



## NOTICE TO COMPLY

CU-83979061-01072026

Institution Name:	Clement Career College	Institution Telephone:	(213) 900-0606
Institution Code:	83979061	Administrator Name:	Elenita Sebastian
Street Address:	1225 W 190th Street, Suite 375 Gardena, CA 90248	Inspection Date:	January 7, 2026

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 § 94913 (a)(1)	<b>Violation Description:</b> The institution's website ( <a href="https://clementcareercollege.org/">https://clementcareercollege.org/</a> ) contains a catalog with violations identified in this NTC.  <b>Correction:</b> Once the institution's catalog has been updated to remedy the violations, the institution shall update its website to provide the current/updated school catalog pursuant to CEC § 94913 (a)(1).
2	CEC § 94913 (a)(2)	<b>Violation Description:</b> The institution's website ( <a href="https://clementcareercollege.org/">https://clementcareercollege.org/</a> ) failed to have a clear and conspicuous link to their 2023-2024 School Performance Fact Sheet for their approved program.  <b>Correction:</b> The institution shall update its website to have a clear, and conspicuous link to their 2023-2024 School Performance Fact Sheet for their approved program.

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94913 (a)(5)	<p><b>Violation Description:</b> The institution's website (<a href="https://clementcareercollege.org/">https://clementcareercollege.org/</a>) failed to have a clear and conspicuous link to the most recent annual report submitted to the bureau.</p> <p><b>Correction:</b> The institution shall update its website to have a clear, and conspicuous link to their 2024 annual report submitted to the bureau.</p>
4	CEC § 94897 (l)	<p><b>Violation Description:</b> The institution's website (<a href="https://clementcareercollege.org/approvals">https://clementcareercollege.org/approvals</a>) claims approval by the BPPE without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.</p> <p><b>Correction:</b> The institution shall update its website to contain the above-mentioned statement with the clarification.</p>
5	5 CCR § 71810 (b)(1)	<p><b>Violation Description:</b> The institution's 2025-2026 catalog failed to contain the specific beginning and ending dates defining the time period covered by the catalog.</p> <p>Page 6 of the catalog contains 2022-2023 outdated time periods.</p> <p><b>Correction:</b> The institution shall update its catalog to contain the specific beginning and ending dates defining the time period covered by the catalog.</p>

Violation	Code Section Violated	Description of the violation and required correction.
6	CEC §94909 (a)(5)	<p><b>Violation Description:</b> On pages 10 and 12 of the institution's 2025-2026 catalog, the total number of hours required for completion of non-degree Vocational Nursing Program are not consistent with the total number of hours identified within the Bureau's records.</p> <p>The Bureau's records indicate: Vocational Nursing Program 1600 Hours</p> <p><b>Correction:</b> The institution shall either provide proof of the documentation submitted to the Bureau's Licensing Unit for the approval to update the total number of hours required for completion for non-degree Vocational Nursing Program. If the institution did not notify Bureau's Licensing Unit of the change, the institution must contact the Bureau's Licensing Unit at <a href="mailto:BPPE.Licensing@dca.ca.gov">BPPE.Licensing@dca.ca.gov</a> regarding information and requirements to update Bureau records.</p> <p>Otherwise, if the Bureau's records are correct the institution shall update the catalog to reflect the total number of hours required to complete the programs, in accordance with the Bureau's records, pursuant to CEC § 94909 (a)(5).</p>
7	CEC § 94909 (a)(8)(A)	<p><b>Violation Description:</b> The institution's 2025-2026 catalog failed to contain a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. <i>If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</i></p> <p><b>Correction:</b> The institution shall update its catalog to contain the above-mentioned statement.</p>

