



CITATION ORDER

Citation Issued To: Mission Career College 3750 Santa Fe Ave. Riverside, CA 92507 Institution Code: 81663049	Citation Number: 24250331
	Total Fine Amount: \$14,004.00
	Order of Abatement Included: Yes

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

- On or about January 6, 2020, the Bureau renewed an Approval to Operate a Private Postsecondary Institution, Institution Code 81663049, to Mission Career College hereinafter referred to as the "Institution." This Approval to Operate expired on or about January 5, 2025. An application for renewal of the Institution's Approval to Operate a Private Postsecondary Institution was received on January 8, 2025, and is under review.

DISCIPLINE HISTORY

- The Institution has the following discipline history:
 - [Statement of Issues filed December 27, 2018](#)
 - [Notice of Withdrawal of Statement of Issue filed December 27 2019](#)
 - [Modified Citation No. 2324096, issued February 23, 2024](#)
 - Evidence of compliance; citation satisfied May 29, 2024
 - [Modified Citation No. 23240199, issued May 8, 2024](#)
 - Evidence of compliance; citation satisfied June 27, 2024
 - [Affirmed Citation No. 23240246, issued June 20, 2024](#)
 - Evidence of compliance; citation satisfied August 21, 2024
 - [Affirmed Citation No. 23240292, issued August 5, 2024](#)
 - Evidence of compliance; citation satisfied September 5, 2024
 - [Citation No. 23240310, issued June 27, 2024](#)
 - Evidence of compliance; citation satisfied November 18, 2024

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 74112(m)(1), (m)(3-4), (m)(6), (m)(7); (m)(9) - Uniform Data – Annual Report, Performance Fact Sheet and 5 CCR section 71930(e) – Maintenance of Records

Cause for Citation: On or about April 18, 2024, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff requested supporting documentation for the Institution's 2021/2022 School Performance Fact Sheet (SPFS). The institution failed to provide substantiating data related to the SPFS. Specifically, sections 74112(m)(1);(m)(3-4);(m)(6); (m)(7) and (m)(9).

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 correct the violation by providing an electronic copy of the template used by the Institution to document supporting data for SPFS, for the Bureau to verify the Institution is collecting the required data points pursuant to 5 CCR section 74112.

In addition, the Institution must submit a statement of attestation they have corrected the violation and will ensure that the supporting data for SPFS is maintained. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #2:

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

Cause for Citation: On or about April 18, 2024, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5 (a). Bureau staff reviewed nine student files and found that two of the student files reviewed contained enrollment agreements that were not fully executed. The enrollment agreements did not contain a signature of an authorized employee of the institution, a general enrollment requirement.

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 section 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. The statement of attestation must be signed and dated by an authorized representative of the Institution.

Violation #3:

CEC section 94902(b)(1) and (b)(3) – General Enrollment Requirements and CEC section 94912 – Signature, Initials Required

Cause for Citation: On or about April 18, 2024, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5 (a). Bureau staff reviewed nine student files and found that seven student files reviewed contained School Performance Fact Sheets (SPFS) that were either missing the signature page or were not signed by the institution.

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class B” violation. The Institution is issued a fine of \$1,001.00.

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 sections 94902 and 94912. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that all student records contain signed and dated SPFS. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #4:

5 CCR section 71920(b)(3) – Student Records and 5 CCR section 71930(e) – Maintenance of Records and CEC section 94900.5(c) – Required Institutional Records and CEC section 94902(b)(3) – General Enrollment Requirements

Cause for Citation: On or about April 18, 2024, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5 (a). Bureau staff reviewed nine student files and found that two of the student files reviewed did not contain a School Performance Fact Sheet (SPFS) which is a required institutional record.

As a result, the Bureau concluded the institution failed to properly enroll the students as there were no records to confirm the institution and student signed, initialed and dated the SPFS, a general enrollment requirement.

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 ensure all student records are maintained pursuant to 5 CCR section 71920, 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 student records contain signed and dated SPFS prior to the execution of the enrollment agreement. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #5:

5 CCR section 74112(d)(3)(A)(i) - Uniform Data – Annual Report, Performance Fact Sheet and 5 CCR section 71930(e) – Maintenance of Records and CEC section 94910(f)(2) – Minimum Requirements for School Performance Fact Sheet

Cause for Citation: On or about April 18, 2024, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5 (a). Bureau staff reviewed the Institution's 2024 catalog and found that it did not contain the United States Department of Labor's Standard Occupational Classification codes for the following programs: Nurse Assistant Certification, Home Health Aide, Acute Care Nurse Assistant, Chemical Dependency Counselor (Alcohol & Drug), CPR-AED, EKG Technician, Massage Therapy, Pharmacy Technician, Phlebotomy Technician, Physical Therapy Aide & Rehabilitation, Forklift Operator, Mobile Crane Operator, Office Specialist, and Tower Crane Operator.

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class D" violation. The Institution is issued a fine of \$500.00.

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

The Bureau orders the Institution to correct the violation by providing an electronic copy of the current catalog for the Bureau to verify the Institution has inputted the United States Department of Labor's Standard Occupational Classification codes pursuant to 5 CCR section 74112 and CEC section 94910.

In addition, the Institution must submit a statement of attestation they have corrected the violation and will ensure that the Institution's catalog will contain the United States Department of Labor's Standard Occupational Classification codes. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #6:

CEC section 94893 – Authorization Required for Substantive Change and CEC section 94894(a) – Substantive Change Defined

Cause for Citation: On or about April 18, 2024, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5(a). During the inspection, Bureau staff reviewed the Institution's 2024 school catalog and found that it contained untrue or misleading statement. The institutions school catalog listed it offers a program in Advertising and Marketing with Emphasis in Sports Marketing and Management. In 2023, the Institution withdrew an application for Change In Educational Objective to add this program, and the Institution is not approved by the Bureau to offer this course.

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 cease offering Advertising and Marketing with Emphasis in Sports Marketing and Management programs in its school catalog. The Institution shall submit a statement of attestation it has ceased to offer and advertise the Advertising and Marketing with Emphasis in Sports Marketing and Management programs and the date it ceased operating. The statement of attestation must be dated and signed 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:
- 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 \$14,004.00 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.

Citation Number: 24250331
Institution: Mission Career College
Institution Code: 81663049

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"

6/30/2025

Elizabeth Elias
Deputy Bureau Chief of Enforcement

Citation Date of Issuance

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