



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



NOTICE TO COMPLY - CA-12720960-0717 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Covered 6 LLC	Institution Telephone:	805-926-2055
Institution Code:	12720960	Administrator Name:	Carmelina Ruiz
Street Address:	780 Chambers Lane Unit 210 Simi Valley, CA 93065	Date of Inspection:	7/19/17

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:

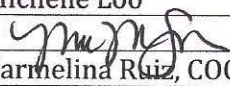

Education Code	Subsection, Description, and Required Correction
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Code of Regulations	Subsection, Description, and Required Correction
§71920 - Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records. (1)(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test.</p> <p>The institution failed to maintain student records which contained verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work.</p> <p>To remedy this violation, the institution shall update student files to contain verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work.</p> <p>The institution shall submit an established policy and procedure indicating how the institution will maintain copies of high school completion or equivalent. If applicable, the institution shall submit copies of high school diplomas or equivalent for three students enrolling in the next 30 days. Documentation of compliance shall be submitted with the institution's response to the Notice to Comply (NTC) and the last page of this document within the specified time frame.</p>

Notice to Comply – CA-12720960-0717

Inspector's Initial: *MB*
 Administrator's Initial: *CR*

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Carmelina Ruiz, COO
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>

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Inspector's Initial: *ML*

Administrator's Initial: *CR*

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 **AUGUST 20, 2017**

Notice to Comply – CA-12720960-0717

Inspector's Initial: *MS*

Administrator's Initial: *CS*