



## CITATION ORDER

<p><b>Citation Issued To:</b>          Montessori Western Teacher Training Program          5309 Beach Boulevard          Buena Park, CA 90621</p> <p><b>Institution Code:</b>          93198001</p>	<p><b>Citation Number:</b>          25260156</p>
	<p><b>Total Fine Amount:</b>  <span style="color: red; font-weight: bold;">\$16,003.00</span></p>
	<p><b>Order of Abatement Included:</b> Yes</p>

Elizabeth Elias issues this citation in her official capacity as Deputy Bureau Chief of Enforcement at the Bureau for Private Postsecondary Education, California Department of Consumer Affairs (hereinafter referred to as the "Bureau").

### LICENSING HISTORY

1. On or about July 14, 2023, the Bureau renewed an Approval to Operate an Accredited Private Postsecondary Institution, Institution Code 93198001, to Montessori Western Teacher Training Program, hereinafter referred to as the "Institution." This Approval to Operate expired on or about January 9, 2026. An Application for renewal of the Institution's Approval to Operate an Accredited Private Postsecondary Institution was received on December 12, 2025, and is under review.

### DISCIPLINE HISTORY

2. The Institution has the following discipline history:
  - [Modified Citation No. 2223052, issued on May 26, 2023](#)
    - Evidence of compliance; citation satisfied September 6, 2023
  - [Modified Citation No. 2223077, issued on May 26, 2023](#)
    - Evidence of compliance; citation satisfied February 5, 2024

### CITATION JURISDICTION

3. This administrative citation is issued to the Institution pursuant to California Education Code (CEC) section 94936; and Title 5 of the California Code of Regulations (5 CCR) section 75020 et seq. for the violation(s) described below.

### CAUSE FOR CITATION & ASSESSMENT OF FINE AND/OR ORDER OF ABATEMENT

4. The Institution is in violation of the following Bureau laws and regulations:

**Violation #1:**

**5 CCR section 76140 - Record-Keeping Requirements and 5 CCR section 71930(a) and (e) – Maintenance of Records**

**Cause for Citation:** On or about March 25, 2025, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5(a). As part of the inspection process, Bureau staff requested to review the Institution's supporting documentation to substantiate the data reported on the Institution's Student Tuition Recovery Fund (STRF) form for the 3<sup>rd</sup> and 4<sup>th</sup> quarter reporting periods of 2024, prior to the inspection. The Institution failed to submit the substantiating data.

During the onsite visit, Bureau staff again requested to review the Institution's STRF substantiating data for the 3<sup>rd</sup> and 4<sup>th</sup> quarter reporting periods of 2024. The Institution was unable to provide the requested documentation by the conclusion of the inspection. The Bureau determined that the Institution failed to collect student information to substantiate the data reported on the Institutions STRF Assessment Reporting Forms and records of the students' eligibility under the Fund.

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class B" violation. The Institution is issued a fine of \$2,500.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to correct the violation by providing an electronic copy of the template used by the Institution to document its STRF substantiating documentation, for the Bureau to verify the Institution is collecting the required data points pursuant to 5 CCR section 76140.

In addition, the Institution must submit a statement of attestation they have corrected the violation and will ensure that the substantiating data for STRF is maintained in an electronic format and readily available to a Bureau representative upon request per 5 CCR sections 76140 and 71930. The

statement of attestation must be dated and signed by an authorized representative of the Institution.

**Violation #2:**

**5 CCR section 74112(m)(1-6) and (m)(8-9) – Uniform Data – Annual Report, Performance Fact Sheet, 5 CCR section 71930(e) – Maintenance of Records, and CEC section 94929.7(a) – Documentation of Performance Data**

**Cause for Citation:** On or about March 25, 2025, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5(a). Prior to the scheduled compliance inspection, Bureau staff requested to review documentation supporting all data reported on the Institution's 2022/2023 School Performance Fact Sheet (SPFS). The Institution failed to send the substantiating data.

On the day of the on-site inspection, Bureau staff requested the documentation and found that the Institution failed to collect or maintain some of the required data points pursuant to 5 CCR section 74112, specifically, subsections (m)(1-6) and (8-9).

