

**Institutions With Applications For Approval To Operate Pending With
The Bureau For Private Postsecondary And Vocational Education
(BPPVE) On June 30, 2007**

Section 94809(a)(1) of the California Private Postsecondary Education Act of 2009 (Act) provides that an institution that had an application pending with the BPPVE on June 30, 2007 may continue to operate but shall comply with, and is subject to, the Act, and shall submit an application for approval to operate to the Bureau for Private Postsecondary Education (Bureau) within six months of applications becoming available. Section 94809(a)(2) of the Act further provides that the Bureau may determine that the pending application for an approval to operate satisfies the requirements for a new application. Therefore, **please do not submit a new application for approval to operate unless you are requested to do so by the Bureau.**

To assist the Bureau in determining whether your institution will need to submit a new application, we are requesting that institutions with applications for approval to operate pending on June 30, 2007 complete the enclosed Institution Information Update form and return it to the Bureau by February 1, 2010.

Section 94809(c) of the Act requires institutions with pending applications for approval to operate, notify students seeking to enroll of the status of the institution's pending application. The Bureau recommends the following language for the required notice: **"This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education."**

Please Note: If your institution has a pending application for approval to operate, and continues to operate under the Act, the institution **may not** use the terms "approval," "approval to operate," or "approved to operate" without clearly stating that the institution's application for approval has not been reviewed by the Bureau.

You may address any questions and correspondence to:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798

By E-mail to: bppe@dca.ca.gov
Phone: 916-431-6959

INSTITUTION INFORMATION UPDATE

1. INSTITUTION NAME		2. WEBSITE ADDRESS
3. INSTITUTION CODE	4. SCHOOL CODE (if different from Institution Code)	
5. INSTITUTION PHYSICAL ADDRESS		7. PHONE NUMBER
6. INSTITUTION MAILING ADDRESS		8. FAX NUMBER
9-A. CONTACT PERSON	9-B. E-MAIL ADDRESS	9-C. PHONE NUMBER
10. OWNERSHIP (attach additional documents if necessary)		
11-A. CUSTODIAN OF RECORDS	11-B. MAILING ADDRESS	11-C. PHONE NUMBER
12-A. AGENT FOR PROCESS	12-B. MAILING ADDRESS	12-C. PHONE NUMBER
13. NUMBER OF BRANCHES/SATELLITES (if any)	14. NUMBER OF PROGRAMS	

15. Please include the following attachments, as separate documents:

- A. Current list of all branches or satellites, clearly indicating the name, address, and school code for each location.
- B. Current List of all educational programs offered, clearly indicating the date the program began being offered, whether the program is degree or nondegree, and the number of students enrolled in each program.

16. Did the school/institution have a valid approval by the Bureau for Private Postsecondary and Vocational Education (BPPVE) on June 31, 2007? YES NO

17. If the school/institution had an approval to operate prior to July 1, 2007, has the name, physical address, or mailing address changed? If "yes," explain below, or attach a separate document if necessary. YES NO

18. After reading Article 4 of The Private Postsecondary Education Act of 2009 (Act) do you believe your institution is exempt from compliance with the Act? If yes, why? YES NO



When Complete Please Return to:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

