



INSPECTION REPORT

| SECTION A: INSPECTION DETAILS | | | |
|---------------------------------------|---|-------------------------|--|
| Date Transmitted to Inspector: | 7/21/2023 | Inspection Date: | 8/22/2023 |
| Compliance Inspector Name: | James Anderson | | |
| Accompanied By: | n/a | Unit: | n/a |
| Inspection Type: | <input checked="" type="checkbox"/> Full <input type="checkbox"/> Regular | Announced? | <input checked="" type="checkbox"/> Announced <input type="checkbox"/> Unannounced |

| SECTION B: INSTITUTION DETAILS | | | |
|--------------------------------|---|-----------------------------|----------------|
| Name of Institution: | Ayurvedic Academy Inc. dba Kerala Ayurveda Academy | | |
| Institutional Code: | 72482254 | School Code: | 72482254 |
| Approval Type: | <input checked="" type="checkbox"/> Full Approval <input type="checkbox"/> By Accreditation | | |
| Street Address: | 691 S. Milpitas Blvd., Suite 206 | | |
| City: | Milpitas | Zip: | 95035 |
| Institution Website: | www.keralaayurveda.us | Institution Phone #: | (888) 275-9103 |
| Institution Owner: | Ayurvedic Academy, Inc | | |
| Institution Contact: | Jayarajan Kodikannath | Contact Title: | Contact |
| Contact Email Address: | admin@keralaayurveda.us | Contact Phone #: | (888) 275-9103 |

| SECTION C: INTRODUCTION |
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| <p>I arrived at the school at 9:00 a.m. on 8/22/2023I was greeted by Kathy Moore (Moore), Academy Manager, and Jayarajan Kodikannath (Kodikannath), Contact. I was shown to a classroom where I set up my workstation. I reviewed the inspection checklist and Notice to Comply draft with Moore and Kodikannath. Moore explained to me that the school maintains their records in a Google Drive.</p> |

| SECTION D: INSPECTION DETAILS |
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| <i>Complete this section for ALL types of inspections.</i> |
| <p>STRF ASSESSMENT REPORTING FORM: STRF Assessment Reporting Form submission review is verified by the Bureau’s Administrative Support Unit. (CCR Section 76130)</p> <p>Findings: No action required from the Compliance Inspector. Review of STRF reporting is completed by the STRF Unit.</p> |
| <p>STUDENT TUITION RECOVERY FUND SUBSTANTIATING DATA:</p> <ul style="list-style-type: none"> A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. The institution shall maintain the data required in an electronic format that is readily available and open to inspection by the Bureau upon request. The inspector requests this documentation to assess the Institution’s compliance. |

- The Inspector compares the substantiating data with the data reported on the STRF Assessment Reporting Form to verify that they match [CCR Sections 71930(e) and 76140]

Findings:

On 7/31/2023, the school provided their substantiating data for Q1 and Q2 of 2023. I reviewed the data and verified that the school is tracking all the required data. I also compared the data to the most recent STRF report received by the Bureau and verified that the data matches the report. Compliance verified.

WEBSITE: A review of the institution’s website was conducted for compliance. Inspector also identifies prohibited business practices or unapproved programs listed. (CEC Section 94897, CEC Section 94913, and CCR Section 74117).

Findings:

On 7/31/2023, I reviewed the school's website, <https://www.keralaayurveda.us/courses/>, and identified one minor violations:

- CEC §94913(a)(5): The school website includes sections of the annual report for program data but does not include an annual report that includes the school data.

The school was not able to correct the violation before the end of the inspection. I included the violation on the Notice to Comply.

ADVERTISING: A review of the institution’s advertising was conducted for compliance. Inspector verified that the Institution retains all advertising for a minimum of five years (CEC Section 94897 and 5, CCR Section 74140).

Findings:

During the inspection, the school showed me the cloud storage they use to store all their advertising. I reviewed the materials and verified that they are compliant.

