



BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2026 Licensing Workshop

Welcome!

- 🕒 ✨ We will start at 9:00 AM
- 🤫 🔊 Please mute your microphone
- 🎬 🚫 Please turn off your camera
- 🙌 😊 Thank you!

AGENDA

Housekeeping

Application Sections 1 - 16

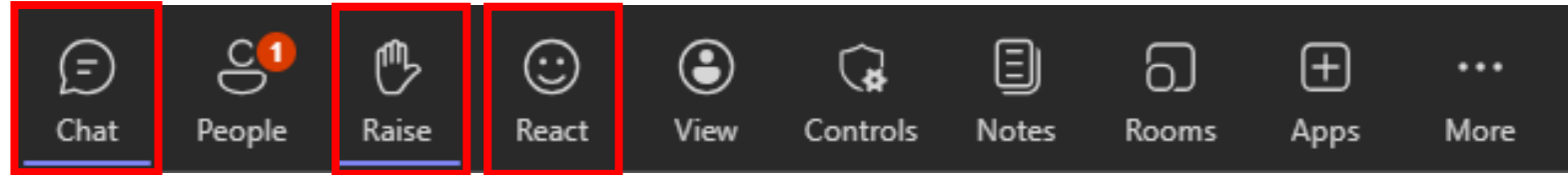
10-Minute Recharge (Break)

Application Sections 17 – 25

Video, Q&A, and Survey

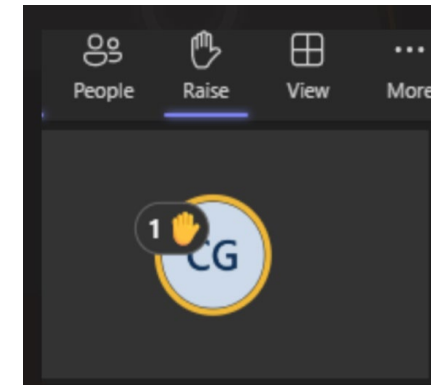
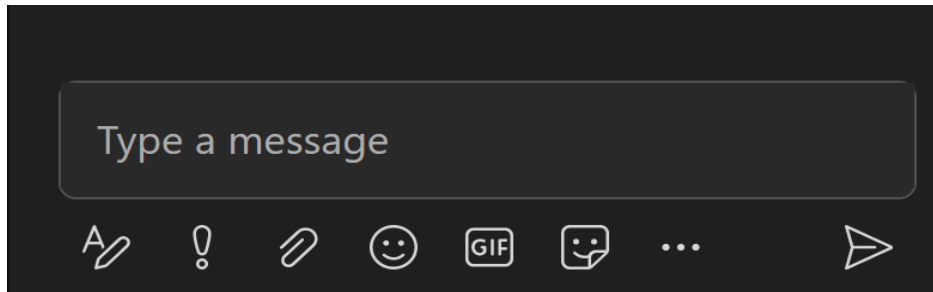
RAISE HAND, CHAT, REACT FEATURES

Locate the **Raise hand**, **Chat**, and **React** features at the top of your screen.



CHAT: To send questions through chat, Click on “Chat”, type your message, Hit Enter.

RAISE HAND: To raise hand, click on “Raise”, it will appear in yellow highlight. Click on hand to lower hand.



REACT: Tell us how you feel in the moment by clicking on “React.” 👍 😄 🎉 ❤️



Each section of the Application for Approval to Operate a Non-Accredited institution will be reviewed.



Presenters will share helpful tips and discuss common mistakes.



Institutions will have the opportunity to ask questions and get clarifications.

No recorded copy of this presentation will be provided

- Links and resources shared in the chat will be emailed after the session.
- This session is free every month, and you're welcome to register and attend as often as you'd like.



