



**CITATION: ASSESSMENT OF FINE AND ORDER OF ABATEMENT**

To: Clinical Training Institute Inc., Owner  
 Clinical Training Institute  
 2775 North Ventura Rd., Suite 213  
 Oxnard, CA 93036

**INSTITUTION CODE: 5601891**  
**CITATION NUMBER: 1920051**  
**CITATION ISSUANCE/SERVICE DATE: August 27, 2019**  
**DUE DATE: September 26, 2019**  
**FINE AMOUNT: \$ 1,001.00**  
**ORDER OF ABATEMENT INCLUDED: YES**

Christina Villanueva issues this Citation: Assessment of Fine and Order of Abatement (Citation) in her official capacity as Discipline Manager of the Bureau for Private Postsecondary Education (Bureau) of the California Department of Consumer Affairs.

CITATION

A Citation is hereby issued to Clinical Training Institute Inc., Owner of Clinical Training Institute (Institution) located at 2775 North Ventura Rd., Suite 213, Oxnard, CA 93036 pursuant to Business and Professions Code section 125.9; California Education Code (CEC) section 94936 and 94932; and Title 5 of the California Code of Regulations (5, CCR) section 75020 for the violations described below.

BACKGROUND

On March 27, 2019, Bureau staff conducted an unannounced Compliance Inspection at the Institution. The Institution was issued NTC# CU 5601891 0319 for minor violations. Additionally, material violations were detected due to the Institution not maintaining supporting documentation to substantiate the information reported on their Student Tuition Recovery Fund (STRF) Assessment Reporting Forms and School Performance Fact Sheets (SPFS).

VIOLATIONS

#	Below you will find the California Education Code (CEC) and/or Title 5 of the California Code of Regulations (5, CCR code) section(s) of law you are charged with violating.
1.	<b>Violation:</b> <b>5, CCR Section 74112(m) – Uniform Data – Annual Report, Performance Fact Sheet (m)</b> 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 upon request; and the data for each program shall include at a minimum:

At the beginning of the inspection, Bureau staff requested a copy of the electronic substantiating data for the 2015 and 2016 SPFS at the beginning of the inspection. The Bureau staff asked if the Institution was maintaining SPFS supporting documentation, the Institution explained that they did not have an electronic document that was readily open and available for inspection. The Institution failed to provide the SPFS supporting documentation to the Bureau upon request.

**Order of Abatement:**

The Bureau orders the Institution to submit all the required supporting documentation for calendar years 2015 and 2016 SPFS. Additionally, the Bureau orders that the Institution submit a written policy of how the Institution will ensure maintain compliance with 5, CCR section 74112 (m).

**Assessment of Fine**

The fine for this violation is **\$500.00**

**2. Violation:**

**5, CCR Section 76140(b) – Record-Keeping Requirements**

*(a) 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. Such records shall include the following for each student:*

At the beginning of the inspection, Bureau staff requested a copy of the electronic substantiating data for the information provided on the 1<sup>st</sup> -4<sup>th</sup> quarter STRF Assessment Reporting forms. The Institution provided Bureau staff with a copy of the 1<sup>st</sup> – 4<sup>th</sup> quarter STRF Assessment Reporting Forms. The Institution failed to provide the supporting documentation for the information reported on the STRF Assessment Reporting Forms.

When asked if the Institution was maintaining STRF supporting documentation, the Institution explained that they did not have an electronic document that was readily open and available for inspection. The Institution failed to provide STRF supporting documentation to the Bureau upon request.

**Order of Abatement:**

The Bureau orders the Institution to submit all the required supporting documentation reported on the 1<sup>st</sup> – 4<sup>th</sup> quarter STRF Assessment Reporting forms. Additionally, the Bureau orders that the Institution submit a written policy of how the Institution will ensure future compliance of 5, CCR section 76140(b).

**Assessment of Fine**

The fine for this violation is **\$ 501.00**

**TOTAL ADMINISTRATIVE FINE DUE: \$1,001.00**

**ASSESSMENT OF A FINE**

In accordance with CEC section 94936; and 5, CCR sections 75020 and 75030, the Bureau hereby orders this assessment of fine in the amount of **\$1,001.00** for the violations described above. **Payment must be made, to the Bureau, within 30 days from the date of service of the Citation.**

COMPLIANCE WITH ORDER OF ABATEMENT

In accordance with the provisions of CEC section 94936 and 5, CCR section 75020 the Bureau hereby 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 service of the Citation.**

APPEAL OF CITATION

You have the right to contest this Citation through an informal conference with the Bureau; 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, you must submit the 'Notice of Appeal of Citation - Request for Informal Conference **and/or** Administrative Hearing' form (enclosed) within **30 days** from the date of service of the Citation. *If you do not request an informal conference **and/or** an administrative hearing within 30 days from the service of the Citation, you will not be able to request one at a later time.*

Unless a written request for an informal conference **and/or** an administrative hearing is signed by you and delivered to the Bureau by **September 26, 2019**, you will be deemed to have waived or forfeited your right to appeal this matter.

EFFECTIVE DATE OF CITATION

If you do not request an informal conference and/or an administrative hearing, this Citation shall become effective on **August 27, 2019**. Payment of the administrative fine and evidence of compliance with the order(s) of abatement shall be due by **September 26, 2019**. Your payment of the administrative fine shall not constitute an admission of the violation(s) charged.

If a hearing is requested, you will not be required to comply with this Citation until 30 days after a final order is entered against you.

**Payment of the administrative fine and/or written request for appeal must be mailed to:**

Gabriella Perez, Discipline Citation Program  
Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Failure for an applicant or institution to abate the violation(s) listed above or to pay the administrative fine within the time allowed may result in denial of an application for an approval or renewal to operate; disciplinary action, and/or collection action. The Bureau will promptly take all appropriate action to enforce this Citation and recover the civil penalties prescribed therein or found to be due after a hearing.

CONTACT INFORMATION

If you have any questions regarding this Citation, or desire further information, please contact Gabriella Perez, Citation Analyst, at (916) 621-2593 or Gabriella.Perez@dca.ca.gov.



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**Christina Villanueva**  
**Discipline Manager**



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Date

**Enclosures**

- Notice to Comply # CU 5601891 0319
- Applicable Laws Violated
- Statement of Rights: Appeal Process Information Sheet
- 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