



NOTICE TO COMPLY

CA-20251113020-07222026

Institution Name:	American Dental & Medical Institute	Institution Telephone:	(626) 345-0005
Institution Code:	20251113020	Administrator Name:	Orchid Daoudian
Street Address:	988 E. Washington Blvd Pasadena, CA 91104	Inspection Date:	July 22, 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
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	5 CCR § 71810 (b)(10)	Violation Description: Although pages 6-7 of the institution's 2026 catalog contains information about the onsite and online materials, the catalog failed to include procedures for students access the onsite library of printed textbooks and materials. Correction: The institution shall update its current catalog to include the above-mentioned information, pursuant to 5 CCR § 71810 (b)(10).
2	5 CCR § 71810 (b)(7) in conjunction with 5 CCR § 71746 (a)	Violation Description: On page 14 of the institution's 2026 catalog, the institution outlines its policy for awarding credit for prior experiential learning, however, the institution failed to identify all charges that a student may be required to pay. In accordance with 5 CCR § 71746(a), institutions may not charge or collect total charges that exceed the amounts listed in the institution's catalog and executed enrollment agreement. Any fees for assessment of prior experiential learning must be clearly listed in both the catalog and the enrollment agreement. The catalog language stating that "the exact

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		fee will be provided upon request” does not comply with the requirement to disclose all charges in advance. Correction: The institution shall update its current catalog to clearly identify all charges related to the assessment of prior experiential learning, as required by 5 CCR § 71746 (a) and 5 CCR § 71810 (b)(7).
3	CEC § 94909 (a)(8)(B) In conjunction with CEC § 94920 (a) and 5 CCR § 71751	Violation Description: The institution’s 2026 catalog, failed to include a description of the procedures a student is required to follow to withdraw from the institution. The institution’s policies must comply with CEC § 94920 (a) and 5 CCR § 71751. Correction: The institution shall update its current catalog to include the procedures to withdraw, pursuant CEC § 94920 (a), 5 CCR § 7175, and CEC § 94909 (a)(8)(B).
4	5 CCR § 71810 (b)(6)	Violation Description: The institution’s 2026 catalog, failed to identify the institution's policies and practices regarding any form of financial aid. Correction: The institution shall update its current catalog to include the above-mentioned information, pursuant to 5 CCR § 71810 (b)(6).
5	5 CCR § 71800 (a)	Violation Description: The institution’s enrollment agreement template, failed to identify the addresses where instruction will be provided. Correction: The institution shall update its current enrollment agreement template to include the above-mentioned information, pursuant to 5 CCR § 71800 (a).
6	5 CCR § 718100 (b)	Violation Description: The institution’s enrollment agreement template, failed to identify the period covered by the enrollment agreement. Correction: The institution shall update the institution’s current enrollment agreement template to include the above-mentioned information, pursuant to 5 CCR § 71800 (b).

Violation	Code Section Violated	Description of the violation and required correction.
7	5 CCR § 71800 (d)	Violation Description: The institution's enrollment agreement template, failed to identify the date the student must exercise his or her right to cancel or withdraw from the enrollment agreement. Correction: The institution shall update the current enrollment agreement template to include the above-mentioned information, pursuant to 5 CCR § 71800 (d).
8	5 CCR § 71800 (e)(2)	Violation Description: On page 5 of the institution's enrollment agreement template, under the Tuition and Fees, the institution identifies the "Registration fee (non-refundable) \$250.00", however the Registration fee identified in the refund policy on page 6 states, "non-refundable registration fee of \$75.00". The institution registration fees must match across every section of the enrollment agreement. Correction: The institution shall update the current enrollment agreement template to ensure the registration fee identified throughout the enrollment agreement is consistent, pursuant to 5 CCR § 71800 (e)(2).
9	5 CCR § 71800 (e)(12)	Violation Description: On page 5 of the institution's enrollment agreement template, under the Tuition and Fees, the institution failed to identify the deposit or application fee of \$250.00 identified within the refund policy on page 6. The institution must include in its itemization of charges and fees any charges for the educational program paid directly to the institution. Correction: The institution shall update the current enrollment agreement template to include the deposit/application fee in its itemization, pursuant to 5 CCR § 71800 (e)(12).
10	5 CCR § 71800 (e)(9)	Violation Description: On page 5 of the institution's enrollment agreement template, under the Tuition and Fees, the institution failed to identify the assessment fees for transfer of credit that is identified on page 14 of the 2026 catalog. Correction: The institution shall update the current enrollment agreement template under the Tuition and Fee section to clearly identify all charges related to the