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class A" violation. The Institution is issued a fine of \$2,501.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to correct the violation by providing an electronic copy of the template used by the Institution to document supporting data for SPFS, for the Bureau to verify the Institution is collecting the required data points pursuant to 5 CCR section 74112.

In addition, the Institution must submit a statement of attestation they have corrected the violation and will ensure that the supporting data for SPFS is maintained. The statement of attestation must be dated and signed by an authorized representative of the Institution.

**Violation #3:**

**CEC section 94902(a) – General Enrollment Requirements, and 5 CCR section 71920(b)(3) – Student Records**

**Cause for Citation:** On or about March 25, 2025, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff reviewed six student files and found that three of the student files reviewed contained an enrollment agreement that was not fully executed. Two of the student files reviewed did not contain a signature of an authorized employee of the Institution, a general enrollment requirement. Additionally, one student file reviewed did not contain the signature of an authorized employee of the Institution or student, a general enrollment requirement.

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class A” violation. The Institution is issued a fine of \$5,000.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to ensure all student records follow the law pursuant to CEC section 94902 and 5 CCR section 71920. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that all student records contain signed enrollment agreements. The statement of attestation must be signed and dated by an authorized representative of the Institution.

**Violation #4:**

**5 CCR section 71800(b) – Enrollment Agreement**

**Cause for Citation:** On or about March 25, 2025, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff reviewed six student files and found that four of the student files reviewed contained enrollment agreements that were missing the required data pursuant to 5 CCR section 71800, specifically subsection (b) period covered by enrollment. Additionally, one student record contained an enrollment agreement where the period covered by enrollment did not cover the entirety of the program.

Citation Number: 25260156

Institution: Montessori Western Teacher Training Program

Institution Code: 93198001

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class A” violation. The Institution is issued a fine of \$2,501.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to ensure the enrollment agreement follows the law pursuant to 5 CCR section 71800. The Institution must submit a statement of attestation that they have corrected the violation and provide a copy of the enrollment agreement to the Bureau for review. The statement of attestation must be signed and dated by an authorized representative of the Institution.

**Violation #5:**

**CEC section 94902(b)(3) – General Enrollment Requirements and CEC section 94912 – Signature, Initials Required**

**Cause for Citation:** On or about March 25, 2025, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff reviewed six student files and found that two of the student files reviewed contained School Performance Fact Sheets (SPFS) that were not signed and dated by the Institution.

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class B” violation. The Institution is issued a fine of \$1,001.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to ensure all student records follow the law pursuant to CEC sections 94902 and 94912. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that all student records contain signed and dated SPFS. The statement of attestation must be dated and signed by an authorized representative of the Institution.

**Violation #6:**

**CEC section 94935(b) and (h) – Notice to Comply and 5 CCR 75010(h) - Notice to Comply; Informal Appeal Process.**

**Cause for Citation:** On or about March 25, 2025, Bureau staff issued a Notice to Comply (NTC) to the Institution. The Institution failed to correct some of the cited violations within the required 30-day period. The following violations from the NTC remain uncorrected:

- **Violation 4** - CEC section 94909(a)(5) - Minimum Requirements for School Catalog
- **Violation 5** - 5 CCR section 76120(a) - Amount of STRF Assessment
- **Violation 12** - CEC section 94911(a) - Minimum Requirements for Enrollment Agreements
- **Violation 14** – 5 CCR section 71800(e) – Enrollment Agreement in conjunction with CEC section 94920(b) – Mandatory Cancellation, Withdrawal, and Refund Policies
- **Violation 17** – CEC section 94911(e)(2) - Minimum Requirements for Enrollment Agreements in conjunction with CEC section 94902(b) – General Enrollment Requirements
- **Violation 22** - CEC section 94913(a)(1) – Institutional Web site Requirements
- **Violation 23** - CEC section 94913(a)(2) – Institutional Web site Requirements
- **Violation 24** - CEC Section 94913(a)(5) – Institutional Web Site Requirements

Citation Number: 25260156

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**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class B" violation. The Institution is issued a fine of \$2,500.00.

