(5)(7)(11)	<p>Violation Description: The institute’s 2023 1st / 2nd Quarter Student Tuition Recovery Fund (STRF) supporting data is missing the following information:</p> <p>(5) Address at the time of enrollment (7) Date enrollment agreement signed (11) Third-party payer identifying information</p> <p>Correction: Provide an updated copy for the institute’s 2023 1st / 2nd Quarter STRF supporting data that is corrected to comply with 5 CCR § 76140 (a)(5)(7)(11)</p>
9	CEC § 94909 (a)(9) in conjunction with 5, CCR 71800 (e)(2)(11)	<p>Violation Description: Pages 66-73 of the institute’s catalog failed to include the term “non-refundable”, for the following list of charges within its estimated total institutional charges tables:</p> <p>Registration fee Student Tuition Recovery Fund</p> <p>Correction: Provide an updated copy of the institute’s 2023 catalog to confirm compliance with CEC § 94909 (a)(9) in conjunction with 5, CCR 71800 (e)(2)(11). Provide proof of corrections.</p>


Violation	Code Section Violated	Description of the violation and required correction.
10	5, CCR § 71810(b)(11)	<p>Violation Description: The institute's 2023 catalog failed to disclose if the institute is offering distance education.</p> <p>Correction: Provide an updated catalog to confirm compliance with 5, CCR § 71810(b)(11).</p>
11	5, CCR § 71716 (a)	<p>Violation Description: The institute's 2023 enrollment agreement failed to disclose if the institute is offering distance education.</p> <p>Correction: Provide an updated enrollment agreement to confirm compliance with 5, CCR § 71716 (a).</p>
12	5, CCR § 71720 (b)	<p>Violation Description: The institution faculty files that were reviewed on site failed to include continuing education.</p> <p>Correction: Provide proof of continuing education for the institution faculty files to confirm compliance with 5, CCR § 71720 (b).</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:	Sunil Kumaran
Bureau Compliance Analyst Name:	Byron Bond
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

CA-77596258-1123

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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