



INSERT DATE

Owner / Agent for Service
INSERT INSTITUTION NAME
INSERT INSTITUTION PHYSICAL ADDRESS
INSERT CITY, STATE ZIP

Subject: Announced Compliance Inspection/Documents and Responses to Monitor Compliance
INSERT INSTITUTION NAME,
Institution Code: INSERT CODE, School Code: INSERT CODE

Dear Owner/Agent for Service:

The California Private Postsecondary Education Act of 2009 (Act), sections 94932 and 94932.5, and section 75200 of Title 5, Division 7.5 of the California Code of Regulations require the Bureau for Private Postsecondary Education (BPPE) to determine an institution’s compliance with the Act and to conduct on-site inspections of institutions for compliance with BPPE’s statutory and regulatory requirements.

Your institution has been identified for a compliance inspection. A pre-inspection review of documentation and responses will allow the BPPE to identify and report to you discrepancies with the regulatory law, and will provide you with an opportunity to correct those issues prior to or during the on-site inspection. Additionally, the pre-review of documents may decrease the amount of time needed for the on-site inspection.

If at the end of the compliance inspection there are minor violations, a Notice to Comply will be issued and the institution will have 30 days to correct the violation(s) and/or submit a written Notice of Disagreement. If at the end of the 30 days the minor violations have not been corrected and/or the Bureau has not received a Notice of Disagreement, a citation may be issued. All non-minor and/or potential material violations found during the compliance inspection will be forwarded to the Enforcement Unit for further review.

The owner of the institution is requested to be available during all portions of the compliance inspection or may designate an authorized individual on the enclosed “General Information” form that has full authority to make any required changes for compliance with statutory and regulatory requirements.

Office Technician, INSERT NAME, has been assigned to assist you through the first step of the compliance inspection. Please direct all communications and questions to (916) 431-XXXX or INSERT EMAIL ADDRESS.

Enclosed with this letter are forms that identify the submissions and responses requested for a pre-inspection review. The forms may be signed by the owner and/or authorized designated individual.

- General Information (signed by owner or designee)
- Student Tuition Recovery Fund (STRF) Minimum Requirements
- Institutional Website and Web Advertisements
- Catalog Minimum Requirements
- Enrollment Agreement Minimum Requirements
- Annual Report/School Performance Fact Sheet Minimum Requirements, **INCLUDING SUPPORTING DOCUMENTATION.**

Please follow the instructions set forth on each form, complete each form in its entirety and submit the requested documentation to the address below.

Bureau for Private Postsecondary Education
Attn: Insert name / email address
2535 Capitol Oaks Dr., Ste. 400
Sacramento, CA 95833

On INSERT DATE (14 days from date letter was sent), your institution's file will be referred to the assigned Compliance Inspector, who will contact you to schedule the inspection. Please direct all communications and questions after this date to INSERT INSPECTOR'S NAME (916) XXX- XXXX or INSERT INSPECTOR'S EMAIL ADDRESS.

Thank you in advance for your cooperation.

Sincerely,

Name
Office Technician
Compliance Unit