Learning Objectives:

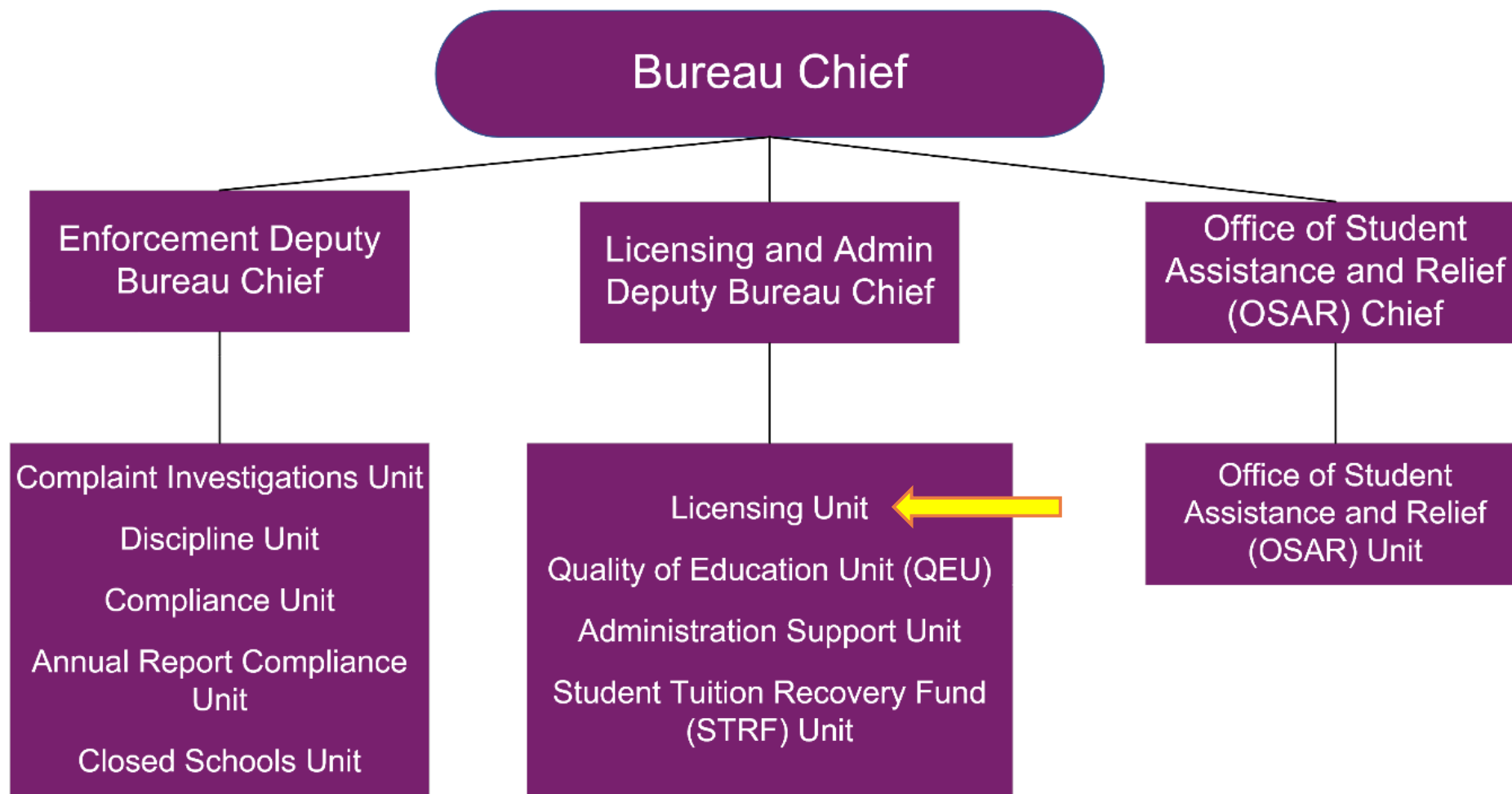
Identify	Identify required components for a complete and compliant application.
Apply	Apply BPPE laws to ensure compliance.
Avoid	Avoid common errors when preparing the application.
Use	Use the checklists and available resources to submit a compliant application.



Bureau Mission

“The Bureau protects students and consumers in California and beyond, through the oversight of California's private postsecondary educational institutions, by conducting qualitative reviews of educational programs and operating standards, proactively combating unlicensed activity, impartially resolving student and consumer complaints, and providing support and financial relief to harmed students.”

Organizational Chart



Accreditation Notice

The Bureau is a California oversight agency that regulates private postsecondary educational institutions operating in California.