**Order of Abatement:** Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to correct the violations identified in the Notice to Comply and submit proof of compliance pursuant to CEC section 94935 and 5 CCR section 75010.

### COMPLIANCE WITH ORDER OF ABATEMENT

5. In accordance with the provisions of CEC section 94936 and 5 CCR section 75020, the Bureau issues the order(s) of abatement described above. Evidence of compliance with the order of abatement must be submitted to the Bureau within 30 days from the date of issuance of this citation. Evidence of compliance with the order of abatement may be sent by mail or email to:

- Mail: Bureau for Private Postsecondary Education  
Attn: Discipline Unit – Tessa Barron  
1747 North Market, Blvd., Suite 225  
Sacramento, CA 95834
- Email: [bppe.discipline@dca.ca.gov](mailto:bppe.discipline@dca.ca.gov)
  - In the subject line, please include the Institution name and citation number.

### COMPLIANCE WITH ASSESSMENT OF FINE

6. In accordance with the provisions of CEC section 94936, and 5 CCR sections 75020 and 75030, the Bureau hereby orders this assessment of fines in the total amount of \$16,003.00 for the violations described above. Payment of the fines must be made to the Bureau within 30 days from the date of service of this citation unless an informal conference or hearing is requested. To assist the Bureau in processing the payment of fines, please submit the enclosed *Payment of Fine – Waiver of Appeal* form.

Payment must be sent to the Bureau by mail at:

- Bureau for Private Postsecondary Education

Attn: Discipline Unit – Tessa Barron  
1747 North Market, Blvd., Suite 225  
Sacramento, CA 95834

### **NOTICE OF APPEAL RIGHTS**

7. You have the right to contest this citation through an informal conference with the Bureau pursuant to 5 CCR section 75020 and/or through an administrative hearing in accordance with Chapter 5 (Commencing with section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

If you wish to contest this citation, the Bureau must receive a written request within 30 days from the date of issuance of this citation asking for an informal conference and/or administrative hearing or you may also submit the enclosed *Notice of Appeal of Citation – Request for Informal Conference and/or Administrative Hearing* form.

The written request may be sent by email or mail to the addresses below:

- Mail: Bureau for Private Postsecondary Education  
Attn: Discipline Unit – Tessa Barron  
1747 North Market, Blvd., Suite 225  
Sacramento, CA 95834
- Email: [bppe.discipline@dca.ca.gov](mailto:bppe.discipline@dca.ca.gov)
  - In the subject line, please include the Institution name and citation number.

Failure to submit a written request for an informal conference and/or administrative hearing within 30 days from the date of issuance of this citation will forfeit your ability to appeal the citation.

If a hearing is requested, you are not required to comply with this citation until a final order is entered against you.

### **COMPLIANCE WITH FINE AND/OR ORDER OR ABATEMENT DISCLOSURE**

8. Pursuant to BPC section 125.9 and 5 CCR section 75050, payment of fine and/or compliance with any order of abatement does not constitute an admission of the violation charged and shall be represented as satisfactory resolution of the matter for the purposes of public disclosure.

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Institution Code: 93198001

Pursuant to 5 CCR section 75050, failure to comply with this citation order, its order of abatement, and/or administrative fine by the required due date is grounds for denial or discipline of an approval to operate. Where a citation is not contested and fine is not paid, the full amount of the assessed fine shall be added to the fee for renewal of the approval to operate. An approval to operate shall not be renewed without payment of the renewal fee and fine.

### **BUREAU CONTACT INFORMATION**

9. If you have any questions regarding this Citation, please contact Tessa Barron, Citation Analyst by email at [Tessa.Barron@dca.ca.gov](mailto:Tessa.Barron@dca.ca.gov) or by phone at (916) 574-7791.

“Original Signature on File”

6/17/2026

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Elizabeth Elias  
Deputy Bureau Chief of Enforcement

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Citation Date of Issuance

Enclosures:

- Notice of Appeal of Citation: Request for Informal Conference and/or Administrative Hearing
- Payment of Fine – Waiver of Appeal
- Declaration of Service by Certified and First-Class Mail