



NOTICE TO COMPLY

CA-61543778-062624

Institution Name:	Silicon Valley Apprenticeship Barbering/Cosmetology	Institution Telephone:	(408)772-2209
Institution Code:	61543778	Administrator Name:	Jennifer Erickson
Street Address:	98 S. Almaden Ave., #2 San Jose, CA 95113	Inspection Date:	6/26/24

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: https://www.bppe.ca.gov/lawsregs/ppe_act.pdf
 Title 5 of the California Code of Regulations: <https://www.bppe.ca.gov/lawsregs/regs.pdf>

Violation	Code Section Violated	Description of the violation and required correction.
1	5 CCR § 71810 (b)(10) in conjunction with 5 CCR § 71740	<p>Violation Description: The institution’s 2024 catalog failed to contain a description of library and other learning resources and the procedures for student access to those resources that demonstrates compliance with 5 CCR § 71740.</p> <p>Correction: The institution shall update its 2024 catalog, to include the missing description pursuant to 5 CCR § 71810 (b)(10) in conjunction with 5 CCR § 71740.</p>
2	CEC § 94909 (a)(9) in conjunction with CEC § 94899.5 (b)	<p>Violation Description: On page 27 of the institution’s 2024 catalog, the cost due at enrollment is not compliant with CEC § 94899.5 (b), as the Barbering Apprenticeship and Cosmetology Apprenticeship are both longer than 4 months.</p> <p>Correction: The institution shall update its catalog and tuition policies to remove this requirement for both Barbering Apprenticeship and Cosmetology Apprenticeship programs, pursuant to CEC § 94909 (a)(9) in conjunction with CEC § 94899.5 (b)</p>

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94909 (a)(8)(B) in conjunction with 5 CCR § 71750 (c)(1)	<p>Violation Description: The pro-rata refund policies on pages 29 and 30 of the institution's 2024 catalog, do not comply with 5 CCR § 71750 (c)(1).</p> <p>Correction: The institution shall update the pro-rata refund policy on pages 29 and 30 of the institution's catalog pursuant to CEC § 94909 (a)(8)(B) and 5 CCR § 71750 (c)(1).</p>
4	5 CCR § 74112 (d)(3)	<p>Violation Description: The institution's catalog failed to identify the job classifications for each program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level.</p> <p>Correction: The institution shall update the catalog to include the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level pursuant to 5 CCR § 74112 (d)(3).</p>
5	CEC § 94911 (e)(2) in conjunction with 5 CCR § 71750 (c)(1)	<p>Violation Description: The pro-rata refund policy on pages 4 and 5 of the institution's enrollment agreement, does not comply with 5 CCR § 71750 (c)(1).</p> <p>Correction: The institution shall update the pro-rata refund policy in the enrollment agreement pursuant to CEC § 94911 (e)(2) and 5 CCR § 71750 (c)(1).</p>
6	CEC § 94913 (a)(2) in conjunction with 5 CCR §74117	<p>Violation Description: The institution's website failed to include clear and conspicuous links to the institution's 2021/2022 School Performance Fact Sheets for all programs.</p> <p>Correction: The institution shall update the website to include clear and conspicuous links to the institution's 2021/2022 School Performance Fact Sheets for all programs pursuant to CEC § 94913 (a)(2) in conjunction with 5 CCR §74117.</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	CEC § 94913 (a)(5) in conjunction with 5 CCR §74117	<p>Violation Description: The institution’s website failed to include clear and conspicuous links to the institution’s most recent annual report submitted to the Bureau.</p> <p>Correction: The institution shall update the website to include clear and conspicuous links to the institution’s most recent annual report submitted to the Bureau. pursuant to CEC § 94913 (a)(5) in conjunction with 5 CCR §74117.</p>
8	CEC § 94909 (a)(3)(D)	<p>Violation Description: The institution’s 2024 catalog, failed to contain the required verbatim statement: “The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.osar.bppe.ca.gov/ .”</p> <p>Correction: The institution shall update its catalog, to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).</p>
9	CEC § 94897 (o)	<p>Violation Description: The “Request Application Information” tab on the institution’s website, contains a prohibitive business practice regarding requiring a prospective student to provide personal contact information in order to obtain, from the institution’s internet website, educational program information that is required to be contained in the school catalog.</p> <p>Correction: The institution shall update its website, to remove the above-mentioned requirement pursuant to CEC § 94897 (o).</p>
10	5 CCR §71720 (b)	<p>Violation Description: Institution failed to include a continuing education policy, in which to verify that each instructor was maintaining the policy.</p> <p>Correction: The institution shall update its policies and procedures to include above-mentioned requirement pursuant to 5 CCR §71720 (b).</p>


Violation	Code Section Violated	Description of the violation and required correction.
11	5 CCR § 71760	<p>Violation Description: The institution failed to 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>Correction: The institution shall update their policies to include the above-mentioned policy in a documentable form.</p>

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
- (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, 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.

Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.

The Notice to Comply was given to the Institution's owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

Notice To Comply Given To Name & Title:	Jennifer Erickson, Owner
Bureau Compliance Analyst Name:	Alec Taub
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

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I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.

Signature

Date

Print Name and Title