



**Bureau for Private Postsecondary Education**  
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**APPEAL OF CITATION INFORMAL CONFERENCE**  
**DECISION: CITATION MODIFIED**

June 17, 2020

Coast Health Educational Centers, Inc., Owner  
Coast Health Educational Centers, Inc.  
1741 West Katella Avenue, Suite 201  
Anaheim, CA 92804

<b>Date of Issuance</b>	<b>Citation Number</b>	<b>Institution Code</b>
June 17, 2020	1920269	3009811

On May 29, 2020, an informal telephone conference was held in the matter of Citation: Assessment of Fine and Order of Abatement No. 1920269 (Citation) against Coast Health Educational Centers, Inc., Owner of Coast Health Educational Centers, Inc. (Institution). In attendance were Beth Danielson, Enforcement Chief, Rita Lou Bitun, Director, and Oscar C. De Jesus, Administrator.

Pursuant to Business and Professions Code, section 125.9; California Education Code, section 94936; and Title 5 of the California Code of Regulations, section 75020 and section 75040, the Bureau for Private Postsecondary Education (Bureau) renders the following decision relative to your appeal of the Citation No. 1920269.

It is the decision of the Enforcement Chief that on June 9, 2020, Citation No. 1920269 is modified and makes the following change(s):

**VIOLATION CODE SECTIONS**

#	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><b><u>Violation:</u></b>  <b>CEC Section 94902(b)(3)—General Enrollment Requirements</b>  <i>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</i>  <i>(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.</i></p> <p><b>CEC Section 94912—Signature, Initials Required</b>  <i>Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student.</i></p> <p><b>CEC Section 94900.5(c). Required Institutional Records</b>  <i>An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:</i>  <i>(c) Any other records required to be maintained by this chapter, including, but not limited to, records</i></p>

*maintained pursuant to Article 16 (commencing with Section 94928).*

**5, CCR Section 71920(b)(3)—Student Records**

*(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:*

*(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;*

**5, CCR Section 71930(e). Maintenance of Records**

*(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.*

**Bureau staff reviewed student records and found that the SPFS did not have a student signature. The Institution representative stated that the SPFS is provided with the enrollment agreement packet but is not signed by students.**

**Order of Abatement:**

The Bureau orders the Institution to submit a written policy, or procedure, of how the Institution will maintain future compliance with CEC Sections 94902, 94912, 94900.5 and 5, CCR Sections 71920 and 71930.

**Reason for modification:** New substantive facts were presented at the conference. The Order of Abatement has been satisfied.

**Assessment of Fine**

The fine for this violation is \$2,500.00

**The administrative fine for this violation has been modified from \$2,500.00 to \$1,250.00.**

2.

**Violation:**

**5, CCR Section 76140(a)(1-13). Record-Keeping Requirements**

*(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:*

- (1) Student identification number,*
- (2) First and last names,*
- (3) Email address,*
- (4) Local or mailing address,*
- (5) Address at the time of enrollment,*
- (6) Home address,*
- (7) Date enrollment agreement signed,*
- (8) Courses and course costs,*
- (9) Amount of STRF assessment collected,*
- (10) Quarter in which the STRF assessment was remitted to the Bureau,*
- (11) Third-party payer identifying information,*
- (12) Total institutional charges charged, and*
- (13) Total institutional charges paid.*

**5, CCR Section 71930(e). Maintenance of Records**

(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

**CEC Section 94900.5(c). Required Institutional Records**

An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

(c) Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928).

The Institution was unable to provide Bureau staff with the supporting documentation to substantiate the data reported on the 2<sup>nd</sup> Quarter 2019 STRF Assessment Reporting Form. The Institution representative stated that the Institution did not maintain the documentation in accordance with 5, CCR Section 76140(a)(1-13).

**Order of Abatement:**

The Bureau orders the Institution to submit a written policy, or procedure, of how the Institution will maintain future compliance with 5, CCR Section 76140.

