



NOTICE TO COMPLY

CU-50047398-06192025

Institution Name:	Masters Trucking Academy	Institution Telephone:	(323) 510-1477
Institution Code:	50047398	Administrator Name:	Karla Costilla
Street Address:	16820 S. Figueroa Street Gardena, CA 90248	Inspection Date:	6/19/2025

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 include the institution's website. Correction: The institution shall update their current catalog to include the institution's website, pursuant to CEC § 94909 (a)(1).
2	5 CCR § 71810 (b)(1)	Violation Description: The institution's 2025 catalog failed to include the specific beginning and ending dates defining the time period covered by the catalog. Correction: The institution shall update their current catalog to include beginning and ending dates defining the time period covered by the catalog, pursuant to 5 CCR § 71810 (b)(1).

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94909 (a)(12)	<p>Violation Description: The institution's 2025 catalog failed to include a statement specifying whether or not the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, 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 their current catalog to include the above statements, pursuant to CEC § 94909 (a)(12).</p>
4	CEC § 94909 (a)(3)(B)	<p>Violation Description: The institution's 2025 catalog failed to include specific required language that encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement.</p> <p>"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."</p> <p>Correction: The institution shall update their current catalog to include the above statement, pursuant to CEC § 94909 (a)(3)(B).</p>

Violation	Code Section Violated	Description of the violation and required correction.
5	CEC §94909 (a)(3)(A)	<p>Violation Description: The institution's 2025 catalog failed to include specific required language that directs students to the Bureau for unanswered questions.</p> <p>"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (insert address*), (insert website address*), (insert telephone and fax numbers*)." </p> <p>*The following may be used for inserts: Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Website Address: www.bppe.ca.gov Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897</p> <p>Correction: The institution shall update their current catalog to include the statement above, pursuant to CEC §94909 (a)(3)(A).</p>
6	CEC § 94909 (a)(3)(C)	<p>Violation Description: The institution's 2025 catalog failed to include CEC § 94909 (a)(3)(C) specific required language that refers individuals wishing to file a complaint about the institution to the Bureau.</p> <p>"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (insert toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's internet Web site (insert internet website address)." </p> <p>*The following may be used for inserts: Toll-free telephone #: (888) 370-7589 Website Address: www.bppe.ca.gov</p> <p>Correction: The institution shall update their current catalog to include the statement above, pursuant to CEC §94909 (a)(3)(C).</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	CEC § 94909 (a)(3)(D)	<p>Violation Description: The institution's 2025 catalog failed to include specific required language that refers individuals to The Office of Student Assistance and Relief for assistance in obtaining further information about individuals' rights and available services and relief options.</p> <p>"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 (toll-free telephone number) or by visiting (internet website address)."</p> <p>*The following may be used for inserts: Toll-free telephone #: (888) 370-7589 Website Address: www.bppe.ca.gov</p> <p>Correction: The institution shall update their current catalog to include the statement above, pursuant to CEC §94909 (a)(3)(D).</p>
8	CEC § 94909 (a)(8)(A) in conjunction with 5 CCR § 71770 (a)(1)	<p>Violation Description: The institution's 2025 catalog failed to include admissions policies each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise meet the institution's criteria for a qualified candidate for admission, including minimum levels of prior education, preparation, skills, or training.</p> <p>Correction: The institution shall update their current catalog to include the statements above, pursuant to CEC § 94909 (a)(8)(A) in conjunction with 5 CCR § 71770 (a)(1).</p>

Violation	Code Section Violated	Description of the violation and required correction.
9	CEC § 94909 (a)(5)	<p>Violation Description: The institution's 2025 catalog failed to include a description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, 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 their current catalog to include descriptions above, pursuant to CEC § 94909 (a)(5).</p>
10	5 CCR § 71810 (b)(12)	<p>Violation Description: The institution's 2025 catalog failed to include a description of all student services.</p> <p>Correction: The institution shall update their current catalog to include a description of all student services, pursuant to 5 CCR § 71810 (b)(12).</p>
11	5 CCR § 71810 (b)(13)(A)	<p>Violation Description: The institution's 2025 catalog failed to include housing information regarding whether the institution has dormitory facilities under its control.</p> <p>Correction: The institution shall update their current catalog to include the statement above 5 CCR § 71810 (b)(13)(A).</p>
12	5 CCR § 71810 (b)(13)(B)	<p>Violation Description: The institution's 2025 catalog failed to include housing information regarding availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost.</p> <p>Correction: The institution shall update their current catalog to include the statement above 5 CCR § 71810 (b)(13)(B).</p>

