



**Bureau for Private Postsecondary Education**  
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**NOTICE TO COMPLY** - CU-48441842-0321 (Ed. Code §94935 & 5, CCR §75010)

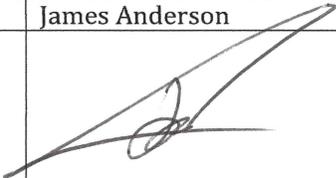
Institution Name:	Trinity School of Nursing	Institution Telephone:	(818) 518-1074
Institution Code:	48441842	Administrator Name:	Ma. Antonietta Borrueal
Street Address:	5500 Telegraph Rd Ste 145	Date of Inspection:	March 18, 2021

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:

Code of Regulations	Subsection, Description, and Required Correction
5, CCR Section 76140 Record-Keeping Requirements	<p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data 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"> <li>(1) Student identification number,</li> <li>(2) First and last names,</li> <li>(3) Email address,</li> <li>(4) Local or mailing address,</li> <li>(5) Address at the time of enrollment,</li> <li>(6) Home address,</li> <li>(7) Date enrollment agreement signed,</li> <li>(8) Courses and course costs,</li> <li>(9) Amount of STRF assessment collected,</li> <li>(10) Quarter in which the STRF assessment was remitted to the Bureau,</li> <li>(11) Third-party payer identifying information,</li> <li>(12) Total institutional charges charged, and</li> <li>(13) Total institutional charges paid.</li> </ol> <p>(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.</p> <p><b>The institution did not maintain any of the required student information in an electronic format to substantiate the data reported on the STRF Assessment Reporting Form for the fourth quarter of 2020 or the first quarter of 2021.</b></p> <p><b>To remedy this violation, the institution shall submit to the bureau data in electronic format for the fourth quarter of</b></p>

	<b>2020 and the first quarter of 2021 to substantiate the data reported on the STRF Assessment Reporting Form for those corresponding periods.</b>
5, CCR Section 71760 Self-Monitoring Procedures	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.  <b>The institution did not provide evidence that the institution developed and maintains adequate procedures to assure that it is maintained and operated in compliance with the Act and this Division.</b>  <b>To remedy this violation, the institution shall submit to the bureau evidence of procedures used by the institution to maintain and operate in compliance with the Act and this Division.</b>
5, CCR Section 71930(e) Maintenance of Records	(c) An institution shall provide to the Bureau its most current financial statements upon request.  <b>The institution was not able to make immediately available a current financial statement upon request for inspection.</b>  <b>To remedy this deficiency, the institution shall submit to the bureau a current financial statement.</b>

Only minor violations are listed on a Notice to Comply.

Inspector's Name	James Anderson
Inspector's Signature	
Institution Administrator Name/Title:	Ma. Antonietta Borrue, Owner
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](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-48441842-0321  
Inspector's Initial: JA  
Administrator's Initial: AB

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 **APRIL 19, 2021**

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