**Reason for modification:** New substantive facts were presented at the conference. The Order of Abatement has been satisfied.

**Assessment of Fine**

The fine for this violation is \$500.00

The administrative fine for this violation has been modified from \$500.00 to \$250.00.

3.

**Violation:**

**5, CCR Section 74112(h)(i)(2)(4)(j)(k)(m)(1)(2)(3)(7)(9). Uniform Data- Annual Report, Performance Fact Sheets**

(h) Completion Rates. Reporting of completion rates for an institution's Annual Report and Performance Fact Sheet shall include, for each educational program, the number of students who began the program as defined in subdivision (d)(1) of this section, the number of students available for graduation, number of on-time graduates, and completion rate(s). An optional table may be added to include completion rate data for students completing within 150% of the published program length. For an institution reporting completion data pursuant to section 94929(b) of the Code, completion data shall be separately reported for each program and the Performance Fact Sheet shall disclose, if true, that the completion data is being reported for students completing within 150% of the published program length, and that data is not being separately reported for students completing the program within 100% of the published program length. Programs that are more than one year in length which are reporting 150% Completion Rate will provide four calendar years of data.

Completion rates shall be included in the Performance Fact Sheet in a format substantially similar to the

chart below (dates, numbers, and other data shown are for example only):

On-time Completion Rates (Graduation Rates) (includes data for the two calendar years prior to reporting)

Name of Educational Program (Program Length)

Calendar Year	Number of Students Who	Students Available for Graduation	Number of On-time Graduates	On-Time Completion
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	Began the Program			Rate
20XX	100	98	70	71%
20XY	80	80	55	69%

*Students Completing Within 150% of the Published Program Length*

*Name of Educational Program (Program Length)*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
20XX	100	98	95	97%
20XY	80	80	78	98%
*20XZ	90	90	87	97%
*20YA	87	85	74	87%

*\*Included only if program is more than one year in length*

*Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_*

*Initial only after you have had sufficient time to read and understand the information.*

*(i) Job Placement Rates.*

*(2) Placement is measured six months from the graduation date of each student. For programs that require passage of a licensing examination, placement shall be measured six months after the announcement of the examination results for the first examination available after a student completes an applicable educational program. Reporting of placement rates shall include for each educational program: the number of students who began the program, the number of graduates as defined in subdivision (b) section 94842 of the Code, the graduates available for employment, graduates employed in the field and job placement rate(s).*

*(4) Placement rate shall be calculated as follows: the number of graduates employed in the field as defined in section 94928(e)(1) of the Code in conjunction with section 74112(d)(3) divided by the number of graduates available for employment as defined in section 94928(d) of the Code.*

*Job Placement rates and related disclosures shall be included in the Performance Fact Sheet in a format*

*substantially similar to the charts below, (dates, numbers, and other data shown are for example only):*

*Job Placement Rates (includes data for the two calendar years prior to reporting)*

*Name of Educational Program (Program Length)*

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
20XX	100	70	70	55	79%
20XY	80	55	55	20	36%

*Gainful Employment Categories (includes data for the two calendar years prior to reporting)*

*Name of Educational Program (Program Length)*

*Part Time vs. Full Time Employment*

Calendar	Graduates Employed in	Graduates Employed in	Total Graduates
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Year	the Field 20 to 29 hours per week	the Field at least 30 hours per week	Employed in the Field
20XX	100	98	55
20XY	80	80	20

*Single Position vs. Concurrent Aggregated Positions*

Calendar Year	Graduates Employed in the Field in a single position	Graduates employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
20XX	52	3	55
20XY	19	1	20

*Self-Employed/Freelance Positions*

Calendar Year	Graduates Employed Who are Self-Employed or working freelance	Total Graduates Employed in the Field
20XX	3	55
20XY	5	20

*Institutional Employment*

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
20XX	15	55
20XY	5	20

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
 Initial only after you have had sufficient time to read and understand the information.