- The Bureau does not grant accreditation to institutions. Accreditation is a separate and voluntary process. If an institution is interested in becoming accredited, please contact an accrediting agency to learn about their process and requirements.
- Helpful accreditation resources on our website:
 - Approval by Means of Accreditation Overview:
https://www.bppe.ca.gov/schools/accredited_institutions.shtml
 - Accreditation Plan Resources:
https://www.bppe.ca.gov/schools/accredplan_resources.shtml

Application Types

<https://bppe.ca.gov/schools/applications.shtml>

Licensing Applications

- Addition of a Separate Branch
- Approval to Operate an Institution Non-Accredited ←
- Approval to Operate an Institution Non-Accredited (Apply On-Line) ←
- Approval to Operate an Accredited Institution
- Authorization for Institution to Begin Participation in Student Financial Aid Programs
- Authorization to Change from Clock Hours to Credit Hours
- Change of Business Organization/Control/Ownership
- Change in Educational Objectives or Clock or Credit Hours Required to Complete a Program (An Increase or Decrease by 25% or More)
- Change of Location
- Change in Method of Instructional Delivery
- Change of Name
- Registration or Re-Registration of Out of State Institutions
- Renewal for Approval to Operate an Institution Non-Accredited
- Renewal for Approval to Operate an Accredited Institution
- Verification of Exempt Status

Section 1: Institution

(5 C.C.R. Section 71110)

- Name of Institution
- Addresses required:
 - Primary Administrative Location
 - Mailing Address
 - Physical Address of Main Campus
 - Physical Address of Branch/Satellite
- Contact Person for the Application





Section 1 Summary

Fill out every part of this section.

The contact person is the Bureau's point of communication during the application process.

Make sure the contact person knows about the institution and can respond quickly to any Bureau questions.

Keep the contact person updated on any changes related to the application. Notify the Bureau if this contact changes.

Only the contact person and owners will receive information about the application and its status.

Section 2: Form of Business Organization

(5 C.C.R. Section 71120)



- Type of Business:
 - Individually owned; sole proprietorship
 - General Partnership
 - For Profit Corporation
 - Limited Partnership
 - Non-Profit Corporation
 - Limited Liability Company
- State where incorporated and Date of Incorporation



Section 2 Summary

Required Documents by Business Type

LLCs



- Articles of Organization
- Operating Agreement

Partnerships



- Partnership Agreement

Corporations



- Articles of Incorporation
- Corporate Bylaws

Please include the state and date of incorporation on the application.

Section 3: Owner(s)

(5 C.C.R. Sections 71110 and 71130)



- 3.1 - List all people who own or control 25% or more of the stock or interest in an Institution or any other person who exercises substantial control over the institution's management or policies, or any other financial involvement in the institution.

Application page 2;
Workbook tab 3



Section 3 Summary

Substantial control is defined as: Someone who has the authority to expend money or incur debt of \$5,000 or more a year.

Include your Federal Employer Identification Number (EIN) for partnerships or Social Security Number (SSN) for sole owners.

Section 4: Agent For Service of Process Within California (5 C.C.R Section 71135)

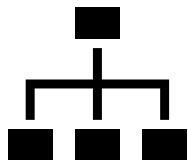


- Name or Entity
- Physical Address – must be different from the institution's address
- Email
- Telephone Number
- Fax Number (if applicable)
- Agent's Signature

Section 5: Organization and Management (5 C.C.R section 71140)

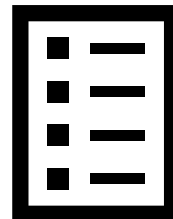
Include

Organizational chart that shows the governance and administrative structure and relationship between positions.



Provide

Description of job duties and responsibilities for each position.



Identify

The Chief Executive Officer (CEO), the Chief Operating Officer (COO) and the Chief Academic Officer (CAO).



