



**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-27687973-0216 (Ed. Code § 94935, 5 CCR § 75010)**

|                   |   |                        |                   |
|-------------------|---|------------------------|-------------------|
| Institution Name: | California Truck Driving Academy, LLC                     | Institution Telephone: | 800-581-2048      |
| Institution Code: | 27687973  | Administrator Name:    | Byron Allen       |
| Street Address:   | 921 North Poinsetia Street, Unit A<br>Santa Ana, CA 92701 | Date of Inspection:    | February 24, 2016 |

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   |
|---|---|
| §94911 - Minimum Requirements for Enrollment Agreements.  | <p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(a) The name of the institution and the name of the educational program, including the total number of credit hours, clock hours, or other increment required to complete the educational program.</p> <p><b>The institution failed to include all of the required information.</b></p> <p><b>The institution shall submit a cop of its revised catalog to include the clock hours or other increment required to complete the educational program.</b></p>  |
| §94911 - Minimum Requirements for Enrollment Agreements and §94909 - Minimum Requirements for School Catalog. | <p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(h) The transferability disclosure that is required to be included in the school catalog, as specified in paragraph (15) of subdivision (a) of Section 94909.</p> <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>(15) The following statement:<br/>                 "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION<br/>                 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</p> |

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 Administrator's Initial: *B.A.*

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|   | <p>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><b>The institution failed to include the complete statement in the enrollment agreement.</b></p> <p><i>Institution shall submit a copy of its revised enrollment agreement that shows a blank space for the educational program a student is enrolling in; this information shall be filled in at the time of enrollment.</i></p> |
| <p><b>§94913 - Institutional Web Site Requirements.</b></p> | <p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(4) A link to the bureau's Internet Web site.</p> <p><b>The institution failed to include the required information.</b></p> <p><i>The institution shall add a link to the bureau's Internet Web site.</i></p>  |

| <b>Code of Regulations</b>                   | <b>Subsection, Description, and Required Correction</b>  |
|--|--|
| <p><b>§71800 - Enrollment Agreement.</b></p> | <p>In addition to the requirements of section 94911 of the Code, an institution shall provide to each student an enrollment agreement that contains at the least the following information:</p> <p>(c) Program start date and scheduled completion date.</p> <p><b>The institution failed to include all of the required information.</b></p> <p><i>Institution shall submit a revised copy of its enrollment agreement that includes the program start and scheduled completion date.</i></p> |
| <p><b>§71920 - Student Records.</b></p>      | <p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:</p>  |

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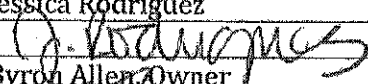
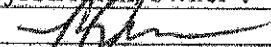
|   |  |
|---|--|
|   | <p>(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;</p> <p><b>The institution failed to maintain the proper documentation of student records.</b></p> <p><b><i>The institution shall submit a copy of three (3) current student files with verification of high school completion or equivalent.</i></b></p>   |
| <p><b>§76140 - Record-Keeping Requirements.</b></p> | <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> <ol style="list-style-type: none"> <li>(1) Student identification number,</li> <li>(2) First and last names,</li> <li>(3) Email address,</li> <li>(4) Local or mailing address,</li> <li>(5) Address at the time of enrollment,</li> <li>(6) Home address,</li> <li>(7) Date enrollment agreement signed,</li> <li>(8) Courses and course costs,</li> <li>(9) Amount of STRF assessment collected,</li> <li>(10) Quarter in which the STRF assessment was remitted to the Bureau,</li> <li>(11) Third-party payer identifying information,</li> <li>(12) Total institutional charges charged, and</li> <li>(13) Total institutional charges paid.</li> </ol> <p><b>The institution failed to submit the requested information.</b></p> <p><b><i>Institution must submit records to substantiate the data reported on the STRF forms for the past two quarters with all 13 fields listed above completed.</i></b></p> |

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Only minor violations are listed on this Notice to Comply.

Additional material violations have been found? Y / N (Circle one)

If yes, material violations will be forwarded to Enforcement for further review. A Bureau representative will contact the institution with additional guidance.

|  |   |
|--|---|
| Inspector's Name                       | Jessica Rodriguez   |
| Inspector's Signature                  |  |
| Institution Administrator Name/Title:  | Byron Allen, Owner  |
| Institution Administrator's Signature: |  |

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](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 MARCH 24, 2016**

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Administrator's Initial: