



**Bureau for Private Postsecondary Education**  
 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
 P (916) 574-8900 F (916) 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)



**NOTICE TO COMPLY – CU 0106221 0422 (Ed. Code § 94935; 5, CCR § 75010)**

Institution Name:	A-1 Truck Driving School	Institution Telephone:	510-783-6030
Institution Code:	0106221	Administrator Name:	Paul Janda
Street Address:	2977 Baumberg Ave. Hayward, CA 94545	Date of Inspection:	April 20, 2022

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

**WEBSITE MINIMUM REQUIREMENTS**

	Education Code (CEC) or Regulation (5, CCR)	Violation – Requested Submission
1	CEC §94913(a)(1). Institutional Web Site Requirements.	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:            (1) The school catalog.</p> <p><b>The institution’s website failed to contain an accessible link current school catalog. The link to the institution’s catalog requires potential student personal information and a log-in to access.</b></p> <p><b>To remedy this violation, the institution shall update the website to contain an accessible link to the current school catalog.</b></p> <p><b>Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 20, 2022.</b></p>
2	CEC §94913(a)(2). Institutional Web Site Requirements.	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:            (2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p><b>The institution’s website failed to contain current School Performance Fact Sheets (SPFS). The institution’s website shall contain the most current SPFS’s by December 1 each year. The website should contain the 2019/2020 SPFS’s.</b></p> <p><b>To remedy this violation, the institution shall update the website to contain a link to the 2019/2020 SPFS’s for each program offered.</b></p> <p><b>Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 20, 2022.</b></p>
3	CEC §94913(a)(3). Institutional Website Requirements.	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:            (3) Student brochures offered by the institution.</p>

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 Administrator’s Initial: *PJ*

		<p>The institution's website failed to contain brochures offered by the institution. If the institution offers student brochures, those brochures shall be available on the institution's website.</p> <p>To remedy this violation, the institution shall update the website to contain a link to the student brochures offered by the institution.</p> <p>Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 20, 2022.</p>
4	CEC §94913(a)(5). Institutional Web Site Requirements.	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (5) The institution's most recent annual report submitted to the bureau.</p> <p>The institution's website failed to contain the most recent annual report submitted to the bureau. The Annual Report is due December 1<sup>st</sup> each year for the prior year.</p> <p>To remedy this violation, the institution shall update the website to contain a link to the most recent Annual Report submitted to the Bureau.</p> <p>Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 20, 2022.</p>
5	CEC §94897(o). Prohibited Business Practices.	<p>An institution shall not do any of the following: (o) Require a prospective student to provide personal contact information in order to obtain, from the institution's Internet Web site, educational program information that is required to be contained in the school catalog or any information required pursuant to the consumer information requirements of Title IV of the federal Higher Education Act of 1965, and any amendments thereto.</p> <p>The institution's website requires prospective students to input their personal contact information in order to obtain information required to be in the school catalog. The institution shall provide a link to the catalog without requiring prospective students to provide their personal contact information.</p> <p>To remedy this violation, the institution shall update the institution website with the removal of the requirement for prospective students to provide their personal contact information in order to obtain a school catalog.</p> <p>Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 20, 2022.</p>

**INSTITUTIONAL RECORDS**

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
6	CEC §94900.5(c). Required Institutional Records.	An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

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Administrator's Initial: *P*

		<p>(c) Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928).</p> <p><b>The institution was unable to make all required institutional records available upon request as institutional records were maintained offsite away from the institution's principal place of business in this state.</b></p> <p><b>To remedy this violation, the institution shall maintain all institutional records at the institution's principal place of business. The institution shall submit an attestation confirming institutional records will be immediately available at the institution's primary place of business and provide a policy and procedure indicating the institution's practices for ensuring institutional records will be maintained and made immediately available at the institution's principal place of business in this state.</b></p> <p><b>Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 20, 2022.</b></p>
7	<p><b>5, CCR §71760. Self-Monitoring Procedures.</b></p>	<p>Each institution shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.</p> <p><b>The institution failed to provide the institution's written self-monitoring procedures.</b></p> <p><b>To remedy this violation the institution shall provide adequate procedures used by the institution to assure that the institution operates in compliance with Bureau's laws and regulations.</b></p> <p><b>Corrections to the violations and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than May 20, 2022.</b></p>

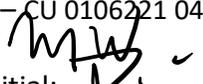
**Only minor violations are listed on this Notice to Comply.**

Inspector's Name	Matthew Wiggins
Inspector's Signature	
Institution Administrator Name/Title:	Paul Janda, Director of Operations
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](http://www.bppe.ca.gov/lawsregs/ppe_act.shtml)

Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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Inspector's Initial: 

Administrator's Initial: 

RETURN THIS FORM BY **May 20, 2022** TO THE NTC ANALYST WITH EITHER:  
1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, 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.

Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

DECLARATION

Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **May 20, 2022**.