



**NOTICE TO COMPLY**  
 CA 4305771 -1123

Institution Name:	Silicon Drafting Institute	Institution Telephone:	408-828-2323
Institution Code:	4305771	Administrator Name:	Woo-Ping Lai
Street Address:	1879 Lundy Avenue, Suite 189, San Jose, CA 95131	Inspection Date:	11/14/2023

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: [https://www.bppe.ca.gov/lawsregs/ppe\\_act.pdf](https://www.bppe.ca.gov/lawsregs/ppe_act.pdf)  
 Title 5 of the California Code of Regulations: <https://www.bppe.ca.gov/lawsregs/regs.pdf>

Violation	Code Section Violated	Description of the violation and required correction.
1	CEC § 94913 (a)(1)(2)(5)	<p><b>Violation Description:</b> The website failed to include clear and conspicuous links for all of the following:</p> <p>(1) The school catalog. (A recent copy)</p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p>(2020 / 2021 School Performance Fact Sheets SPFS)</p> <p>The 2019 SPFS does not meet minimum requirements.</p> <p>(5) The institution’s most recent annual report submitted to the bureau.</p> <p>The 2019 Annual Report copy does not meet minimum requirements.</p>


Violation	Code Section Violated	Description of the violation and required correction.
		<p><b>Correction:</b> Update the website to include clear and conspicuous links for all the required information listed above. Provide a link to the website to confirm compliance.</p>
2	5, CCR § 76140 (a)(1)(13)	<p><b>Violation Description:</b> The institute's 2023 1<sup>st</sup> / 2<sup>nd</sup> Quarter Student Tuition Recovery Fund (STRF) supporting data is missing the following information listed below:</p> <ul style="list-style-type: none"> <li>(1) Student identification number,</li> <li>(5) Address at the time of enrollment,</li> <li>(6) Home address,</li> </ul> <p><b>Correction:</b> Update the institute's 2023 1<sup>st</sup> / 2<sup>nd</sup> STRF supporting data to include the required information listed above. Provide proof of the updated STRF supporting data to meet compliance regarding 5, CCR § 76140 (a)(1)(13).</p>
3	5, CCR § 71760	<p><b>Violation Description:</b> The institution failed to provide its Self-Monitoring procedures.</p> <p><b>Correction:</b> Provide a copy of the institution Self-Monitoring procedures to confirm compliance 5, CCR § 71760.</p>

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
- (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, 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.

**Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.**

The Notice to Comply was given to the Institution's owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

Notice To Comply Given To Name & Title:	WooPing Lai
Bureau Compliance Analyst Name:	Byron Bond
Bureau Compliance Analyst Signature:	

## NOTICE TO COMPLY DECLARATION

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I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.

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Signature

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Date

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Print Name and Title