SCHOOL PERFORMANCE FACT SHEETS AND SUBSTANTIATING DATA:

- Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau immediately upon request.
- The inspector requests this documentation to ensure that the institution is tracking all required data.
- Inspectors will only verify that the institution is tracking the necessary data, not verifying the data itself. [CCR Section 74112(m)]

Findings:

On 7/31/2023, the school provided me with the substantiating data for the 2020-2021 SPFS. I reviewed the data for the Ayurvedic Doctor program and verified that the school is tracking all the required data. Compliance verified.

FINANCIALS: A review of the institution’s financials was conducted for compliance (CCR Section 71745).

- If the financial statements show that the school is out of compliance, the Inspector will first verify in SAIL if there are any open citation referrals for financial stability
- If there are no open citation referral for financial stability, the inspector will contact the Annual Report Unit (ARU) to verify if an enforcement referral is in process
- If the ARU has not referred the school to enforcement for failure to comply with financial stability standards, the Inspector will submit the enforcement referral

Findings:

On 7/31/2023, the school sent a financial statement dated 12/31/2022. Since the school does not participate in Title IV funding, I compared the school's total assets of \$3,290,380 to the total liabilities of \$1,711,164, for a ratio of 1.92:1.00. This meets the Bureau's minimum requirement of 1.25:1.00. Compliance verified.

SITE REVIEW: A visual inspection of the institution and interviews with key staff members was conducted. The site review included a tour of the institution which may include:

- classroom instruction
- lab/work areas
- equipment used for instruction
- library or learning resource center
- storage areas
- a review of necessary building permits and discussion with key staff members (CCR Sections 71735 and 71740)

Findings:

During the inspection, Moore gave me a tour of the school, consisting of two classrooms and a conference room in the same building used as a third classroom. The school provides students with online resources, in addition to a library of textbooks on a bookshelf. Compliance verified.

STUDENT RECORDS: A random sampling of student records for current, graduated, and withdrawn/incomplete students were inspected. The review of student records covered areas of mandatory minimum requirements [CEC Section 94900, CCR Sections 71920, and 71930(d)(e)].

Findings:

During the inspection, Moore gave me access to the Google Drive where the student records are maintained. I selected three random student names for each student type and reviewed their files. I verified that the school maintains all the required documentation for each student file I reviewed. No violations found.

Current Students

1. Sara Spriggs
2. Dharani Nandakuru
3. Rashee Rohatgi

Graduated Students

1. Lalitha Vaidyanathan
2. Bhanu Sethuraman
3. Geetika Sharma

Withdrawn/Dropped Students

1. Cheryll Munoz
2. Keri Bierman
3. Anupama Kaylan

FACULTY RECORDS: A review of faculty personnel files was conducted to verify that faculty possesses minimum qualifications [CEC 94900.5(b) and CCR Section 71720].

Findings:

During the inspection, Moore gave me access to the Google Drive where the faculty records are maintained. I selected three faculty personnel names at random and reviewed their files. I verified that the school maintains the required documentation showing faculty qualifications.

Of the three faculty files I reviewed, two did not contain documentation of continuing education. I asked Moore about the missing documentation, and she said that while their faculty does complete continuing education, Moore has not required that they submit documentation to the school. I included this as a minor violation of 5, CCR §71720(b)(2) on the Notice to Comply.

Faculty files reviewed:

1. Revathi Veerarahavan
2. Kanya Pillai
3. SriRanjini Jaideep

CHIEF ACADEMIC OFFICER: A review of Chief Academic Officer (CAO) files was conducted [CCR Section 71730(e)].

Findings:

During the inspection, I reviewed the file for the CAO. I verified that the school maintains documentation of the CAO's qualifications, and that the CAO meets minimum qualifications. Compliance verified.

Chief Academic Officer file reviewed:

- Jayarajan Kodikannath

SELF-MONITORING PROCEDURES: The inspector determines whether the institution develops and maintains adequate procedures meant to keep the institution in compliance (CCR Section 71760).

Findings:

During the inspection, Moore showed me the self-monitoring procedures. Compliance verified.

STUDENT SURVEYS: The Inspector conducted a survey with a class of students available during the inspection. If students were not available to survey, the inspector emailed the survey to current students after the inspection.

