




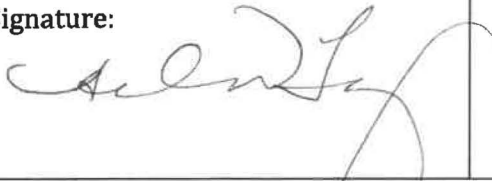
NOTICE TO COMPLY – CU-75356466-1022 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Professional Medical Careers Institute	Institution Telephone:	805-497-4064
Institution Code:	75356466	Administrator Name:	Helen Taylor
Street Address:	920 Hampshire Road Suite S, Westlake Village, CA 91361	Date of Inspection:	10/17/2022

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:

Item No.	Education Code (CEC) or Regulation (5, CCR)	Subsection, Description, and Required Correction
1	CEC §94893 Authorization Required for Substantive Change	<p>If an institution intends to make a substantive change to its approval to operate, the institution shall receive prior authorization from the bureau. Except as provided in subdivision (a) of Section 94896, if the institution makes the substantive change without prior bureau authorization, the institution’s approval to operate may be suspended or revoked.</p> <p>On the school’s website, the school promotes a course with the title “Online - Certified Nursing Assistant (CNA)”. The school is not approved to provide distance education and has not applied for authorization from the Bureau.</p> <p>To remedy this deficiency, the school must contact the Bureau’s Licensing Unit at bppe.licensing@dca.ca.gov to apply for approval to provide distance education. In the meantime, the school should not provide a course through distance education until approved.</p>
2	CEC §94913(a)(5) 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: (5) The institution’s most recent annual report submitted to the bureau.</p> <p>On the school’s website, the school provides an annual report that is dated 2016. This is not the most recent annual report submitted to the Bureau.</p> <p>To remedy this deficiency, the school must provide on it’s website the annual report summary for 2020. , which can be found on the Bureau’s website.</p>

Only minor violations are listed on a Notice to Comply.

Inspector's Name	James Anderson
Inspector's Signature	
Institution Administrator Name/Title:	Helen Taylor, Director of Nursing
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>

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.

Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY 11/17/2022