



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



NOTICE TO COMPLY – CU 1919341 0918 (Ed. Code § 94935; 5, CCR § 75010)

Institution Name:	Advance School of Driving, Inc.	Institution Telephone:	(909) 349-2585
Institution Code:	1919341	Administrator Name:	Glenn Bither
Street Address:	13946 Jurupa Avenue Fontana, CA 92337	Date of Inspection:	9/26/2018

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

INSTITUTIONAL WEBSITE AND ADVERTISEMENTS

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
1	CEC §94913. Institutional Web Site Requirements	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (1) The school catalog.</p> <p>The institution’s website does not contain a link to the current updated school catalog.</p> <p>To remedy the violation, the institution’s website shall be updated to contain a link to the current updated school catalog. A link shall be made available on the homepage of the institution’s website pursuant to 5, CCR §74117.</p> <p>A printout of or a link to the updated website shall be submitted with the institution’s response to the NTC and the last page of this document by October 26, 2018.</p>
2	CEC §94897. Prohibited Business Practices	<p>An institution shall not do any of the following: (e) Advertise, or indicate in promotional material, that the institution is accredited, unless the institution has been accredited by an accrediting agency.</p> <p>94813. Accredited “Accredited” means an institution is accredited by an accrediting agency recognized by the United States Department of Education.</p> <p>94814. Accrediting Agency “Accrediting agency” is an agency recognized by the United States Department of Education.</p>

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Inspector’s Initial: *MW*

Administrator’s Initial: *DB*

	<p>The institution's website states, "Advance School of Driving is accredited by the BBB with an A+ rating."</p> <p>The Better Business Bureau (BBB) is not an accrediting agency recognized by the United States Department of Education. An institution shall not state that the institution is accredited unless the institution has been accredited by an accrediting agency.</p> <p>To remedy this violation, the institution shall update their website with the removal of the accredited statement. An institution may indicate the institution is recognized by the BBB.</p> <p>A printout of or a link to the updated website shall be submitted with the institution's response to the NTC and the last page of this document by October 26, 2018.</p>
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STUDENT RECORDS

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
3	<p>CEC §94900. Required Student Records</p>	<p>(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:</p> <ol style="list-style-type: none"> (1) The degree or certificate granted and the date on which that degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses. <p>The institution did not maintain a permanent record (transcript) containing the certificate awarded and the date on which that certificate was granted, the courses and units on which the certificate was based, and the grades earned by the student in each of those courses for each student awarded a certificate.</p> <p>To remedy this violation, the institution shall submit copies of transcripts containing the certificate awarded and the date on which that certificate was granted, the courses/modules and units on which the certificate was based, and the grades earned by the student in each of those courses/modules for each student awarded a certificate. The institution shall submit with their NTC response documentation of an established policy and procedure for developing and maintaining a permanent transcript for each student awarded a certificate upon completion of the program.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document by October 26, 2018.</p>

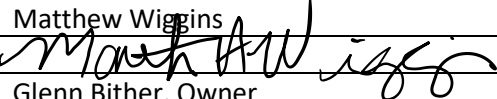

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	<p>5, CCR §71920. Student Records.</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following: (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.</p> <p>The institution did not maintain transcripts in each withdrawn and graduated student file.</p> <p>To remedy this violation, the institution shall create a transcript template containing the courses or other educational program that were completed, or were attempted but not completed, and the dates of completion or withdrawal. The institution shall submit the transcript template and documentation of an established policy and procedure with their NTC response showing the institution is placing completed transcripts in each student and graduate file upon completion or withdrawal.</p> <p>The correction shall be submitted with the institution’s response to the NTC and the last page of this document by October 26, 2018.</p>
<p>4</p>	<p>5, CCR §71920. Student Records.</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following: (E) The name, address, website address, and telephone number of the institution.</p> <p>The institution did not maintain transcripts in each withdrawn and graduated student file.</p> <p>To remedy this violation, the institution shall create a transcript template containing the name, address, website address, and telephone number of the institution. The institution shall submit the transcript template and documentation of an established policy and procedure with their NTC response showing the institution is placing completed transcripts in each student and graduate file upon completion or withdrawal.</p> <p>The correction shall be submitted with the institution’s response to the NTC and the last page of this document by October 26, 2018.</p>

INSTITUTIONAL RECORDS

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
5	<p>CEC §94900.5. Required Institutional Records.</p>	<p>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:</p> <p>(b) The names and addresses of the members of the institution’s faculty and records of the educational qualifications of each member of the faculty.</p> <p>5, CCR §71720. Faculty.</p> <p>(b) Instructors in an Educational Program Not Leading to a Degree.</p> <p>(2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p> <p>The institution did not provide documentation of the educational qualifications of each member of the faculty. Faculty records did not contain documentation of the completion of continuing education required by 5, CCR §71720(b)(2).</p> <p>To remedy this violation, the institution shall provide documentation of each instructor’s continuing education completion shall be maintained in each instructor’s file. The institution shall submit with their NTC response documentation of the institution’s established policy and procedure for maintaining each instructor’s continuing education completion.</p> <p>The records of correction shall be submitted with the institution’s response to the NTC and the last page of this document by October 26, 2018.</p>

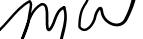
Only minor violations are listed on this Notice to Comply.


Inspector’s Name	Matthew Wiggins
Inspector’s Signature	
Institution Administrator Name/Title:	Glenn Bither, Owner
Institution Administrator’s Signature:	

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppe_act.shtml

Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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Administrator’s Initial: 

RETURN THIS FORM BY OCTOBER 26, 2018 TO THE NTC ANALYST WITH EITHER:
1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, 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.

Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

DECLARATION

Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **October 26, 2018.**

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Administrator's Initial: *MB*