



## NOTICE TO COMPLY

CA-3407041-042024

Institution Name:	CCAPP Academy	Institution Telephone:	916.338.9460
Institution Code:	3407041	Administrator Name:	Linda Arnold
Street Address:	2400 Marconi Avenue Sacramento, CA 95821	Inspection Date:	4/23/2024

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](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	CEC § 94913 (a)(5)	<b>Violation Description:</b> Institution fails to include the most recent annual report submitted to the bureau on its website. <b>Correction:</b> Upload the institution's 2021 annual report to the website. Provide a link to the website that shows compliance with CEC § 94913 (a)(5).
2	CEC § 94909 (a)(3)(D)	<b>Violation Description:</b> Institution fails to include the required Office of Student Assistance and Relief (OSAR) statement in its catalog. <b>Correction:</b> Update the catalog to include the required OSAR statement. Provide a copy of the updated catalog to show compliance with CEC § 94909 (a)(3)(D).
3	CEC § 94909 (a)(3)(B)	<b>Violation Description:</b> Institution fails to include in its catalog the verbatim of the statement required by CEC § 94909 (a)(3)(B). <b>Correction:</b> Update the catalog to include the statement required. Provide a copy of the updated catalog that shows compliance with CEC § 94909 (a)(3)(B).

Violation	Code Section Violated	Description of the violation and required correction.
4	5 CCR § 71810 (b)(11)	<p><b>Violation Description:</b> The catalog fails to include the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.</p> <p><b>Correction:</b> Include the information for the above to the catalog pursuant to 5 CCR § 71810 (b)(11). Provide a copy of the updated catalog that shows compliance with 5 CCR § 71810 (b)(11).</p>
5	CEC § 94909 (a)(5)	<p><b>Violation Description:</b> Institution states on page 6 of its catalog that the course is a 336-hour course. However, Bureau records shows course is 591 hours.</p> <p><b>Correction:</b> Update the catalog to reflect the total hours in accordance with the Bureau's records. Provide a copy of the updated catalog that shows compliance with CEC § 94909 (a)(5).</p>
6	CEC § 94911 (a)	<p><b>Violation Description:</b> Institution states on page 1 EA states that the course is a 336-hour course. However, Bureau records shows course is 591 hours.</p> <p><b>Correction:</b> Update the enrollment agreement (EA) to reflect the total hours in accordance with the Bureau's records. Provide a copy of the updated EA that shows compliance with CEC § 94911 (a).</p>
7	5 CCR § 71920 (b)(5)(E)	<p><b>Violation Description:</b> Institution's transcript fails to contain institution's website address.</p> <p><b>Correction:</b> Update the institution's transcript to include its website address. Provide a sample of the institution's transcript that shows compliance with 5 CCR § 71920 (b)(5)(E).</p>
8	5 CCR § 71760	<p><b>Violation Description:</b> The institution fails to provide the self-monitoring procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.</p> <p><b>Correction:</b> Provide a copy of the institution's self-monitoring procedures that shows compliance with 5 CCR § 71760.</p>
9	CEC § 94897 (I)	<p><b>Violation Description:</b> On the institution's advertisement/flyer the institution references it is approved by the Bureau for Private Postsecondary Education, however the statement fails to define the term approval.</p>


Violation	Code Section Violated	Description of the violation and required correction.
		<b>Correction:</b> Update the statement on the institution's advertisement/flyer, where the school identifies it is approved by the Bureau for Private Postsecondary Education to state, to include "BPPE APPROVED - Approval to Operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009". Provide a copy of the flyer that shows compliance with CEC § 94897 (I).

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:	Linda Arnold Education Coordinator
Bureau Compliance Analyst Name:	Luc Vang
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.

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Signature

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Date

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Print Name and Title