



NOTICE TO COMPLY

CU-93794576-052225

Institution Name:	Prepared Montessorian Institute	Institution Telephone:	(949)339-1957
Institution Code:	93794576	Administrator Name:	Laura Mazer
Street Address:	26592 Towne Centre Dr, Foothill Ranch, CA 92610	Inspection Date:	5/22/25

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)(1)	Violation Description: The institution's 2025 catalog failed to contain the institution's telephone number and internet website address. Correction: The institution shall update its 2025 catalog to include the institution's telephone number and internet website address, pursuant to CEC § 94909 (a)(1).
2	5 CCR § 71810 (b)(9)	Violation Description: The institution's 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 Correction: The institution shall update its 2025 catalog to include the above-mentioned description, pursuant to 5 CCR § 71810 (b)(9).

Violation	Code Section Violated	Description of the violation and required correction.
3	5 CCR § 71810 (b)(10)	<p>Violation Description: The institution's 2025 catalog failed to contain a description of library and other learning resources and the procedures for student access to those resources that demonstrates compliance with 5 CCR § 71740.</p> <p>Correction: The institution shall update its 2025 catalog to include the above-mentioned description, pursuant to 5 CCR § 71810 (b)(10).</p>
4	CEC § 94909 (a)(3)(D)	<p>Violation Description: The institution's 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 2025 catalog, to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).</p>
5	CEC § 94909 (a)(5)	<p>Violation Description: The institution's 2025 catalog failed to contain 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 2025 catalog to include the requirements for completion of each program, pursuant to CEC § 94909 (a)(5).</p>
6	CEC § 94909 (a)(9)	<p>Violation Description: The institution's 2025 catalog failed to contain an estimated schedule of total charges for the entire educational program. "Total charges" means the sum of institutional and noninstitutional charges.</p> <p>Correction: The institution shall update its 2025 catalog to include the above-mentioned estimated schedule of total charges, pursuant to CEC § 94909 (a)(9).</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	CEC § 94909 (a)(8)(B) in conjunction with 5 CCR § 71750 (c)(1)	<p>Violation Description: The refund policy on page 13 of the institution's 2025 catalog contains an unenforceable policy specifying that, "If a student starts to take a phase of the training but doesn't finish it, tuition will be charged for the entire phase." This is not compliant with 5 CCR § 71750 (c)(1), as the refund policy for students who have completed 60 percent or less of the period of attendance shall be the amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.</p> <p>Correction: The institution shall update its 2025 catalog to include the above-mentioned policy pursuant to CEC § 94909 (a)(8)(B) in conjunction with 5 CCR § 71750 (c)(1).</p>
8	CEC § 94909 (a)(7)	<p>Violation Description: The institution's 2025 catalog failed to contain information regarding the faculty and their qualifications.</p> <p>Correction: The institution shall update its 2025 catalog to include the above-mentioned faculty information, pursuant to CEC § 94909 (a)(7).</p>
9	CEC § 94909 (a)(10)	<p>Violation Description: The institution's 2025 catalog failed to contain a statement reporting whether the institution participates in federal and state financial aid programs, and, if so, all consumer information that is required to be disclosed to the student pursuant to federal and state financial aid programs.</p> <p>Correction: The institution shall update its 2025 catalog to include the above-mentioned statement, pursuant to CEC § 94909 (a)(10).</p>

Violation	Code Section Violated	Description of the violation and required correction.
10	5 CCR § 71810 (b)(13)(B)	<p>Violation Description: The institution's 2025 catalog failed to contain 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>Correction: The institution shall update its 2025 catalog to include the above-mentioned housing information, pursuant to 5 CCR § 71810 (b)(13)(B).</p>
11	5 CCR § 71810 (b)(13)(C)	<p>Violation Description: The institution's 2025 catalog failed to contain that 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>Correction: The institution shall update its 2025 catalog to include the above-mentioned housing information, pursuant to 5 CCR § 71810 (b)(13)(C).</p>
12	5 CCR § 71800 (a)	<p>Violation Description: The institution's enrollment agreements failed to contain the name and address of the institution and the addresses where instruction will be provided.</p> <p>Correction: The institution shall update its enrollment agreements to include the above-mentioned information, pursuant to 5 CCR § 71800 (a).</p>
13	5 CCR § 71800 (b)	<p>Violation Description: The institution's enrollment agreements failed to contain period covered by the enrollment agreement.</p> <p>Correction: The institution shall update its enrollment agreements to include the above-mentioned period covered, pursuant to 5 CCR § 71800 (b).</p>

