



## AMENDED NOTICE TO COMPLY

CA-0703001-041526

Institution Name:	SOFTTECH	Institution Telephone:	(510) 275-9510
Institution Code:	0703001	Administrator Name:	Elaine Lavan
Street Address:	3150 Hilltop Mall Road, Suite 27	Inspection Date:	April 15 <sup>th</sup> , 2026

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	5 CCR § 71810 (b)(14) in conjunction with CEC § 94907	<p><b>Violation Description:</b> The institution’s complaint grievance procedure page 11 of the 2026 catalog, states “A student with a grievance first must make a reasonable attempt to resolve the issue on an informal basis with the person involved.” This policy does not comply with CEC § 94907. In accordance with CEC § 94907, an institution shall not require a student to invoke an internal institutional dispute procedure before enforcing any contractual or other legal rights or remedies.</p> <p><b>Correction:</b> The institution shall update its grievance procedure policy in the catalog to comply with CEC 94907, pursuant to 5 CCR § 71810 (b)(14).</p>
2	5 CCR §71810(b)(4)	<p><b>Violation Description:</b> The institutions 2026 catalog on page 12 fails to contain the documentation required for English language proficiency.</p> <p><b>Correction:</b> The institution shall update the catalog with the required information pursuant to 5 CCR §71810(b)(4).</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:	Elaine Lavan – Owner
Bureau Compliance Analyst Name:	Alexander 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