<b>Violation</b>	<b>Code Section Violated</b>	<b>Description of the violation and required correction.</b>
8	5 CCR § 71810 (b)(7) in conjunction with 5 CCR § 71770 (c)	<p><b>Violation Description:</b> The institution's 2025-2026 catalog failed to contain the institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.</p> <p><b>Correction:</b> The institution shall update its catalog to contain the above-mentioned statement.</p>
9	5 CCR § 71810 (b)(3)	<p><b>Violation Description:</b> The institution's 2025-2026 catalog failed to contain if the institution admits students from other countries and if so shall specify whether visa services are provided or whether the institution will vouch for student status, and any associated charges.</p> <p><b>Correction:</b> The institution shall update its catalog to contain the above-mentioned statement.</p>
10	5 CCR § 71810 (b)(5)	<p><b>Violation Description:</b> The institution's 2025-2026 catalog failed to contain whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted.</p> <p><b>Correction:</b> The institution shall update its catalog to contain the above-mentioned statement(s).</p>
11	CEC §94870 in conjunction with CEC § 94909 (a)(9)	<p><b>Violation Description:</b> The institution's 2025-2026 catalog failed to contain the schedule of total charges for a period of attendance <b>AND</b> an estimated schedule of total charges for the entire educational program.</p> <p>“Total charges” means the sum of institutional and noninstitutional charges.</p> <p><b>Correction:</b> The institution shall update its catalog to contain the schedule of total charges for a period of attendance <b>AND</b> an estimated schedule of total charges for the entire educational program.</p>

<b>Violation</b>	<b>Code Section Violated</b>	<b>Description of the violation and required correction.</b>
12	CEC § 94909 (a)(14) in conjunction with 5 CCR § 76215(b)	<p><b>Violation Description:</b> Although page 39 of the institution's 2025-2026 catalog contains some of the Student Tuition Recovery Fund verbatim statement, it is missing the verbatim disclosure from 5 CCR § 76215(b).</p> <p><b>Correction:</b> The institution shall update its catalog to include the verbatim Student Tuition Recovery Fund (STRF) disclosures.</p>
13	CEC §94909 (a)(14)	<p><b>Violation Description:</b> The institution's 2025-2026 catalog failed to identify the student's obligation to the Student Tuition Recovery Fund as a nonrefundable charge.</p> <p><b>Correction:</b> The institution shall update its catalog to contain the student's obligation to the Student Tuition Recovery Fund, clearly identified as a nonrefundable charge.</p>
14	CEC § 94909 (a)(7) in conjunction with 5 CCR § 71720	<p><b>Violation Description:</b> Although page 66 of the institution's 2025-2026 catalog contained information regarding the faculty, it failed to contain information about their qualifications.</p> <p><b>Correction:</b> The institution shall update its catalog to contain the faculty AND their qualifications.</p>
15	CEC § 94909 (a)(11)	<p><b>Violation Description:</b> The institution's 2025-2026 catalog failed to contain a statement specifying that, if a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.</p> <p><b>Correction:</b> The institution shall update its catalog to contain the above-mentioned statement.</p>

<b>Violation</b>	<b>Code Section Violated</b>	<b>Description of the violation and required correction.</b>
16	5 CCR § 74112 (d)(3)	<p><b>Violation Description:</b> The institution's 2025-2026 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>S.O.C. Codes can be found:  <a href="https://www.bls.gov/soc/2018/major_groups.htm">https://www.bls.gov/soc/2018/major_groups.htm</a></p> <p><b>Correction:</b> The institution shall update its catalog to contain the above-mentioned S.O.C. codes for each of its approved programs.</p>
17	CEC § 94911 (a)	<p><b>Violation Description:</b> On page 1 of the institution's Vocational Nursing Program enrollment agreement, the total number of hours required for completion of non-degree granting program Vocational Nursing Program is not consistent with the total number of units identified within the Bureau's records.</p> <p>The Bureau's records indicate:    Vocational Nursing Program 1600 Hours</p> <p><b>Correction:</b> The institution shall either provide proof of the documentation submitted to the Bureau's Licensing Unit for the approval to update the total number of hours required for completion for Vocational Nursing Program.</p> <p>If the institution did not notify Bureau's Licensing Unit of the change, the institution must contact the Bureau's Licensing Unit at <a href="mailto:BPPE.Licensing@dca.ca.gov">BPPE.Licensing@dca.ca.gov</a> regarding information and requirements to update Bureau records.</p> <p>Otherwise, if the Bureau's records are correct the institution shall update the enrollment agreements to reflect the total number of hours required to complete the programs, in accordance with the Bureau's records, pursuant to CEC § 94911 (a).</p>

