



NOTICE TO COMPLY
 CU-29965963-093024

Institution Name:	First Institute Training & Management	Institution Telephone:	(909) 829-1643
Institution Code:	29965963	Administrator Name:	Ariel Nieves
Street Address:	14755 Foothill Blvd #G Fontana, CA 92335	Inspection Date:	9/30/24

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
 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)(4)	<p>Violation Description: The institution’s 2022-2025 catalog failed to specify the address or addresses where class sessions will be held.</p> <p>Correction: The institution shall update its 2022-2025 catalog to include the specific address where class sessions will be held, pursuant to CEC § 94909 (a)(4).</p>
2	CEC § 94909 (a)(12)	<p>Violation Description: The institution’s 2022-2025 catalog failed to contain a statement specifying whether or not the institution is operating as a debtor in possession, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).</p> <p>Correction: The institution shall update its 2022-2025 catalog to include the above-mentioned statements, pursuant to CEC § 94909 (a)(12).</p>

Violation	Code Section Violated	Description of the violation and required correction.
3	5 CCR § 71810 (b)(9)	<p>Violation Description: The institution's 2022-2025 catalog failed to contain a description of the facilities and of the types of equipment and materials that will be used for instruction that demonstrates compliance with 5, CCR §71735.</p> <p>Correction: The institution shall update its 2022-2025 catalog to include the above-mentioned description, pursuant to 5 CCR § 71810 (b)(9).</p>
4	5 CCR § 71810 (b)(10)	<p>Violation Description: Although the institution's 2022-2025 catalog states it has computers and other student resources, the catalog failed to contain the procedures for student access to those resources that demonstrates compliance with 5, CCR §71740.</p> <p>Correction: The institution shall update its 2022-2025 catalog to include the above procedure pursuant to 5 CCR § 71810 (b)(10).</p>
5	5 CCR § 71810 (b)(4)(B)	<p>Violation Description: The institution's 2022-2025 catalog failed to whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost.</p> <p>Correction: The institution shall update its 2022-2025 catalog to include the above-mentioned statement, pursuant to 5 CCR § 71810 (b)(4).</p>
6	CEC § 94909 (a)(5)	<p>Violation Description: The institution's 2022-2025 catalog failed the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion.</p> <p>Correction: The institution shall update its 2022-2025 catalog to include the above-mentioned requirements, pursuant to CEC § 94909 (a)(5).</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	CEC § 94909 (a)(16)	<p>Violation Description: The institution's 2022-2025 catalog failed to contain a statement specifying whether the institution or any of its degree programs are accredited by an accrediting agency recognized by the United States Department of Education.</p> <p>Correction: The institution shall update its 2022-2025 catalog to include the above-mentioned statement, pursuant to CEC § 94909 (a)(16).</p>
8	CEC § 94909 (a)(9) in conjunction with 5 CCR § 76120 (a)	<p>Violation Description: The institution's 2022-2025 catalog failed to identify STRF fee in the list of itemized charges.</p> <p>Correction: The institution shall update its 2022-2025 catalog, to include the current STRF value pursuant to CEC § 94909 (a)(9) in conjunction with 5 CCR § 76120 (a).</p>
9	5 CCR § 76215 (a) in conjunction with 5 CCR § 76215 (b)	<p>Violation Description: The institution's 2022 catalog failed to include the required verbatim language regarding the Student Tuition Recovery Fund (STRF).</p> <p>Correction: The institution shall update its 2024 catalog to include the above-mentioned required verbatim language pursuant to 5 CCR § 76215 (a) in conjunction with 5 CCR § 76215 (b).</p>
10	5 CCR § 76120 (a)	<p>Violation Description: The institution's 2022-2025 catalog incorrectly identifies the STRF fee on page 9, as "\$2.50 per \$1,000 of institutional charges". The current fee is listed as "\$0.00 per \$1,000 of institutional charge."</p> <p>Correction: The institution shall update its 2022-2025 catalog, to include the current STRF value pursuant to 5 CCR § 76120 (a).</p>

Violation	Code Section Violated	Description of the violation and required correction.
11	CEC § 94909 (a)(8)(B), in conjunction with CEC § 94920, and 5, CCR § 71750	<p>Violation Description: The institution's 2022-2025 catalog contains cancellation, withdrawal, and refund policies that are not compliant CEC § 94920, and 5, CCR § 71750.</p> <p>Correction: The institution shall update its 2022-2025 catalog, to include the required cancellation, withdrawal, and refund policies pursuant to CEC § 94909 (a)(8)(B), in conjunction with CEC § 94920, and 5, CCR § 71750.</p>
12	CEC § 94909 (a)(7) in conjunction with 5 CCR § 71720 (b)(1)	<p>Violation Description: Although the institution's 2022-2025 catalog contains information regarding their faculty, the requirement, "All faculty must show evidence of no less than 4,000 clock hours (the equivalent of two years) of a combination of training and work experience in the specific subject area during instruction in which they intend to teach," is not compliant with 5 CCR § 71720 (b)(1).</p> <p>Correction: The institution shall update its 2022-2025 catalog faculty qualifications pursuant to CEC § 94909 (a)(7) in conjunction with 5 CCR § 71720 (b)(1).</p>
13	5 CCR § 71810 (b)(15)	<p>Violation Description: The institution's 2022-2025 catalog failed to contain policies on the retention of student records that demonstrates compliance with CEC §94900 and 5, CCR §71920.</p> <p>Correction: The institution shall update its 2022-2025 catalog to include the above-mentioned policies pursuant to 5 CCR § 71810 (b)(15).</p>
14	5 CCR § 74112 (d)(3)	<p>Violation Description: The institution's 2022-2025 catalog failed to identify the job classification(s) each program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level.</p> <p>Correction: The institution shall update its 2022-2025 catalog to include the above-mentioned Occupational Classification codes pursuant to 5 CCR § 74112 (d)(3).</p>

