



**Bureau for Private Postsecondary Education**  
 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
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**NOTICE TO COMPLY - CU-4306131-0819 (Ed. Code §94935 & 5, CCR §75010)**

Institution Name:	Portnov Computer School	Institution Telephone:	(650) 961-2044
Institution Code:	4306131	Administrator Name:	Luiza Yusupova
Street Address:	4970 El Camino Real #110 Los Altos, CA 94022	Date of Inspection:	August 19, 2021

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
5, CCR §71810(a) Catalog	<p>Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. Provide a separate statement confirming your catalog is updated annually.</p> <p><b>On August 19, 2021, I requested a current 2021 catalog from Portnov's school representative. I received a 2021 school catalog from Portnov's Office Manager Irina Kellner. I reviewed the catalog and found it to be incomplete and missing several required statements, disclosures and advisories.</b></p> <p><b>To remedy this deficiency, the institution must provide a updated catalog with all the required statements, disclosures and advisories that complies with Bureau law and regulation.</b></p>
CEC §94909(a)(2) and §94897(l)(1)(2) Catalog	<p>The catalog shall contain, except as specified in CEC §94802, a statement that the institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.</p>

	<p><b>On August 19, 2021, I reviewed the institution’s catalog and found the required statement is not listed as required by CEC/5, CCR.</b></p> <p><b>To remedy this deficiency the institution must list the full statement as required by the CEC.</b></p>
<p><b>5, CCR §71810(b)(3) Catalog</b></p>	<p>If the institution admits students from other countries, the catalog shall specify whether visa services are provided or whether the institution will vouch for student status, and any associated charges.</p> <p><b>On August 19, 2021, I reviewed the institution’s catalog and did not find any reference to Visa Services/Foreign student admissions procedures listed in the catalog; however, I reviewed the institution’s website at portnov.com and found a hyperlink titled Visa Status which defines the types of visa students and explains the institution’s availability for foreign student enrollment.</b></p> <p><b>To remedy this deficiency, the institution must update their catalog to match the Visa Status policies listed on its website.</b></p>
<p><b>5, CCR §71810(b)(4) Catalog</b></p>	<p>The catalog shall contain language proficiency information, including the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted; and whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost.</p> <p><b>On August 19, 2021, I reviewed the institution’s catalog and found the institution states no formal English proficiency test is given. The institution fails to define a level of English proficiency and documentation of such proficiency.</b></p> <p><b>To remedy this deficiency, the institution must list the level of English proficiency required and the kind of documentation required to verify the proficiency.</b></p>
<p><b>5, CCR §71810 (b)(11) Catalog</b></p>	<p>If the institution offers distance education, the catalog shall contain the approximate number of days that will elapse between the institution’s receipt of student lessons, projects, or dissertations and the institution’s mailing of its response or evaluation.</p> <p><b>On August 19, 2021, I reviewed the institution’s catalog and did not find any reference to distance education, though the institution is approved by the Bureau to offer distance education.</b></p>

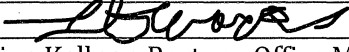

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	<p><b>To remedy this deficiency, the institution must list its distance education enrollment process, access to student lessons, required projects and procedures of evaluation.</b></p>
<p><b>CEC §94909(a)(3)(B) Catalog</b></p>	<p>The catalog shall contain specific required language that encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement.</p> <p><b>On August 19, 2021, I reviewed the institution’s catalog and did not contain specific required language that encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement.</b></p> <p><b>To remedy this deficiency, the institution must list the contain specific required language that encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement.</b></p>
<p><b>CEC §94913 and 5, CCR §74117 Website</b></p>	<p>After an approval to operate has been granted, an institution that maintains an Internet Web site shall provide on the homepage of that Internet Web site clear and conspicuous links for all of the following:</p> <ul style="list-style-type: none"> <li>(1) The School Catalog</li> <li>(4) A link to the Bureau’s website</li> <li>(5) The institution’s most recent Annual Report submitted to the Bureau</li> </ul> <p>An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau.</p> <p><b>On August 19, 2021, I reviewed the institution’s website at portnov.com and found the institution does not have a current year catalog available to the public; does not list its most recent Annual Report and does not provide a link to the Bureau’s website.</b></p> <p><b>To remedy this deficiency, the institution must update its website and list the required Bureau information and hyperlinks.</b></p>
<p><b>5, CCR §76120. Amount of STRF Assessment. Enrollment Agreement</b></p>	<p>(a) Each qualifying institution shall collect an assessment of zero dollars (\$0) fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).</p> <p><b>On August 19, 2021, I reviewed the institution’s enrollment agreement and found the institution does not list the</b></p>

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	<p><b>requirement to collect an assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program.</b></p> <p><b>To remedy this deficiency, the institution must update its enrollment agreement and catalog to reflect the increase in the STRF assessment from zero dollars to \$0.50 per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program.</b></p>
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**Only minor violations are listed on a Notice to Comply.**

Inspector's Name	Samuel Alcantar
Inspector's Signature	
Institution Administrator Name/Title:	Irina Kellner, Portnov Office Manager
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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RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME 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.

*Kellner*

Signature

8/19

Date

Irina Kellner

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **SEPTEMBER 19, 2021**

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