



CITATION: ASSESSMENT OF FINE

To: Micro-Easy Computer Enterprises, Inc., Owner
Micro-Easy Vocational Institute
3851 San Pablo Dam Road
El Sobrante, CA 94803

INSTITUTION CODE: 0703041
CITATION NUMBER: 1819131
CITATION ISSUANCE/SERVICE DATE: February 28, 2019
DUE DATE: March 30, 2019

FINE AMOUNT: \$ 501.00

ORDER OF ABATEMENT INCLUDED: No

Christina Villanueva issues this Citation: Assessment of Fine (Citation) in her official capacity as Discipline Manager of the Bureau for Private Postsecondary Education (Bureau) of the California Department of Consumer Affairs.

CITATION

A Citation is hereby issued to Micro-Easy Computer Enterprises, Owner of Micro-Easy Vocational Institute (Institution) located at 3851 San Pablo Dam Road, El Sobrante, CA 94803, pursuant to Business and Professions Code section 125.9; California Education Code (CEC) sections 94936 and 94932; and Title 5 of the California Code of Regulations (5, CCR) section 75020 for the violations described below.

BACKGROUND

On July 27, 2018, Bureau staff conducted an announced onsite compliance inspection at the Institution located at 3851 San Pablo Dam Road, El Sobrante, CA 94803 and an Enforcement Referral was issued. The Enforcement Referral alleges material violations of 5, CCR section 71920 (b)(1)(A) Student Records.

VIOLATION

#	Below you will find the California Education Code (CEC) and/or Title 5 of the California Code of Regulations (5, CCR code) section(s) of law you are charged with violating.
1.	<p>Violation: 5, CCR Section 71920 (b)(1)(A)- Student Records "(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p>

(1) 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 or the institution's award of credit or acceptance of transfer credits including the following:

(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;"

On July 27, 2018, during an announced onsite inspection, Bureau staff conducted a review of eight student files All eight student files were missing a verification of high school completion or equivalency, or successful completion of an ability-to-benefit test. The eight files did not contain documentation of any formal education or training relevant to the student's qualifications for admission.

On July 27, 2018, during the compliance inspection, K. O., President/CEO, of the Institution provided Bureau staff with the updated admissions policy requiring the retention of proof of high school completion by either a diploma, GED or ability to benefit test in the students file. Bureau staff reviewed and accepted the policy. The Institution is in compliance with the 5, CCR section 71920(b)(1)(A).

Assessment of Fine

The fine for this violation is \$501.00

TOTAL ADMINISTRATIVE FINE DUE: \$501.00

ASSESSMENT OF A FINE

In accordance with CEC section 94936; and 5, CCR sections 75020 and 75030, the Bureau hereby orders this assessment of fine in the amount of **\$501.00** for the violations described above.

Payment must be made, to the Bureau, within 30 days from the date of service of the Citation.

APPEAL OF CITATION

You have the right to contest this Citation through an informal conference with the Bureau; 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 must submit the 'Notice of Appeal of Citation – Request for Informal Conference and/or Administrative Hearing' form (enclosed) within 30 days from the date of service of the Citation. *If you do not request an informal conference and/or an administrative hearing within 30 days from the service of the Citation, you will not be able to request one at a later time.*

Unless a written request for an informal conference and/or an administrative hearing is signed by you and delivered to the Bureau by **March 30, 2019**, you will be deemed to have waived or forfeited your right to appeal this matter.

EFFECTIVE DATE OF CITATION

If you do not request an informal conference and/or an administrative hearing, this Citation shall become effective on **February 28, 2019**. Payment of the administrative fine and evidence of compliance with the order(s) of abatement shall be due by **March 30, 2019**. Your payment of the administrative fine shall not constitute an admission of the violation(s) charged.

If a hearing is requested, you will not be required to comply with this Citation until 30 days after a final order is entered against you.

Payment of the administrative fine and/or written request for appeal must be mailed to:

Gurinder Sandhu, Discipline Citation Program
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Failure for an applicant or institution to abate the violation(s) listed above or to pay the administrative fine within the time allowed may result in denial of an application for an approval or renewal to operate; disciplinary action, and/or collection action. The Bureau will promptly take all appropriate action to enforce this Citation and recover the civil penalties prescribed therein or found to be due after a hearing.

CONTACT INFORMATION

If you have any questions regarding this Citation, or desire further information, please contact Gurinder Sandhu, Citation Analyst, at 916-431-6940 or Gurinder.Sandhu@dca.ca.gov.



Christina Villanueva
Discipline Manager



Date

Enclosures

- Applicable Laws Violated
- Statement of Rights: Appeal Process Information Sheet
- 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