Violation	Code Section Violated	Description of the violation and required correction.
15	CEC § 94909 (a)(3)(D)	<p>Violation Description: The institution’s 2022-2025 catalog, 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 https://www.osar.bppe.ca.gov/ .”</p> <p>Correction: The institution shall update its 2024 catalog, to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).</p>
16	5 CCR § 71800 (e) in conjunction with CEC § 94920 (b)	<p>Violation Description: The institution’s enrollment agreement contains unenforceable statements regarding non-refundable items. It is implied that the items listed in the itemized list of chares are non-refundable within the cancellation period. According to CEC § 94920 (b), the law identifies a reasonable deposit or application fee as the only non-refundable items within the cancellation period.</p> <p>Correction: The institution shall update the itemization section in its enrollment agreements pursuant to 5 CCR § 71800 (e) in conjunction with CEC § 94920 (b).</p>
17	5 CCR § 71800 (e)(11) in conjunction with 5 CCR § 76120	<p>Violation Description: Although the institution’s enrollment agreement identifies the STRF fee in the list of itemized charges, the fee is incorrectly identified as “\$12.50”. The current fee is listed as “\$0.00 per \$1,000 of institutional charge.”</p> <p>Correction: The institution shall update its enrolment agreement, to include the current STRF value pursuant to 5 CCR § 71800 (e)(11) in conjunction with 5 CCR § 76120.</p>

Violation	Code Section Violated	Description of the violation and required correction.
18	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b)	<p>Violation Description: Page 2 of the institution’s enrollment agreement contains an unenforceable policy specifying the return equipment within a certain timeframe and specific condition within the cancellation period as potential nonrefundable items. The policy is not compliant with CEC § 94920 (b), as 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), must be refunded.</p> <p>Correction: The institution shall update the enrollment agreement to include the above-mentioned policies pursuant to CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b).</p>
19	CEC §94911 (j)(1)	<p>Violation Description: Although the institution’s enrollment agreement contains the required statement, the Bureau’s address is incorrect.</p> <p>Correction: The institution shall update its enrolment agreement, to include the correct address for the Bureau value pursuant to CEC §94911 (j)(1).</p>
20	CEC § 94913 (a)(1)	<p>Violation Description: The institution’s website failed to provide the institution’s 2022-2025 catalog.</p> <p>Correction: The institution shall update its website, to include the institution’s 2022-2025 catalog pursuant to CEC § 94913 (a)(1).</p>
21	CEC § 94913 (a)(2)	<p>Violation Description: The institution failed to post on its website clear and conspicuous links to the school’s 2021/2022 School Performance Fact Sheets for the “Medical Assisting” program offered by the school.</p> <p>Correction: The institution shall update its website to include a clear and conspicuous link to the school’s 2021/2022 School Performance Fact Sheets for the “Medical Assisting” program offered by the school pursuant to CEC § 94913 (a)(2).</p>


Violation	Code Section Violated	Description of the violation and required correction.
22	CEC § 94913 (a)(5)	<p>Violation Description: The institution failed to post on its website clear and conspicuous links to the school's The institution's most recent annual report submitted to the bureau.</p> <p>Correction: The institution shall update its website to include a clear and conspicuous link to the school's 2022 annual report pursuant to CEC § 94913 (a)(5).</p>
23	CEC § 94897 (o)	<p>Violation Description: The "Request Information" section on the institution's website, contains a prohibitive business practice regarding requiring a prospective student to provide personal contact information in order to obtain, from the institution's internet website, educational program information that is required to be contained in the school catalog.</p> <p>Correction: The institution shall update its website, to remove the above-mentioned requirement pursuant to CEC § 94897 (o).</p>
24	CEC § 94897 (s)	<p>Violation Description: The "Policy For Obtaining a Transcript or Diploma Withheld Because of a Financial Hold" document on the institution's website contains an unenforceable policy regarding withholding a transcript until the student is current on all financial obligations. In accordance with CEC § 94897 (s) and Civil Code section 1788.93, an institution cannot require a student to satisfy financial obligations or make arrangements for payment prior to providing a transcript to a student.</p> <p>Correction: The institution shall remove the non-compliant policy from the website pursuant with CEC § 94897 (s).</p>
25	5 CCR § 71760	<p>Violation Description: The institution failed to develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.</p> <p>Correction: The institution shall update their policies to include the above-mentioned policy in a documentable form.</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:	Ariel Nieves, Executive Director
Bureau Compliance Analyst Name:	Alec Taub
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

CU-29965963-093024

Institution Name:	First Institute Training & Management	Institution Telephone:	(909) 829-1643
Institution Code:	29965963	Administrator Name:	Ariel Nieves
Street Address:	14755 Foothill Blvd #G Fontana, CA 92335	Inspection Date:	9/30/24

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.

Signature

Date

Print Name and Title