



NOTICE TO COMPLY – CU-3006691-0919 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Healthstaff Training Institute, Inc.	Institution Telephone:	(951) 694-4784
Institution Code:	3006691	Administrator Name:	Mindy Matthews
Street Address:	28671 Calle Cortez, Suite F Temecula, CA 92590	Date of Inspection:	9/25/2019

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:

STUDENT RECORDS MINIMUM REQUIREMENTS

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency - Requested Submission
1	5, CCR § 71920	<p>(a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.</p> <p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;</p> <p>The school did not maintain in its withdrawn student files, a document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.</p> <p>To remedy this violation, the school shall create a document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent. The school shall submit a template of this document and the school's policy showing the school is placing the document in each withdrawn student file. The document shall be submitted with the institution's response to the NTC and the last page of this document by October 25, 2019.</p>

Notice to Comply – CU-3006691-0919

Inspector's Initial: *af*

Administrator's Initial: *mm*



Self-Monitoring Procedures

Item No.	Referenced Law	Deficiency - Requested Submission
2	5, CCR §71760	<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>The school does not maintain self-monitoring procedures.</p> <p>To remedy this violation, the school shall develop and maintain adequate policy and procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division. The school shall submit a the school's self-monitoring policy with the institution's response to the NTC and the last page of this document by October 25, 2019.</p>

STUDENT RECORDS MINIMUM REQUIREMENTS

Item No.	Referenced Law	Deficiency - Requested Submission
3	5, CCR §71920	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(E) The name, address, website address, and telephone number of the institution.</p> <p>The school's transcript failed to contain the institution's website address.</p> <p>To remedy this violation, the school shall provide a sample transcript with the school's website address identified on the document. The school shall submit the sample transcript with the institution's response to the NTC and the last page of this document by October 25, 2019.</p>

STRF Record-Keeping Requirements

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency - Requested Submission
4	5, CCR §76140	(a) A qualifying institution shall collect and maintain records of student information to substantiate the data

Notice to Comply – CU/3006691-0919

Inspector's Initial: *JK*

Administrator's Initial: *MAN*



		<p>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>The school's 2nd Quarter 2019 STRF backup documentation failed to contain record of Amount of STRF assessment collected.</p> <p>To remedy this violation, the school shall provide 2nd Quarter 2019 STRF backup documentation containing the Amount of STRF assessment collected. The STRF backup documentation shall be submitted with the institution's response to the NTC and the last page of this document by October 25, 2019.</p>
--	--	---

FACULTY RECORDS MINIMUM REQUIREMENTS

Item No.	Referenced Law	Deficiency - Requested Submission
5	5, CCR § 71720	<p>(b) Instructors in an Educational Program Not Leading to a Degree.</p> <p>(2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p> <p>The computerized office & accounting instructor file failed to contain documentation that the instruction maintains their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p>

Notice to Comply – CU-3006691-0919

Inspector's Initial: *[Signature]*

Administrator's Initial: *[Signature]*



		<p>To remedy this violation, the school shall develop continuing education policy for its instructors. The school shall submit the continuing education policy with the institution’s response to the NTC and the last page of this document by October 25, 2019.</p>
--	--	--

Only minor violations are listed on a Notice to Comply.

Inspector’s Name	Gema Eider
Inspector’s Signature	
Institution Administrator Name/Title:	Mindy Matthews, Campus Director
Institution Administrator’s Signature:	

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>

Notice to Comply – CU-3006691-0919

Inspector’s Initial:

Administrator’s Initial:



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 **October 25, 2019**

Notice to Comply – CU-3006691-0919

Inspector's Initial: 

Administrator's Initial: 