



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY – CU-5400201-0123 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Estes Institute of Cosmetology Arts & Sciences	Institution Telephone:	(559) 733-3617
Institution Code:	5400201	Administrator Name:	Susan Winey
Street Address:	324 E Main St. Visalia, CA 93291	Date of Inspection:	January 18, 2023

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:

Item No.	Education Code (CEC) or Regulation (5, CCR)	Subsection , Description, and Required Correction
1	5, CCR 76140(a)(1-13). Record Keeping Requirements	<p>(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:</p> <ol style="list-style-type: none"> (1) Student identification number, (2) First and last names, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid. <p>On January 18, 2023, I requested Estes' most current STRF substantiating data. Estes' Director Susan Winey provided me with Estes' STRF substantiating data for the 3rd quarter of 2022. I reviewed their substantiating data and found it was missing several sections of required student information.</p> <p>Their STRF data is missing the following required student data:</p> <ol style="list-style-type: none"> (1) Student identification number, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed,

	<p>(8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid.</p> <p>To remedy this deficiency, Estes shall provide the Bureau with updated STRF substantiating data for the 3rd quarter of 2022 and notify the Bureau how it will maintain STRF substantiating data as required by 5, CCR 76140(a)(1-13).</p>
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5, CCR

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Sam Alcantar
Inspector's Signature	<i>Sam Alcantar</i>
Institution Administrator Name/Title:	Susan Winey, Director
Institution Administrator's Signature:	<i>[Signature]</i>

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

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME 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 **FEBRUARY 18, 2023**