



## NOTICE TO COMPLY

CA-0103001-11202024

Institution Name:	Montessori Teacher Education Center San Francisco Bay Area	Institution Telephone:	(510) 278-1115
Institution Code:	0103001	Administrator Name:	Dr. Pamela Z. Rigg
Street Address:	101 Callen Avenue, Suite 420 San Leandro, CA 94577  790 East Duane Avenue Sunnyvale, CA 94085	Inspection Date:	11/20/2024

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: [https://www.bppe.ca.gov/lawsregs/ppe\\_act.pdf](https://www.bppe.ca.gov/lawsregs/ppe_act.pdf)  
Title 5 of the California Code of Regulations: <https://www.bppe.ca.gov/lawsregs/regs.pdf>

Violation	Code Section Violated	Description of the violation and required correction.
1	CEC §94909 (a)(15)	<b>Violation Description:</b> Although page 50 of the institution's 2024-2026 Early Childhood (EC) catalog, page 47 of the 2024-2026 Elementary Level I (EL1) catalog, and page 48 of the 2024-2026 Infant & Toddler Teacher (ITT) catalog, contains the verbatim statement, the statement references the acronym of the institution in a location that requires the name of educational program.  <b>Correction:</b> The institution shall update the statement within the catalogs, to include the name of the educational program or reference the educational program, pursuant to CEC §94909 (a)(15).
2	CEC §94909 (a)(9) in conjunction with 5 CCR § 76120 (a)	<b>Violation Description:</b> On page 28 of the 2024-2026 Elementary Level I (EL1) catalog, and page 29 of the 2024-2026 Infant & Toddler Teacher (ITT) catalog, reflects the prior Student Tuition Recovery Fund (STRF) assessment fee. In accordance with the regulations in

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		<p>effect as of April 1, 2024, the STRF assessment fee is zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges.</p> <p><b>Correction:</b> The Institution shall update its EL1, ITT catalogs to reflect the current STRF assessment fee which is zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges, pursuant to CEC §94909 (a)(9) and 5 CCR § 76120 (a).</p>
3	CEC § 94909 (a)(14) in conjunction with 5 CCR § 76215 (a)(b)	<p><b>Violation Description:</b> On pages 12-13 of the institution's 2024-2026 Early Childhood (EC), Elementary Level I (EL1), and Infant &amp; Toddler Teacher (ITT) catalogs, contained a mixture of current and outdated STRF Disclosures.</p> <p><b>Correction:</b> The institution shall update its EC, EL1, ITT catalogs to include the current STRF Disclosures identified in 5 CCR § 76215 (a)(b), pursuant to CEC § 94909 (a)(14).</p>
4	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	<p><b>Violation Description:</b> On pages 17 and 32 of the institution's 2024-2026 Early Childhood (EC) catalog, pages 17 and 29 of the Elementary Level I (EL1) catalog, and pages 17 and 30 of the Infant &amp; Toddler Teacher (ITT) catalog, contains an unenforceable statement regarding the deduction of equipment not timely returned in good condition within the cancellation period. The statement does not comply with CEC § 94920 (b).</p> <p><b>Correction:</b> The institution shall update the refund and cancelation policy in its EC, EL1, and ITT catalogs. The policy must demonstrate compliance with CEC § 94909 (a)(8)(B) and CEC § 94920 (b).</p>
5	CEC § 94909 (a)(3)(D)	<p><b>Violation Description:</b> The institution's 2024-2026 Early Childhood (EC) and Elementary Level I (EL1) catalogs, failed to contain the required verbatim statement: "The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <a href="https://www.osar.bppe.ca.gov/">https://www.osar.bppe.ca.gov/</a>."</p>

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		<p><b>Correction:</b> The institution shall update the EC and EL1 catalogs, to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).</p>
6	CEC § 94897 (l)	<p><b>Violation Description:</b> On pages 1 and 13 of the institution's 2024-2026 Early Childhood (EC), Elementary Level I (EL1), and Infant &amp; Toddler Teacher (ITT) catalogs, the institution identifies it is approved by the California Bureau for Private Postsecondary Education (BPPE), however the institution failed to define the term approved.</p> <p><b>Correction:</b> The institution shall update the statements within the EC, EL1, ITT catalogs, where the institution identifies it is approved by the California Bureau for Private Postsecondary Education to state, "BPPE APPROVED - Approval to Operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009".</p>
7	CEC § 94911 (g)(2)	<p><b>Violation Description:</b> The statement on page 3 of the institution's Elementary Level I (EL1) enrollment agreements, is missing parts of the required statement.</p> <p><b>Correction:</b> The institution shall update the EL1 enrollment agreement to include the following statement, "(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid", pursuant to CEC § 94911 (g)(2).</p>
8	CEC § 94911 (h) in conjunction with CEC §94909 (a)(15)	<p><b>Violation Description:</b> Although page 3 of the institution's Early Childhood (EC), Elementary Level I (EL1), and Infant &amp; Toddler Teacher (ITT) enrollment agreements contains the verbatim statement, the statement references the name of the school in a location that requires the name of educational program.</p> <p><b>Correction:</b> The institution shall update the EC, EL1, and ITT enrollment agreements, to include the name of the educational program or reference the educational program, pursuant to CEC § 94911 (h) and CEC §94909 (a)(15).</p>


Violation	Code Section Violated	Description of the violation and required correction.
9	CEC § 94911 (i)(1)(2)	<p><b>Violation Description:</b> The statements on page 4 of the institution's Early Childhood (EC) is missing parts of the required verbatim statements.</p> <p><b>Correction:</b> The institution shall update the EC, enrollment agreement, to include all parts of the required statement, pursuant to CEC § 94911 (i)(1)(2).</p>

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
- (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, 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.

**Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.**

The Notice to Comply was given to the Institution's owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

Notice To Comply Given To Name & Title:	Dr. Pamela Rigg, Program Director/President
Bureau Compliance Analyst Name:	Gema Fider
Bureau Compliance Analyst Signature:	

## NOTICE TO COMPLY DECLARATION

CA-0103001-11202024

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I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.

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Signature

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Date

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Print Name and Title