Section 5 Summary

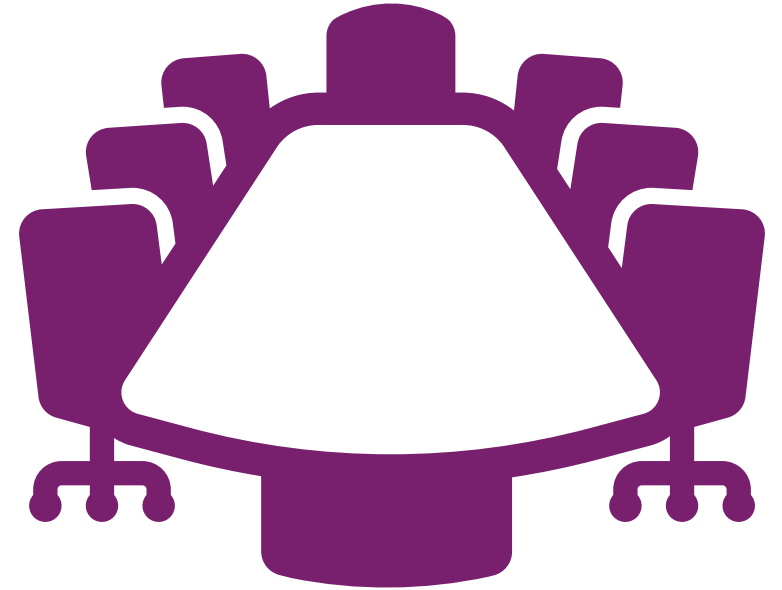
Identify the CEO, COO, and CAO, even if one person holds all roles or your institution uses different titles.

Be consistent, as these titles and duties may be referenced elsewhere in the application.

Section 6: Governing Board

(5 C.C.R. Section 71150)

- If the institution has a governing board, please submit the following for **each** board member:
 - Name
 - Email address
 - Work address
 - Telephone number
- If there is no board, mark “No” and provide a statement.



Section 7: Mission and Objectives

(5 C.C.R. Section 71170)



- Describe in detail the institution's mission **and** objectives.



Section 7 (Continued)

The description should be the mission of the institution, not just the mission of individual programs or courses.

5 C.C.R. Sections 70000(t) Mission, 70000(u) Objectives:

- “Mission” is the reason a school or institution exists. A mission statement explains things like:
 - What the school expects students to learn, including the main knowledge taught in its programs, the development of thinking and problem-solving skills, and values such as wanting to keep learning throughout life.
 - How the school’s purpose connects to what students, teachers, and the community expect from it.

“Objectives” are the goals and steps the school uses to carry out its mission. They explain how the mission will turn into specific, measurable learning results for each educational program.

Section 8: Institution Representative

(5 C.C.R. Section 71160)

Please include the following for the institution's representative:

- Name
- Email address
- Mailing address
- Telephone number
- Fax Number (if applicable)

Helpful Tips:

- The institution representative is a long-term Bureau contact for approved institutions to conduct official business.
- It is important to update this information anytime this person or contact information changes.



Section 9: Exemplars of Student Agreements (5 C.C.R. Section 71180)

- Submit examples of all student enrollment agreements and instruments of indebtedness.
- The Bureau will provide checklists as resources to help you create compliant Enrollment Agreements and Catalogs.



Key Terms



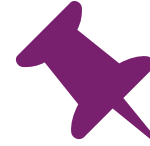
“AND”

Means ALL elements of a series is required



“OR”

Means only ONE of the elements is required



“SHALL”

Means you MUST do something



“MAY”

Means you can do something, but it is NOT required



“WHETHER”

Gives you a choice between alternatives



“IF”

Sets a conditional requirement when the conditional element applies



“EACH”

Means every



“ALL”

Means being or representing the entire number, amount, or quantity



Enrollment Agreement Checklist

Name of Institution:	Application #:
Reviewer Name:	Institution Code:

Pursuant to the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR), an institution shall be in compliance with the enrollment agreement minimum requirements. The minimum requirements listed in the table below summarize relevant sections of the CEC and 5, CCR, or requests specific documentation in regards to the CEC and 5, CCR. Attached for your reference and convenience is the full text of those laws.

Instructions: For each numbered item listed in the table below:

1. Under “Enrollment Agreement Page No.” write the page number(s) where the minimum requirement can be found in the enrollment agreement. If the minimum requirement is not applicable to your institution, write “N/A.”
2. In your institution’s enrollment agreement, indicate where each numbered minimum requirement is located, by writing and circling the corresponding “Item No.” on the applicable enrollment agreement page;
3. Item Nos. 2, 3, and 23 are for your information and do not require a response; and
4. Complete and sign the declaration at the end of this document.

