



Bureau for Private Postsecondary Education
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APPEAL OF CITATION INFORMAL CONFERENCE
DECISION: CITATION AFFIRMED

November 23, 2020

Veterinary Allied Staff Education, LLC, Owner
Veterinary Allied Staff Education
8200 Maxwell Road
Davis, CA 95620

Date of Issuance	Citation Number	Institution Code
November 23, 2020	1920245	69570029

On November 13, 2020, an informal telephone conference was held in the matter of Citation: Assessment of Fine and Order of Abatement No. 1920245 (Citation) against Veterinary Allied Staff Education, LLC, Owner of Veterinary Allied Staff Education (Institution). In attendance were Beth Danielson, Enforcement Chief, Carol Rounds, Consultant and Director of Compliance, and Sandra Snyder, Business Administrator.

Pursuant to Business and Professions Code, section 125.9; California Education Code, section 94936; and Title 5 of the California Code of Regulations, section 75020 and section 75040, the Bureau for Private Postsecondary Education (Bureau) renders the following decision relative to your appeal of the Citation No. 1920245.

It is the decision of the Enforcement Chief that on November 13, 2020, Citation No. 1920245 is affirmed for the following reason(s):

- No new substantive facts were presented at the conference.

VIOLATION CODE SECTIONS

#	Below you will find the California Education Code (CEC) and/or Title 5 of the California Code of Regulations (5, CCR code) section(s) of law you are charged with violating.
1.	<p><u>Violation:</u></p> <p>5, CCR Section 74112(m) (1-9) Uniform Data – Annual Report, Performance Fact Sheet</p> <p><i>“(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; and the data for each program shall include at a minimum:</i></p> <p><i>(1) the list of job classifications determined to be considered gainful employment for the educational program;</i></p> <p><i>(2) student name(s), address, phone number, email address, program completed, program start date,</i></p>

scheduled completion date, and actual completion dates;
 (3) graduate's place of employment and position, date employment began, date employment ended, if applicable, actual salary, hours per week, and the date employment was verified;
 (4) for each employer from which employment or salary information was obtained, the employer name(s) address and general phone number, the contact person at the employer and the contact's phone number and email address, and all written communication with employer verifying student's employment or salary;
 (5) for students who become self-employed, all documentation necessary to demonstrate self-employment;
 (6) a description of all attempts to contact each student. or employer;
 (7) any and all documentation used to provide data regarding license examinations and examination results;
 (8) for each student determined to be unavailable for graduation or unavailable for employment, the identity of the student, the type of unavailability, the dates of unavailability, and the documentation of the unavailability; and
 (9) the name, email address, phone number, and position or title of the institution's representative who was 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."

5, CCR Section 71930 (e) Maintenance of Records

"(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations."

Institution staff was unable to provide the supporting documentation for the 2016/2017 SPFS.

Order of Abatement:

The Bureau orders the Institution to submit the supporting documentation to substantiate the data reported for the 2016/2017 SPFS. In addition, the Bureau orders the Institution to submit an established policy, or procedure, of how the Institution will maintain future compliance per 5, CCR section 74112(m)(1-9) and 71930(e).

Assessment of Fine

The fine for this violation is \$5,000.00

2. **Violation:**

5, CCR Section 76140(a)(1-13) Record-Keeping Requirements

"(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:

- (1) Student identification number,*
- (2) First and last names,*
- (3) Email address,*
- (4) Local or mailing address,*
- (5) Address at the time of enrollment,*
- (6) Home address,*
- (7) Date enrollment agreement signed,*
- (8) Courses and course costs,*
- (9) Amount of STRF assessment collected,*

(10) Quarter in which the STRF assessment was remitted to the Bureau,
(11) Third-party payer identifying information,
(12) Total institutional charges charged, and
(13) Total institutional charges paid.”

5, CCR Section 71930 (e) Maintenance of Records

“(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.”

Institution staff was unable to provide the supporting documentation to substantiate the data reported for the 3rd quarter of 2017 and 4th quarter of 2018 STRF Assessment Reporting Form.

Order of Abatement:

The Bureau orders the Institution to submit the supporting documentation to substantiate the data reported for the 3rd quarter of 2017 and 4th quarter 2018 STRF Assessment Reporting Form. In addition, the Bureau orders the Institution to submit an established policy, or procedure, of how the Institution will maintain future compliance per 5, CCR sections 76140 and 71930(e).

Assessment of Fine

The fine for this violation is \$500.00

TOTAL AFFIRMED ADMINISTRATIVE FINE DUE: \$5,500.00

ORDER OF ABATEMENT

The Bureau orders that you comply with the orders described in the ‘Violation Code Sections’ of this document and submit evidence of compliance within 30 days from the date of this decision.

PENALTY – ASSESSMENT OF A FINE

Payment of the administrative fine is due within 30 days from the date of this decision. Please complete the Payment of Fine form. Payment must be made to the Bureau by check, or money order. Please include the citation number on the payment of the fine assessment. Payment of the administrative fine shall not constitute an admission of the violation(s) charged and shall be represented as satisfactory resolution of the matter for purposes of public disclosure. Payments may be mailed to:

Gabriella Perez, Discipline Citation Program
Bureau for Private Postsecondary Education
1747 N. Market Blvd., Suite 225
Sacramento, CA 95834

APPEAL OF CITATION

You *do not* have the right to request another Informal Conference to appeal this affirmed Citation. If you did not initially request an Administrative Hearing within 30 days from when the original citation was issued, you can no longer request one.

EFFECTIVE DATE OF CITATION AND FINE ASSESSMENT

This affirmed Citation is effective on **November 23, 2020**. The order of abatement and payment are due by **December 23, 2020**.

Failure to abate the violation or to pay the administrative fine within the time allowed is grounds for denial of an application for an approval to operate or discipline. The Bureau will promptly take all appropriate action to enforce the Affirmed Citation and recover the civil penalties prescribed therein or found to be due after a hearing.

CONTACT INFORMATION

If you have any questions regarding this decision or desire further information, please contact Gabriella Perez, Citation Analyst, at (916) 574-8969 or at Gabriella.Perez@dca.ca.gov.

“Original signature on file”

“11/23/2020”

Christina Villanueva
Discipline Manager

Date

Enclosures

- Payment of Fine
- Declaration of Service by Certified and First-Class Mail