Violation	Code Section Violated	Description of the violation and required correction.
14	5 CCR § 71800 (d)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to contain the date by which the student must exercise his or her right to cancel or withdraw, and the refund policy.</p> <p>Correction: The institution shall update its enrollment agreements to include the above-mentioned date, pursuant to 5 CCR § 71800 (d).</p>
15	5 CCR § 71800 (e)(11)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to contain the Student Tuition Recovery Fund fee in the list of itemized charges.</p> <p>Correction: The institution shall update its enrollment agreements to include the above-mentioned Student Tuition Recovery Fee, pursuant to 5 CCR § 71800 (e)(11).</p>
16	CEC § 94911 (b)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to contain the student's obligation to the Student Tuition Recovery Fund, clearly identified as a nonrefundable charge.</p> <p>Correction: The institution shall update its enrollment agreements to include the above-mentioned student's obligation to the Student Tuition Recovery Fund, pursuant to CEC § 94911 (b).</p>

Violation	Code Section Violated	Description of the violation and required correction.
17	CEC § 94911 (c)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to contain the required statement in underlined capital letters on the same page as the student's signature.</p> <p>Correction: The institution shall update its enrollment agreements to include the above-mentioned statement, pursuant to CEC § 94911 (c).</p>
18	5 CCR § 76215 (a)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to contain specific required language related to the Student Tuition Recovery Fund (STRF).</p> <p>Correction: The institution shall update its enrollment agreements to include the above-mentioned specific required language, pursuant to 5 CCR § 76215 (a).</p>
19	CEC § 94911 (e)(1) in conjunction with CEC § 94920 (b)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements contained an unenforceable policy regarding cancellations. The statement, "You have the right to cancel the initial enrollment agreement until 5:00 PM of the 7th business day after you have been admitted.", is not compliant with CEC § 94920 (b), as Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.</p> <p>Correction: The institution shall update its cancellation policy in its enrollment agreements, pursuant to CEC § 94911 (e)(1) in conjunction with CEC § 94920 (b).</p>

Violation	Code Section Violated	Description of the violation and required correction.
20	CEC § 94911 (e)(2)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to contain the statement that if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.</p> <p>Correction: The institution shall update its enrollment agreements to include the above-mentioned statement, pursuant to CEC § 94911 (e)(2).</p>
21	CEC § 94911 (f)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to contain the statement specifying that, if the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.</p> <p>Correction: The institution shall update its enrollment agreements to include the above-mentioned statement, pursuant to CEC § 94911 (f).</p>
22	CEC § 94911 (g)(1)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to contain the statement specifying that the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.</p> <p>Correction: The institution shall update its enrollment agreements to include the above-mentioned statement, pursuant to CEC § 94911 (g)(1).</p>

Violation	Code Section Violated	Description of the violation and required correction.
23	CEC § 94911 (g)(2)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to contain the statement specifying that the student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.</p> <p>Correction: The institution shall update its enrollment agreements to include the above-mentioned statement, pursuant to CEC § 94911 (g)(2).</p>
24	CEC § 94911 (h)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to contain the required transferability disclosure.</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned transferability disclosure, pursuant to CEC § 94911 (h).</p>
25	CEC § 94911 (j)(1)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to contain specific required statements and a line for the student to initial.</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned transferability disclosure, pursuant to CEC § 94911 (j)(1).</p>
26	CEC § 94911 (i)(2)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to contain specific required statements and a line for the student to initial.</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned transferability disclosure, pursuant to CEC § 94911 (j)(2).</p>

Violation	Code Section Violated	Description of the violation and required correction.
27	CEC § 94911 (d)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to include a clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.</p> <p>Correction: The institution shall update its enrolment agreement, to include a clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution. pursuant to CEC § 94911 (d).</p>
28	CEC § 94911 (k)	<p>Violation Description: The institution's IND Montessori Teach Education Certificate Program- Infant & Toddler and IND Montessori Teach Education Certificate Program-Early Childhood enrollment agreements failed to include the specific required statement.</p> <p>Correction: The institution shall update its enrolment agreement, to include the specific required statement, pursuant to CEC § 94911 (k).</p>
29	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>

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:	Laura Mazer
Bureau Compliance Analyst Name:	Alec Taub
Bureau Compliance Analyst Signature:	<i>Alec Taub</i>

NOTICE TO COMPLY DECLARATION

CU-93794576-052225

Institution Name:	Prepared Montessorian Institute	Institution Telephone:	(949)339-1957
Institution Code:	93794576	Administrator Name:	Laura Mazer
Street Address:	26592 Towne Centre Dr, Foothill Ranch, CA 92610	Inspection Date:	5/22/25

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