Item No.	Enrollment Agreement Minimum Requirements The Enrollment Agreement shall include CEC §94911 (§ references the section of the CEC and 5, CCR)	Review #1	Review #2
		DATE	DATE
		Enrollment Agreement Page No.	Enrollment Agreement Page No.
1	Provide a separate statement indicating how you provide the enrollment agreement, disclosures and statements to students when they are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language. If you recruit, or intend to recruit, in a language other than English, please provide a copy of your enrollment agreement, disclosures, and statements in that language. (CEC §94906(a)(b))	X	X





2	The enrollment agreement shall not contain a provision that requires a student to invoke an internal institutional dispute procedure before enforcing any contractual or other legal rights or remedies. (CEC §94907)	X	X
3	Any information required by the CEC to be included in the enrollment agreement shall be printed in at least the same size font as the majority of the text in that document. (CEC §94908)	X	X
4	The enrollment agreement shall include: the name of the institution and the name of the educational program, including the total number of credit hours, clock hours, or other increment required to complete the educational program. (CEC §94911(a))	1	
5	The enrollment agreement shall contain the following: (a) The name and address of the institution and the addresses where instruction will be provided. (b) Period covered by the enrollment agreement. (c) Program start date and scheduled completion date. (d) The date by which the student must exercise his or her right to cancel or withdraw, and the refund policy. (5,CCR §71800(a) through (d))	a) 1	a)
		b) 1	b)
		c) 1	c)
		d) 1	d)
6	The enrollment agreement shall contain the following: (e) Itemization of all institutional charges and fees including, as applicable: (1) Tuition; (2) registration fee (non-refundable); (3) equipment; (4) lab supplies or kits; (5) textbooks, or other learning media; (6) uniforms or other special protective clothing; (7) in-resident housing; (8) tutoring; (9) assessment fees for transfer of credits; (10) fees to transfer credits;	1) 3	1)
		2) 3	2)
		3) 3	3)
		4) 3	4)
		5) 3	5)
		6) 3	6)
		7) 3	7)
		8) 3	8)
		9) 3	9)
		10) 3	10)



	(11) Student Tuition Recovery Fund fee (non-refundable); and (12) any other institutional charge or fee. (f) Charges paid to an entity other than an institution that is specifically required for participation in the education program. (5,CCR §71800(e) through (f))	11) 3 12) 3 f) 3	11) 12) f)
7	The enrollment agreement shall include a schedule of total charges, including a list of nonrefundable charges and the student's obligation to the Student Tuition Recovery Fund, clearly identified as a nonrefundable charge. (CEC §94911(b))	3	
8	The enrollment agreement shall include in underlined capital letters on the same page as the student's signature: <u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;</u> <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and</u> <u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.</u> (CEC §94911(c))	3	
9	The enrollment agreement and schedule of student charges shall include specific required language related to the Student Tuition Recovery Fund (STRF). <i>See CCR §76215(a) for the full text of the law for required language.</i> (5,CCR §76215(a))	4	
10	The enrollment agreement shall include the following disclosures: (1) A clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," under which it is explained that the student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. (2) The institution's refund policy and a statement that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. (3) A description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund. (CEC §94911(e)(1)(2)(3))	1) 2 2) 2 3) 2	1) 2) 3)



	<p>"Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (<i>insert address*</i>), www.bppe.ca.gov, (<i>insert telephone number and fax number*</i>) ."</p> <p>*The following may be used for inserts: Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Website Address: www.bppe.ca.gov Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897</p>	5	
	<p>"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."</p> <p>*The following may be used for inserts: Toll-free telephone #: (888) 370-7589 Website Address: www.bppe.ca.gov</p>	5	
15	<p>The enrollment agreement shall include specific required statements and a line for the student to initial. (CEC §94911(i)(1)(2))</p> <p>(1) "Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."</p> <p>(2) <u>Immediately following the statement required by paragraph (1), a line for the student to initial, including the following statement:</u></p> <p>"I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."</p>	5	5



13

13 The transferability of your acceptance of enrollment at this institution may be subject to the institution's policies.

1. Under "Enrollment Agreement Page No." write the page number(s) where the minimum requirement can be found in the enrollment agreement. If the minimum requirement is not applicable to your institution, write "N/A."
2. In your institution's enrollment agreement, indicate where each numbered minimum requirement is located, by writing and circling the corresponding "Item No." on the applicable enrollment agreement page;
3. Item Nos. 2, 3, and 23 are for your information and do not require a response; and
4. Complete and sign the declaration at the end of this document.