*(j) License Examination Passage Rates. If license examination passage rates are not available from the appropriate state agency, an institution shall collect the information directly from its graduates. If an institution demonstrates that, after reasonable efforts, it is unable to obtain the examination passage information from its graduates, the institution shall report the number of students it could not contact and note in a font the same size as the majority of the data on the Performance Fact Sheet, "License examination passage data is not available from the state agency administering the examination. We were unable to collect data from [enter the number] graduates."*

*Reporting of license examination passage rates for the Annual Report and the Performance Fact Sheet shall include, for each educational program: the number of graduates in the reported year, the number of documented graduates who passed the first available examination, number of documented graduates who failed the first available examination, the number of graduates for whom data is not available. An optional column may be added to separately report licensing examination data for graduates who take and pass the exam after failing initially. The Annual Report shall also include a description of the processes for attempting to contact those students.*

*For licensing examinations that are not continuously administered, license examination passage rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below,*

*(dates, numbers, and other data shown are for example only):*

*License Examination Passage Rates (includes data for the two calendar years prior to reporting)*

*Name of Educational Program (Program Length)*

<b>First Available Exam Date</b>	<b>Date Exam Results Announced</b>	<b>Number of Graduates in Calendar Year</b>	<b>Number of Graduates Taking Exam</b>	<b>Number Who Passed Exam</b>	<b>Number Who Failed Exam</b>	<b>Passage Rate</b>
2/1/20XX	3/15/20XX	277	80	40	40	50%
6/1/20XY	7/15/20XX	277	100	75	25	75%
10/1/20XX	11/15/20XX	277	82	68	14	76%
2/1/20XY	3/20/20XY	304	60	40	40	50%
6/1/20XY	7/10/20XY	304	100	70	30	70%
10/1/20XY	11/19/20XY	304	92	62	30	67%

*License examination passage data is not available from the state agency administering the examination.*

*We were unable to collect data from 32 graduates.*

*Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_*

*Initial only after you have had sufficient time to read and understand the information.*

*For licensing examinations that are continuously administered, license examination passage rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below (dates, numbers, and other data shown are for example only):*

*License Examination Passage Rates (includes data for the two calendar years prior to reporting)*

*Name of Educational Program (Program Length)*

<b>Calendar Year</b>	<b>Number of Graduates in Calendar Year</b>	<b>Number of Graduates Taking Exam</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
20XX	95	80	40	40	50%
20XY	109	100	75	25	75%

*License examination passage data is not available from the state agency administering the examination.*

*We were unable to collect data from 10 graduates.*

*Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_*

*Initial only after you have had sufficient time to read and understand the information.*

*(k) Salary and Wage Information.*

*All Salary and Wage Information shall be reported to the Bureau pursuant to sections 94910(d) and 94929.5(a)(3) of the Code and shall be included in the Performance Fact Sheet, for each educational program, in a format substantially similar to the chart below (dates, numbers, salaries, and other data shown are for example only).*

*Salary and Wage Information (includes data for the two calendar years prior to reporting)*

*Name of Educational Program (Program Length)*

*Annual Salary and Wages Reported for Graduates Employed in the Field*

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,000 - \$20,000	\$20,000 - \$25,000	\$25,000 - \$30,000	\$30,000 - \$35,000	No Salary Information Reported
20XX	100	70	5	40	6	3	16
20XY	80	55	5	7	3	5	35

*(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; and the data for each program shall include at a minimum:*

- (1) the list of job classifications determined to be considered gainful employment for the educational program;*
- (2) student name(s), address, phone number, email address, program completed, program start date, scheduled completion date, and actual completion dates;*
- (3) graduate's place of employment and position, date employment began, date employment ended, if applicable, actual salary, hours per week, and the date employment was verified;*
- (7) any and all documentation used to provide data regarding license examinations and examination results;*
- (9) the name, email address, phone number, and position or title of the institution's representative who was primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.*