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		assessment of prior experiential learning, pursuant to 5 CCR § 71800 (e)(9).
11	CEC § 94911 (c) In conjunction with 5 CCR § 71800 (e)	Violation Description: The amounts listed as “Total Charges for the Current Period of Attendance”, and “Estimated Total Charges for the Entire Educational Program” on page 5 and 8, are inconsistent with the itemized tuition and fees listed on page 5. The total amounts identified do not match the itemized charges. Correction: The institution shall update the current enrollment agreement template to ensure the total charges reflect the sum of all itemized fees including tuition, registration, equipment, supplies, textbooks, uniforms, tutoring (if included), and any other charges, pursuant to 5 CCR § 71800 (e) and CEC § 94911 (c).
12	CEC § 94911 (d)	Violation Description: The institution’s enrollment agreement template 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. Correction: The institution shall update its current enrollment agreement template to include the above-mentioned statement, pursuant to CEC § 94911 (d).
13	5 CCR § 74117 in conjunction with CEC § 94913 (a)(1)(2)(3)(4)	Violation Description: The institution’s homepage (https://adminstitute.com/), failed to contain clear and conspicuous links to the institution’s current catalog, current school performance fact sheet, current student brochures offered by the institution, and a link to the bureau’s website. Correction: The institution shall update its homepage to include clear and conspicuous links to all the items required in Section 94913(a), pursuant to 5 CCR § 74117.
14	CEC § 94913 (a)(1)	Violation Description: The institution failed to post on its website a link to the current version of the school catalog.

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		Correction: The institution shall update its website to include a link current version of the school catalog pursuant to CEC § 94913 (a)(1).
15	CEC § 94913 (a)(2)	Violation Description: The institution failed to post on its website a link to the institution's 2023-2024 School Performance Fact Sheets. Correction: The institution shall update its website to include a link to the institution's 2023-2024 School Performance Fact Sheets, pursuant to CEC § 94913 (a)(2).
16	CEC § 94913 (a)(3)	Violation Description: The institution failed to post on its website a link to student brochures offered by the institution. Correction: The institution shall update its website to include a link to student brochures offered by the institution, pursuant to CEC § 94913 (a)(3).
17	CEC § 94913 (a)(4)	Violation Description: The institution failed to post on its website a link to the bureau's internet website. Correction: The institution shall update its website to include a link to the bureau's internet website https://bppe.ca.gov/, pursuant to CEC § 94913 (a)(4).
18	CEC § 94920 (a)(d)	Violation Description: On the institution's FAQ webpage (https://adminstitute.com/faq/), under the question "Can I get a refund", contains an unenforceable refund statement, "NO refunds will be granted once class begins and a student does not show up." This statement does not comply with CEC § 94920 (a)(d). Correction: The institution shall update the refund policy in its website to demonstrate compliance with CEC § 94920 (a)(d).
19	5 CCR § 71770 (a)(1)	Violation Description: On the institution's website where the Dental Assisting program is described (https://adminstitute.com/product/5-weekend-dental-assisting-certificate/ and https://adminstitute.com/product/4-week-dental-assisting-certificate-program/) contains a misleading statements,

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		“No Experience or High School Diploma Necessary!” This statement does not comply with the Bureau’s admission standards as required by 5 CCR § 71770 (a)(1) or the institution’s admission policy identified on page 7 of the institution’s 2026 catalog. Correction: The institution shall update the statements on its website to ensure its policies are consistent with the institution’s policies and Bureau policies. The institution’s admission policy must demonstrate compliance with 5 CCR § 71770 (a)(1).
20	5 CCR § 71920 (b)(5)(E)	Violation Description: The institution’s transcript failed to contain the website address, and telephone number of the institution. Correction: The institution shall update its transcript to include the website address, and telephone number of the institution, pursuant to 5 CCR § 71920 (b)(5)(E).

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:	Orchid Daoudian, Chief Marketing Officer
Bureau Compliance Analyst Name:	Gema Fider
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

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Institution Name:	American Dental & Medical Institute	Institution Telephone:	(626) 345-0005
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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