



CITATION ORDER

<p>Citation Issued To: H.S. Mann, DDS, Inc., dba Kingsburg School of Dental Assisting 1518 Draper Street Kingsburg, CA 93631</p> <p>Institution Code: 32840308</p>	<p>Citation Number: 25260212</p>
	<p>Total Fine Amount: \$18,501.00</p>
	<p>Order of Abatement Included: 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 June 14, 2021, the Bureau issued an Approval to Operate a Private Postsecondary Institution, Institution Code 32840308, to H.S. Mann, DDS, Inc., dba Kingsburg School of Dental Assisting, hereinafter referred to as the "Institution." This Approval to Operate will expire on or about June 14, 2026, unless renewed.

DISCIPLINE HISTORY

2. The Institution has no prior discipline history:

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 71920(b)(1)(A) – Student Records, 5 CCR section 71930(a) and (e) – Maintenance of Records and CEC section 94897(u) - Prohibited Business Practices

Cause for Citation: On or about June 24, 2025, the Bureau conducted an unannounced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff reviewed four student files and found that all four files reviewed failed to contain a verification of high school diploma or its equivalent establishing the student's ability to do college level work. Further, Bureau staff determined that the Institution failed to adhere to its own admissions policy of requiring proof of either a high school diploma or its equivalent to demonstrate the student's qualifications for admission.

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 submit a statement of attestation that they have corrected the violations and will ensure that the Institution adheres to its stated policies pursuant to CEC section 94897(u) and that it will maintain required student records pursuant to 5 CCR sections 71920 and 71930. The statement of attestation must be signed and dated by an authorized representative of the Institution.

Violation #2:

CEC section 94902(a) – General Enrollment Requirements, 5 CCR section 71800(b) and (c) – Enrollment Agreement, and 5 CCR section 71920(b)(3) – Student Records

Cause for Citation: On or about June 24, 2025, the Bureau conducted an unannounced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff reviewed four student files and found that two of the student files reviewed contained an enrollment agreement that was not fully executed. One enrollment agreement did not contain a signature of an authorized

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employee of the Institution, and another enrollment agreement was not signed by the student, a general enrollment requirement.

Furthermore, the Bureau found that two of the student files reviewed failed to include the required data pursuant to 5 CCR section 71800; specifically, subsections (b) period covered by the enrollment agreement and (c) program start date and scheduled completion date.

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 sections 71800 and 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 and will include all required data pursuant to 5 CCR section 71800. The statement of attestation must be signed and dated by an authorized representative of the Institution.

Violation #3:

CEC section 94900(b)(1) – Required Student Records, 5 CCR section 71920(b)(5) – Student Records and 5 CCR section 71930(e) – Maintenance of Records

Cause for Citation: On or about June 24, 2025, the Bureau conducted an unannounced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff reviewed four student files and found that two graduated student files reviewed failed to contain a degree or certificate granted and the date on which that degree or certificate was granted.

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.

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

The Bureau orders the Institution to submit a statement of attestation that they will maintain required student records pursuant to CEC section 94900 and 5 CCR sections 71920 and 71930. The statement of attestation must be signed and dated by an authorized representative of the Institution.

Violation #4:

CEC 94900.5(b) and (c) – Required Institutional Records and 5 CCR section 71930(e) – Maintenance of Records

Cause for Citation: On or about June 24, 2025, the Bureau conducted an unannounced compliance inspection pursuant to CEC section 94932.5(a). During the inspection, Bureau staff requested to review faculty records and the Chief Academic Officer (CAO) file. The Institution stated that the faculty files had been taken off-site to a private residence, resulting in the Institution's failure to provide the required faculty files to the Bureau upon request. Additionally, the CAO file was not available for review. Therefore, the Institution failed to make records immediately available for inspection.

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class C" violation. The Institution is issued a fine of \$1000.00.

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 faculty records follow the law pursuant to 5 CCR section 71930 and CEC section 94900.5. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that all faculty records are maintained in compliance with the law. The statement of attestation must be dated and signed by an authorized representative of the Institution.

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Violation #5:

5 CCR section 71600(a) – Application for Significant Change in Method of Instructional Delivery or Change in Distance Education Learning Management System, CEC section 94893 - Authorization Required for Substantive Change CEC section and CEC section 94897(q) – Prohibited Business Practices

Cause for Citation: : On or about June 24, 2025, the Bureau conducted an unannounced compliance inspection pursuant to CEC section 94932.5(a). Upon review of the Institution's enrollment agreements, catalog, and website, Bureau staff found that the Institution is offering a 96-hour Basic Principles of Dental Assisting program, without receiving prior Bureau authorization. Bureau records show the program is approved as a 56-hour course. Therefore, the increase of 25 percent or more in the number of clock hours requires prior authorization from the Bureau, which the Institution did not acquire.

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 provide proof it has submitted an application for substantive change to its approval to operate to increase the clock hours for the Basic Principles of Dental Assisting program. The Institution must submit a statement of attestation that they will obtain prior Bureau approval before making future substantive changes to its approval to operate. The statement of attestation must be signed and dated by an authorized representative of the Institution.

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:

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- 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
 - 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 \$18,501.00 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
 - 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.

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 or by phone at (916) 574-7791.

“Original Signature on File”

6/17/2026

Elizabeth Elias
Deputy Bureau Chief of Enforcement

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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