**CEC Section 94929. Reporting of Completion Rate**

*(a) An institution shall annually report to the bureau, as part of the annual report, and publish in its School Performance Fact Sheet, the completion rate for each program. Except as provided in subdivision (b), the completion rate shall be calculated by dividing the number of on-time graduates by the number of students available for graduation.*

**CEC Section 94929.5. Reporting of Student Performance Data**

*(a) An institution shall annually report to the bureau, as part of the annual report, and shall publish in its School Performance Fact Sheet, all of the following:*

- (1) The job placement rate, calculated by dividing the number of graduates employed in the field by the number of graduates available for employment for each program that is either (1) designed, or advertised, to lead to a particular career, or (2) advertised or promoted with any claim regarding job placement.*
- (2) The license examination passage rates for the immediately preceding two years for programs leading to employment for which passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program. The institution shall use state agency licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the bureau.*
- (3) Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000).*

**Violation: 5, CCR Section 74112 (h) & CEC Section 94929 (a):** The supporting documentation does not substantiate the Number of Students Who Began the Program, the Students Available for Graduation, the Number of On-Time Graduates, and the On-Time Completion Rates reported in the 2016/2017 Certified Nurse Assistant (CNA) and Home Health Aid (HHA) SPFS's.

CNA SPFS:

2016: The 2016/2017 SPFS states 308 students began the program whereas the supporting documentation shows 286 students began the program; SPFS states 308 students were available for graduation whereas the supporting documentation shows 286 students; SPFS states 308 students completed on-time, while the supporting documentation shows 286 students.

2017: The 2016/2017 SPFS states 277 students began the program, while supporting documentation shows 255 students; 2016/2017 SPFS states 277 students were available for graduation, while the supporting documentation shows 255 students; the 2016/2017 SPFS states 277 students completed on-time while the supporting documentation shows 254 students.

HHA SPFS:

2017: The 2016/2017 SPFS states 122 students began the program, where the supporting documentation shows 114 students; 2016/2017 SPFS states 122 students were available for graduation, while the supporting documentation shows 114 students; 2016/2017 SPFS states 122 students completed on-time while the supporting documentation shows 114 students.

**Violation: 5, CCR Section 74112 (i)(2)(4) & CEC Section 94929.5 (a)(1):** The supporting documentation provided does not substantiate the Number of Students Who Began the Program, the Students Available for Graduation, the Number of On-Time Graduates, and the On-Time Completion Rates reported in the 2016/2017 CNA and HHA SPFS's.

CNA SPFS:

2016: The 2016/2017 SPFS states 308 students began the program, while the supporting documentation shows 286 students; 2016/2017 SPFS states 308 students graduated, compared to the supporting documentation that shows 286 graduates; 2016/2017 SPFS states 273 graduates were available for employment, compared to the supporting documentation that shows 286 graduates available for employment; 2016/2017 SPFS states 192 graduates were employed in the field while the supporting documentation shows 19 graduates; 2016/2017 SPFS shows a 70% placement rate, whereas the supporting documentation shows a 6% placement rate.

2017: The 2016/2017 SPFS states 277 students began the program, while the supporting documentation shows 255 students; 2016/2017 SPFS states 277 graduated where the supporting documentation shows 255 students graduates; 2016/2017 SPFS states 247 graduates were available for employment, while the supporting documentation shows 255 graduates; 2016/2017 SPFS states 185 graduates were employed in the field, whereas the supporting documentation shows 150 graduates employed; 2016/2017 SPFS stated 75% placement rate while the supporting documentation shows 58.8% placement rate.

HHA SPFS:

2017: The 2016/2017 SPFS states 122 students began the program, while the supporting documentation shows 114 students; 2016/2017 SPFS states 122 graduated, while the supporting documentation shows 114 students graduates; 2016/2017 SPFS states 122 graduates were available for employment, while the supporting documentation shows 114 graduates; 2016/2017



SPFS states 95 graduates were employed in the field, whereas the supporting documentation shows 62 graduates; 2016/2017 SPFS stated 77% Placement Rate Employed in the Field, while the supporting documentation shows 54%.

