



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



NOTICE TO COMPLY - CA-1938491-0418 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	El Monte Truck Driving School	Institution Telephone:	(626) 380-0218
Institution Code:	1938491	Administrator Name:	Cristina Monge
Street Address:	15545 Arrow Hwy Irwindale, CA 91706	Date of Inspection:	April 25, 2018

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.	Referenced Law	Violation - Requested Submission
1	CEC §94897(l)	<p>(l) Use the terms: "approval," "approved," "approval to operate," or "approved to operate" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the Bureau has granted an institution approval to operate, the institution may indicate that the institution is "licensed" or "licensed to operate," but may not state or imply either of the following:</p> <p>The school included the required statement on page 1 of its catalog under "BPPE Approval" however the school cited "Chapter 8, Part 59, Division 10, Title 3", this is incorrect information.</p> <p>To remedy this violation, the school shall cite the correct chapters, California Education Act of 2009, California Code of Regulations Division 7.5 in the required statement.</p>
2	CEC §94909(a)(8)(A)	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(8) A detailed description of institutional policies in the following areas:</p> <p>(A) Admissions policies, including the institution's policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</p> <p>The school failed to identify which Ability to Benefit Test and what passing scores it will accept in place of a high school diploma or GED.</p>

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Inspector's Initial: *M*
 Administrator's Initial: *COM*

		<p>To remedy this violation, the school shall include in its catalogs admissions policies an Ability to Benefit Test and its passing scores that are recognized and accepted by the Bureau. This list of tests and their passing scores can be found through the below link: http://www.bppe.ca.gov/schools/usde_tests.pdf</p>
3	CCR §71810(b)(5)	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(5) Whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted;</p> <p>The schools catalog failed to state that classes are taught in English only.</p> <p>To remedy this violation the school shall submit and updated catalog removing reference to instruction in Spanish and language proficiency on pages 8 and 9.</p>
4	CEC §94909(a)(9)	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p> <p>The schools catalog failed to include current total charges for the program. The schools catalog includes outdated costs.</p> <p>To remedy this violation the school shall update its total charges to reflect accurate tuition charges, book fees, registration fees and others fees associated with the program.</p>
5	CEC §94906(a)	<p>(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.</p> <p>The school failed to provide a statement indicating how they will provide the enrollment agreement, disclosures and statements to students whose primary language is not English so that they may understand the terms of the enrollment agreement.</p> <p>To remedy this violation, the school shall provide a statement indicating how they will provide the enrollment agreement, disclosures and statements to students whose primary language is not English so that they may understand the terms of the enrollment agreement.</p>
6	5, CCR §76140 (a)(1-13)	<p>(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:</p> <p>(1) Student identification number, (2) First and last names,</p>

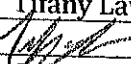

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Administrator's Initial: COM

	<p>(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.</p> <p>The schools substantiating data for its 2017 3rd and 4th quarters STRF has the correct headings, however, the information reported does not match.</p> <p>To remedy this violation, the school shall submit the correct student information to substantiate the data reported on the 3rd and 4th quarters STRF Assessment Reporting Form.</p>
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Only minor violations are listed on a Notice to Comply.

Inspector's Name	Tiffany Lawrence
Inspector's Signature	
Institution Administrator Name/Title:	Cristina Monge / 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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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 May 26, 2018

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