



**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** - CA 42097062 1016 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Saint Joseph's School of Nursing	Institution Telephone:	661-726-5060
Institution Code:	42097062	Administrator Name:	Niki Joseph
Street Address:	816 West Lancaster Blvd. Lancaster, CA 93534	Date of Inspection:	10/6/16

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:

Education Code	Subsection, Description, and Required Correction
§94902 - General Enrollment Requirements.	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:                      (1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement                      (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.</p> <p><b>The institution did not maintain student records which contained copies of signed School Performance Fact Sheets.</b></p> <p><b>To remedy this violation, the institution shall update student files to include copies of signed School Performance Fact Sheets. The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is including signed School Performance Fact Sheets in their files.</b></p> <p><b>The institution shall submit with their response copies of three current student files, with the required documents.</b></p> <p><b>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
§94912 - Signature, Initials Required.	<p>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.</p>

Notice to Comply – CA 42097062 1016

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	<p><b>The institution did not maintain student records which contained copies of signed School Performance Fact Sheets.</b></p> <p><b>To remedy this violation, the institution shall update student files to include copies of signed School Performance Fact Sheets. The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is including signed School Performance Fact Sheets in their files.</b></p> <p><b>The institution shall submit with their response copies of three current student files, with the documents required to be maintained.</b></p> <p><b>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
<p>§94913 - Institutional Web Site Requirements</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <ol style="list-style-type: none"> <li>(1) The school catalog.</li> <li>(2) A School Performance Fact Sheet for each educational program offered by the institution.</li> <li>(3) Student brochures offered by the institution.</li> <li>(4) A link to the bureau's Internet Web site.</li> <li>(5) The institution's most recent annual report submitted to the bureau.</li> </ol> <p><b>The bureau's logo on the institution's internet website failed to link to the bureau's website.</b></p> <p><b>To remedy the violation the institution shall update the link on their website to link to the Bureau's website.</b></p> <p><b>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 within the specified time frame.</b></p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(8) A detailed description of institutional policies in the following areas:</p> <p>(A) Admissions policies, including the institution's policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</p> <p><b>The institution's catalog failed to include detailed information for the ability to benefit exam they are administering. The catalog currently states that they do not offer ATB exams but</b></p>



	<p>student files demonstrated they were being used for admissions.</p> <p>To remedy the violation, the institution shall submit a copy of its revised catalog to the bureau with all required admissions policies for ability to benefit students. In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</p> <p>A copy of the e-mail sent to students and revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(10) A statement reporting whether the institution participates in federal and state financial aid programs, and if so, all consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs.</p> <p>The institution's catalog failed to include all consumer information for federal financial aid programs.</p> <p>To remedy the violation, the institution shall submit a copy of its revised catalog to the bureau with all consumer information for federal financial aid programs. In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</p> <p>A copy of the e-mail sent to students and revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(8) A detailed description of institutional policies in the following areas: (E) Leave-of-absence policies.</p> <p>The institution's catalog failed to include leave of absence policies.</p> <p>To remedy the violation, the institution shall submit a copy of its revised catalog to the bureau with leave of absence policies. In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</p> <p>A copy of the e-mail sent to students and revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(3) The following statements(C) "A student or any member of the public may file a complaint about this institution with the</p>

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	<p>Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (Internet Web site address)."</p> <p><b>The institution's catalog failed to include the required verbatim statement relative to students filing a complaint.</b></p> <p><b>To remedy the violation, the institution shall submit a copy of its revised catalog to the bureau with the verbatim statement relative to students filing a complaint. In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a) (13) If the institution provides placement services, a description of the nature and extent of the placement services.</p> <p>The institution's catalog failed to include whether the institution offers placement services.</p> <p><b>To remedy the violation, the institution shall submit a copy of its revised catalog to the bureau indicating whether the institution offers placement services.. In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>

<u>Code of Regulations</u>	<u>Subsection, Description, and Required Correction</u>
<p>§74117 - Institutional Web Site Requirements</p>	<p>In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p><b>The institution's homepage failed to provide a clear and conspicuous link to the bureau's website.</b></p> <p><b>To remedy the violation, the institution shall provide a clear and conspicuous link to the bureau's website on the school's homepage.</b></p> <p><b>A printout of or a link to the updated website shall be</b></p>

Notice to Comply – CA 42097062 1016  
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	<p><b>submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
<p>§74112 - Uniform Data - Annual Report, Performance Fact Sheet.</p>	<p>(h) Documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a Performance Fact Sheet, and shall include at a minimum: student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student. Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is 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.</p> <p><b>The institution failed to report some of the required information listed above. Back-up data for each program was missing some of the required reporting information.</b></p> <p><b>To remedy the violation, the institution shall review their school performance fact sheets and back up data ensuring that data for all of the fields are provided. The institution shall submit the complete back up data for all their approved programs.</b></p> <p><b>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
<p>§71810 - Catalog.</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following; (6) The institution's policies and practices regarding any form of financial aid, including all consumer information which the institution is required to disclose to the student under any state or federal financial aid program.</p> <p><b>The institution's catalog failed to include all consumer information for federal financial aid programs.</b></p> <p><b>To remedy the violation, the institution shall submit a copy of its revised catalog to the bureau with all consumer information for federal financial aid programs. In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
<p>§71810 - Catalog.</p>	<p>(b) (14) Policies on student rights, including the procedure for</p>

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	<p>addressing student grievances.</p> <p><b>The institution's catalog failed to include their policies and procedures for addressing student grievances.</b></p> <p><b>To remedy the violation, the institution shall submit a copy of its revised catalog to the bureau with their policies for addressing student grievances. In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
§71810 - Catalog.	<p>(13) Housing information including all of the following:  (A) Whether the institution has dormitory facilities under its control;  (B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and  (C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non- residential" does not satisfy this subparagraph.</p> <p><b>The institution's catalog failed to include housing information.</b></p> <p><b>To remedy the violation, the institution shall submit a copy of its revised catalog to the bureau with housing information. In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p> <p><b>A copy of the e-mail sent to students and revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
§71810 - Catalog.	<p>(15) Policies on the retention of student records.</p> <p><b>The institution's catalog failed to include their record retention policy.</b></p> <p><b>To remedy the violation, the institution shall submit a copy of its revised catalog to the bureau with their record retention policy.. In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to where the revised catalog can be found on the institution's website.</b></p>

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



A copy of the e-mail sent to students and revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Niki Joseph, Owner
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](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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### 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 **11/7/16**

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