Gainful Employment Data: The supporting documentation failed to support the gainful employment data reported in the 2016/2017 CNA SPFS.

Part-time vs Full Time

CNA:

2016: The 2016 supporting documentation failed to contain the number of hours per week graduates gainfully employed were working.

2017: The supporting documentation failed to contain the collected number of hours per week graduates gainfully employed.

HHA:

2017: The supporting documentation failed to contain the collected number of hours per week graduates gainfully employed.

Single Position vs. Concurrent Aggregated Positions

CNA:

2016: The supporting documentation failed to contain the data reflecting single and concurrent aggregated employment positions and identified 19 total graduates employed in the field, as opposed to the 77 graduates reported on the SPFS.

2017: The supporting documentation failed to contain the data reflecting single and concurrent aggregated employment positions and identified 150 graduates employed in the field as opposed to 0 reported on the SPFS.

HHA:

2017: The supporting documentation failed to contain the data reflecting single and concurrent aggregated employment positions and identified 62 graduates employed in the field, whereas the SPFS stated 0 graduates.

Self-Employed/Freelance Positions:

CNA:

2016: The 2016/2017 SPFS reported zero total graduates employed in the field while the supporting documentation identified 19 graduates.

2017: The 2016/2017 SPFS reported zero total graduates employed in the field while the supporting documentation identified 150 graduates.

HHA:

2017: The 2016/2017 SPFS reported zero total graduates employed in the field while the supporting documentation identified 62 graduates.

Institutional Employment

CNA:

2016: The 2016/2017 SPFS reported zero total graduates employed in the field while the

supporting documentation identified 19 graduates.

2017: The 2016/2017 SPFS reported zero total graduates employed in the field while the supporting documentation identified 150 graduates.

HHA:

2017: The 2016/2017 SPFS reported zero total graduates employed in the field while the supporting documentation identified 62 graduates.

**Violation: 5, CCR Section 74112 (j) & CEC Section 94929.5 (a)(2):** The supporting documentation did not substantiate the number of graduates, the number of graduates taking the exam, number of graduates who passed the first available exam, and the number of graduates who failed the first available exam reported in License Examination in the 2016/2017 CNA SPFS.

CNA:

2016: The 2016/2017 SPFS reporting 308 graduates in calendar year compared to the supporting documentation of 286 graduates; 2016/2017 SPFS reported 308 graduates taking the exam, while the supporting documentation reported 286 graduates; 2016/2017 SPFS reported 273 graduates passed the first available exam while the supporting documentation reported 252 graduates; 2016/2017 SPFS reported 38 graduates failed the first available exam whereas the supporting documentation reported 34 graduates.

2017: The 2016/2017 SPFS reported 277 graduates in the calendar year, while the supporting documentation reported 92 graduates; 2016/2017 SPFS reported 274 graduates taking the exam, while the supporting documentation reported 70 graduates; 2016/2017 SPFS reported 257 graduates passed the first available exam, while the supporting documentation reported 68 graduates; 2016/2017 SPFS reported 27 graduates failed the first available exam, while the supporting documentation reported 2 graduates; 2016/2017 SPFS reported 90% licensure examination passage rate, while the supporting documentation reported 97%.

**Violation: 5, CCR Section 74112 (k) & CEC Section 94929.5 (a)(3):** The supporting documentation does not substantiate the Salary and Wage data reported in the 2016/2017 CNA and HHA SPFS.

CNA:

2016: The 2016/2017 SPFS reported 273 graduates available for employment while the supporting documentation identified 286 graduates; 2016/2017 SPFS reported 192 graduates employed in the field, whereas the supporting documentation identified 19 graduates; 2016/2017 SPFS reported 192 students earned a salary within \$35,001-\$40,000 range, while the supporting documentation reported wages at an hourly rate, not in the salary scale and did not provide graduates' total hours worked.