Findings:

During the inspection, I met with two classes of students and conducted a student survey. The student responses were universally positive regarding the school.

ANNUAL REPORT: Verification of Annual Report is done by the Bureau's Annual Report Unit (CEC Section 94934 and CCR Section 74110).

Findings:

No actions required from the Compliance Inspector. Review of Annual Report submissions is completed by the Annual Report Unit.

SECTION E: FULL INSPECTION ONLY

Complete this section only for FULL inspections

ANNUAL FEES: A review of the institution's annual fee payment was conducted for compliance (CCR Section 71745).

- If the review shows that the school is out of compliance, the Inspector will first contact the Administrative Support Unit to verify if an enforcement referral is already in process
- If the Administrative Support Unit has not referred the school to enforcement for failure to pay the annual fee, the Inspector will submit the enforcement referral (CEC Section 94930.5 and CCR Section 74006).

Findings:

On 7/26/2023, I verified with Sean McClary, BPPE Fiscal Analyst, that the school is current on fees.

CATALOG: A review of the institution’s catalog was conducted for compliance (CEC Section 94909 and CCR Section 71810).

Findings:

On 8/3/2023, I reviewed the school's catalog for their Ayurvedic Doctor (AD) program, found on the school's website. I identified the following minor violations:

- 5, CCR §71810(b)(1): The school’s catalog does not contain the specific end date defining the time period covered by the catalog. During the inspection, the school provided me with an updated catalog that contained the exact start and end dates.
- CEC §94909(a)(3)(B): The catalog contains only the first of two sentences in the statement required by CEC §94909(a)(3)(B).
- 5, CCR §71810(b)(10): The school’s catalog does not contain a description of the library or other learning resources and the procedures for student access to these resources.
- CEC §94909(a)(16): The school’s catalog does not contain a statement specifying whether the institution or any of its degree programs are accredited by an accrediting agency recognized by the United States Department of Education.
- 5, CCR §76215(b): The school’s catalog does not contain the STRF disclosure statement required by 5, CCR §76215(a).

The school cleared 5, CCR §71810(b)(1), but did not correct the other minor violations I identified before the end of the inspection. I included these violations on the Notice to Comply.

ENROLLMENT AGREEMENT: A review of the institution’s enrollment agreement was conducted for compliance (CEC Section 94911 and CCR Section 71800).

Findings:

On 8/3/2023, I reviewed the school’s enrollment agreement for the school’s Ayurvedic Health Counselor (AHC) program, provided by the school. I identified a violation of 5, CCR §71800(b) for failing to include in the period covered by the enrollment agreement in the enrollment agreement.

The school did not correct the minor violation by the end of the inspection. I included this violation on the Notice to Comply.

SECTION F: FINAL OVERVIEW

EXIT INTERVIEW: A description of concerns discovered or brought to the attention of the inspector during the compliance inspection, a brief summary of how the institution plans to address these concerns, and confirmation that the school was made aware of any material violations.

Findings:

At the end of the inspection, I sat down with Moore and Kodikannath and reviewed my findings. I reviewed the Notice to Comply and explained how to clear the minor violations. I posted Notice to Students at the classroom and provided a digital copy for the school to share with students remotely. I invited them to the compliance workshop and conclude the inspection.

ADDITIONAL NOTES:

N/A

SECTION G: OUTSTANDING VIOLATIONS

| | | | |
|--|--|---|----------|
| Notice to Comply Issued: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | # of Outstanding <u>Minor</u> Violations: | 7 |
| Enforcement Referral Completed: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | # of Outstanding <u>Material</u> Violations: | 0 |

Submitted by:



James Anderson
Compliance Inspector

8/23/2023

Date

Manager Approval:

Jill Wimberly
Manager

Enter date

Date

Disclaimer: Although the compliance review was thorough, it cannot be assumed to be all-inclusive. Therefore, the absence of comments regarding institutional practices, policies and procedures should not be construed as acceptance or approval of those procedures or practices. Further, the absence of such statements does not limit or lessen the institution's obligation to comply with all the statutory provisions and regulations governing the Bureau for Private Postsecondary Education.