Violation	Code Section Violated	Description of the violation and required correction.
18	CEC § 94911 (c)	<p><b>Violation Description:</b> The institution's Medical Office Administrative Assistant Program's enrollment agreement is missing in underlined capital letters on the same page as the student's signature:</p> <p><u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;</u>  <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;</u> and  <u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.</u></p> <p><b>Correction:</b> The institution shall update its enrollment agreement to include the above-mentioned required statement(s).</p>

Violation	Code Section Violated	Description of the violation and required correction.
19	CEC § 94911 (j)(1)(2)	<p><b>Violation Description:</b> Although page 6 of the institution's Vocational Nursing Program and Medical Office Administrative Assistant Program's enrollment agreement contains the required statements directing students to the Bureau for unanswered questions and for filing a complaint with the Bureau – the address is incorrect.</p> <p><b>Correction:</b> The institution shall update its enrollment agreement to include: "Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (insert address*), <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>, (insert telephone number and fax number*)."</p> <p><b>*The following may be used for inserts:</b>  <i>Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834</i>  <i>P.O. Box 980818, West Sacramento, CA 95798-0818</i>  <i>Website Address: <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a></i>  <i>Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 or (916) 574-8900 or by fax (916) 263-1897</i></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 (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>."</p>

Violation	Code Section Violated	Description of the violation and required correction.
20	CEC § 94911 (i)(1)(2)	<p><b>Violation Description:</b> Although page 1 of the institution's Vocational Nursing Program, Nursing Assistant Program, and Medical Office Administrative Assistant Program's enrollment agreement attempts to contain the specific required statements and a line for the student to initial – it is incorrect.</p> <p><b>Correction:</b> The institution shall update its enrollment agreement to include: "Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."</p> <p><u>Immediately following the statement required by paragraph (1), a line for the student to initial, including the following statement:</u></p> <p>"I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."</p>

Violation	Code Section Violated	Description of the violation and required correction.
21	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b)	<p><b>Violation Description:</b> On page 2 of the institution's Nursing Assistant enrollment agreement contains an unenforceable cancellation and refund policy that states "<i>Scholastic Level Exam (SLE)</i>" are non-refundable within the cancellation period.</p> <p><b>Correction:</b> The institution shall update the refund and cancellation policy in its enrollment agreement. The policy must demonstrate compliance with CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b) by clarifying these charges are non-refundable after the cancellation period or get rid of the non-refundable statement altogether.</p>
22	5 CCR § 71800 (e)(11) in conjunction with 5 CCR § 76120(a)	<p><b>Violation Description:</b> Pages 2 and 5 of the institution's Vocational Nursing Program, Nursing Assistant Program, and Medical Office Administrative Assistant Program's enrollment agreements have the incorrect STRF fee. The new STRF fee is \$0.00 as of April 1, 2024.</p> <p><b>Correction:</b> The institution shall update its enrollment agreement to have the correct STRF amount.</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:	Elenita Sebastian, Registrar & Compliance Manager
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Bureau Compliance Analyst Name:	Beverly Tjokrosoeharto
Bureau Compliance Analyst Signature:	

## NOTICE TO COMPLY DECLARATION

CU-83979061-01072026

Institution Name:	Clement Career College	Institution Telephone:	(213) 900-0606
Institution Code:	83979061	Administrator Name:	Elenita Sebastian
Street Address:	1225 W 190th Street, Suite 375 Gardena, CA 90248	Inspection Date:	January 7, 2026

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