Violation	Code Section Violated	Description of the violation and required correction.
13	5 CCR § 71810 (b)(13)(C)	<p>Violation Description: The institution's 2025 catalog failed to include housing information and 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 their current catalog to include the statement above 5 CCR § 71810 (b)(13)(C).</p>
14	5 CCR § 71810 (b)(15) in conjunction with 5 CCR § 71930	<p>Violation Description: The institution's 2025 catalog failed to include the institution's records retention policy including a statement that the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.</p> <p>Correction: The institution shall update their current catalog to include the statements above, pursuant to 5 CCR § 71810 (b)(15) in conjunction with 5 CCR § 71930.</p>
15	5 CCR § 74112 (d)(3)	<p>Violation Description: The institution's 2025 catalog failed to include 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 their current catalog to include 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, pursuant to 5 CCR § 74112 (d)(3).</p>

Violation	Code Section Violated	Description of the violation and required correction.
16	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	<p>Violation Description: In the “Tuition and Fees” section of the institution’s 2025 catalog, the unenforceable statement “Textbooks & Materials (non-refundable)” occurs. 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 their current catalog to reflect the requirements above, or remove the statements, pursuant to CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b).</p>
17	5 CCR § 71800 (e)(3)	<p>Violation Description: The institution’s enrollment agreement failed to include itemization for the cost of equipment.</p> <p>Correction: The institution shall update their current catalog to include itemization for the cost of equipment, pursuant to 5 CCR § 71800 (e)(3).</p>
18	5 CCR § 71800 (e)(4)	<p>Violation Description: The institution’s enrollment agreement failed to include itemization for the cost of lab supplies or kits.</p> <p>Correction: The institution shall update their current catalog to include itemization for the cost of lab supplies or kits, pursuant to 5 CCR § 71800 (e)(4).</p>
19	5 CCR § 71800 (e)(5)	<p>Violation Description: The institution’s enrollment agreement failed to include itemization for the cost of textbooks, or other learning media.</p> <p>Correction: The institution shall update their current catalog to include itemization for the cost of textbooks, or other learning media, pursuant to 5 CCR § 71800 (e)(5).</p>


Violation	Code Section Violated	Description of the violation and required correction.
20	5 CCR § 71800 (e)(11)	<p>Violation Description: The institution's enrollment agreement failed to include itemization for the cost of Student Tuition Recovery Fund (STRF) fee at the current rate of \$0.00 per \$1,000.00 of institutional charges.</p> <p>Correction: The institution shall update their current catalog to include itemization for the cost of Student Tuition Recovery Fund (STRF) fee at its current rate, pursuant to 5 CCR § 71800 (e)(11).</p>
21	CEC § 94913 (a)(1)	<p>Violation Description: The institution's website failed to include the institution's current catalog.</p> <p>Correction: The institution shall update their website to include their current catalog, pursuant to CEC § 94913 (a)(1).</p>
22	CEC § 94913 (a)(2)	<p>Violation Description: The institution's website failed to include the institutions School Performance Fact Sheet (SPFS) for each educational program offered by the institution.</p> <p>Correction: The institution shall update their website to include their SPFS, pursuant to CEC § 94913 (a)(2).</p>
23	CEC § 94913 (a)(4)	<p>Violation Description: The institution's website failed to include a link to the bureau's internet website.</p> <p>Correction: The institution shall update their website to include a link to the bureau's internet website, pursuant to CEC § 94913 (a)(4).</p>
24	CEC § 94913 (a)(5)	<p>Violation Description: The institution's website failed to include the institution's most recent annual report submitted to the bureau.</p> <p>Correction: The institution shall update their website to include the institution's most recent annual report submitted to the bureau, 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:	Karla Costilla Owner
Bureau Compliance Analyst Name:	Ian Powers
Bureau Compliance Analyst Signature:	

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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.

Signature

Date

Print Name and Title