



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 – CU-1943151-0918 (Ed. Code §94935 & 5, CCR §75010)

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| Institution Name: | California Career College | Institution Telephone: | 818-710-1310 |
| Institution Code: | 1943151 | Administrator Name: | Armineh Telime |
| Street Address: | 7003 Owensmouth Ave. Canoga Park, CA 91303 | Date of Inspection: | 9/12/17 |

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 |
|---|---|
| §94909 - Minimum Requirements for School Catalog. | <p>(a)(15) The following statement: “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma, or certificate) will transfer.”</p> <p>The institution’s catalog failed to include the required statement verbatim. All language in quotation marks must appear as shown above.</p> <p>To remedy the violation, the institution shall add the required statement in quotations verbatim, including the title.</p> <p>A copy of the revised catalog shall be submitted with the institution’s response to the NTC and the last page of this document within the specified time frame.</p> |
| §94909 - Minimum Requirements for School Catalog. | <p>(a)(8) A detailed description of institutional policies in the following areas: (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</p> |

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Inspector’s Initial: *MB*

Administrator’s Initial: *at*

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| | <p>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 institution's catalog failed to include a statement indicating whether the institution has a transfer or articulation agreement with any other college or university.</p> <p>To remedy the violation, the institution shall include a statement in their catalog indicating whether they have a transfer or articulation agreement with any other schools.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> |
| <p>§94913 - Institutional Web Site Requirements</p> | <p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(5) The institution's most recent annual report submitted to the bureau.</p> <p>The institution's website failed to include their complete annual report. The website included only the "Programs" data from their submitted Annual Report.</p> <p>To remedy the violation, the institution shall include the "Institution" data from their submitted Annual Report.</p> <p>A printout or a link to the updated website shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> |
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| Code of Regulations | Subsection, Description, and Required Correction |
|--------------------------|--|
| <p>§71810 - Catalog.</p> | <p>(b)(4)Language proficiency information, including: (A) the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted.</p> <p>The institution's catalog failed to include a statement indicating the level of English proficiency required of students and the kind of documentation of proficiency required.</p> <p>To remedy the violation, the institution shall include language</p> |

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| | <p>proficiency requirements for students.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> |
| §71810 - Catalog. | <p>(b)(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 institution's catalog failed to include a statement indicating whether instruction would be taught in any languages other than English.</p> <p>To remedy the violation, the institution shall add a statement indicating whether instruction is taught in any language other than English.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> |
| §71810 - Catalog. | <p>(13) Housing information including all of the following: (A) Whether the institution has dormitory facilities under its control; (B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and (C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non-residential" does not satisfy this subparagraph.</p> <p>The institution's catalog failed to include complete housing information.</p> <p>To remedy the violation, the institution shall add whether the institution has dormitory facilities under its control; and the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> |
| §74112 - Uniform Data - Annual Report, Performance Fact Sheet. | <p>(d)(3)(A)(i) Standard Occupational Classification codes, using the Detailed Occupation (six-digit) level, for which the institution has identified in its catalog and in its employment positions list required by section 94910(f)(2) of the Code that the program prepares its graduates;</p> |

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Inspector's Initial: *MD*

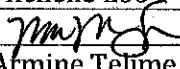
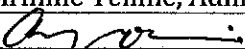
Administrator's Initial: *AA*

The institution's catalog failed to include Standard Occupational Codes for each of their approved programs.

To remedy the violation, the institution shall add Standard Occupational Codes to their school catalog.

A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.


Only minor violations are listed on a Notice to Comply.


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| Inspector's Name | Michelle Loo |
| Inspector's Signature |  |
| Institution Administrator Name/Title: | Armine Telime, Administrative Assistant |
| 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: 

Administrator's Initial: 

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 OCTOBER 13, 2017

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Administrator's Initial: *AL*