2017: The 2016/2017 SPFS reported 246 graduates available for employment, while the supporting documentation reported 255 graduates; 2016/2017 SPFS reported 185 graduates employed in the field, where the supporting documentation reported 150 graduates; 2016/2017 SPFS reported 185 graduates earned a salary within \$35,001-\$40,000 range while the supporting documentation reported 67 graduates earned a salary in the \$25,001 - \$30,000 range, 45 graduates earned a salary in the \$30,001 - \$35,000 range, 36 graduates earned a salary in the \$35,001 - \$40,000 range, 1 graduate earned a salary in the \$40,001 - \$45,000 range, and 1 graduate did not report salary information.

<p><b>HHA:</b>  <b>2017:</b> The 2016/2017 SPFS reported 122 graduates available for employment, whereas the supporting documentation identified 114 graduates; 2016/2017 SPFS reported 122 graduates employed in the field, whereas the supporting documentation identified 62 graduates; 2016/2017 SPFS reported 85 students earned a salary within \$35,001-\$40,000 range whereas the supporting documentation reported 45 graduates earned a salary in the \$25,001 - \$30,000 range, eight graduated earned a salary in the \$30,001 - \$35,000 range, five graduates earned a salary in the \$35,001 - \$40,000 range, and four graduates did not report salary information.</p> <p><b>Violation: 5, CCR Section 74112 (m)(1)(2)(3)(7)(9)</b>  On August 15, 2019, Bureau staff requested the supporting documentation for the 2016/2017 SPFS and the Institution was unable to provide all of it. The supporting documentation provided failed to contain the required information per 5, CCR Section 74112 (m)(1)(2)(3)(7)(9).</p> <p><b>Order of Abatement:</b>  The Bureau orders the Institution to submit a written policy, or procedure, of how future compliance with 5, CCR section 74112, and CEC Sections 94929 and 94929.5 will be maintained.</p> <p><b>Reason for modification:</b> New substantive facts were presented at the conference. The Order of Abatement has been satisfied.</p> <p><b>Assessment of Fine</b>  The fine for this violation is <u>\$5,000.00</u></p> <p><b>The administrative fine for this violation has been modified from \$5,000.00 to \$2,500.00.</b></p>
<p><b>TOTAL MODIFIED ADMINISTRATIVE FINE DUE: <u>\$4,000.00</u></b></p>

PENALTY – ASSESSMENT OF A FINE

**Payment of the administrative fine is due within 30 days from the date of this decision.** Please complete the Payment of Fine form. Payment must be made to the Bureau by check, or money order. Please include the citation number on the payment of the fine assessment. Payment of the administrative fine shall not constitute an admission of the violation(s) charged and shall be represented as satisfactory resolution of the matter for purposes of public disclosure. Payments may be mailed to:

Cheryl Lardizabal, Discipline Citation Program  
Bureau for Private Postsecondary Education  
1747 N. Market Blvd., Suite 225  
Sacramento, CA 95834

APPEAL OF CITATION

You *do not* have the right to request another Informal Conference to appeal this modified Citation. If you did not initially request an Administrative Hearing within 30 days from when the original citation was issued, you can no longer request one.

EFFECTIVE DATE OF CITATION AND FINE ASSESSMENT

This modified Citation is effective on **June 17, 2020**. The payment is due by **July 17, 2020**.

Failure to pay the administrative fine within the time allowed is grounds for denial of an application for an approval to operate or discipline. The Bureau will promptly take all appropriate action to enforce the Modified 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 decision or desire further information, please contact Cheryl Lardizabal, Citation Analyst, at (916) 574-8968 or at Cheryl.Lardizabal@dca.ca.gov.

“Original signature on file”

“6/17/2020”

\_\_\_\_\_  
**Christina Villanueva**  
**Discipline Manager**

\_\_\_\_\_  
**Date**

Enclosures

- Payment of Fine
- Declaration of Service by Certified and First-Class Mail