14 Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, www.bppe.ca.gov, (916) 574-8900 or by fax (916) 263-1897.

14 A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

15(1) Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.



20	The enrollment agreement shall disclose that an institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. (5,CCR §71716(a))	3	
21	For institutions offering a distance educational program where the instruction is not offered in real time, the enrollment agreement shall disclose that the student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. (5,CCR §71716(b))	3	
22	For institutions offering a distance educational program where the instruction is not offered in real time, the enrollment agreement shall disclose that (1) An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted. (5,CCR §71716(c)(1)(2))	3	
23	For institutions offering a distance educational program where the instruction is not offered in real time, the enrollment agreement shall disclose the institution's and students' rights and duties under 5, CCR §71716(a)(b)(c). (5,CCR §71716(d))		

To the best of my knowledge, I declare that the information submitted is true and correct.

Signature

Date


Printed Name and Title



Section 9 Summary

- An institution can use one enrollment agreement for all programs or separate agreements for each program.
- The Bureau website (https://bppe.ca.gov/schools/comp_tools.shtml) has an enrollment agreement checklist to help you create your agreement. Submitting the checklist with your application will help the Bureau review it more efficiently.
- Any information that appears in both the enrollment agreement and the school catalog must be consistent.
- Please add page numbers to show where the required disclosure can be found.

Application Toolbox

- > Accreditation Plan Resources
- > Alternative Refund Calculations
- > Application Workshop Booklet
- > Application Workshop Information
- > Application Workshop Registration Form
- > Catalog Checklist
- > Enrollment Agreement Checklist 
- > Guide for Completing the Approval to Operate Renewal Application
- > Performance Fact Sheet Template

Section 10: Financial Aid Policies, Practices and Disclosures

(5 C.C.R. Section 71190)



If the institution receives financial aid because its students qualify for it under any state or federal financial aid program, include a statement of the policies, practices, and disclosures regarding financial aid.



If no financial aid offered, mark “No.”

Section 11: Advertising and Other Public Statements

(5 C.C.R. Section 71200)



Please submit copies of advertising and other statements that will be disseminated to the public in any manner by the institution or its representatives.



This may include flyers, screenshots of unpublished websites, social media screenshots and radio/TV advertisement scripts.



Helpful Tips:



Documents should be samples of proposed advertisements. The Bureau understands that they will only be used by approved institutions.



Review prohibited business practices under CEC section 94897 and the limitations on what can be relayed to students in advertisements.

Section 12: Instruction and Degrees Offered

(5 C.C.R. Section 71210)



Identify and describe the educational program(s) the institution offers or proposes to offer.



If a degree is offered, list the full title including the name of a specific major field of study involved, which will be on each degree.





Section 12: Instruction and Degrees Offered (5 C.C.R. Section 71210)

For each program, please provide the following:

- The admissions requirements, including minimum levels of prior education, preparation, or training.
- The title of the educational programs and other components of instruction offered.
- The method of instruction.
- The graduation requirements.
- If the educational program is designed to fit or prepare students for employment in any occupation, identify each occupation and job title to which each educational program is represented to lead.



Section 12 Summary

This information is required for each program: degree and non-degree



Clearly identify the method of instruction (traditional/residential, online, hybrid, etc.)



5 C.C.R. Section 71770(a)

The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program.

Section 13: Description of Educational Program

(5 C.C.R. Section 71220)

For each program, please submit the following information:

- Describe each educational program.
- The equipment to be used during the educational program.
- The number and qualifications of the faculty needed to teach the educational program.
- A projection of the number of students the institution plans to enroll in the educational program over the next three years, along with the reasons for the projection.
- The learning, skills, and other competencies to be acquired by students who complete the education program.
- If your educational program aims to obtain licensure, please provide approval documentation from the relevant licensing authority. Also, a letter of intent to approve, based only on final institutional approval from the Bureau, will meet this requirement.



Section 13 Summary

Remember to list the qualifications of all current faculty members.

Please submit a copy of the syllabi for each program or course. A syllabi should include (5 C.C.R. 71710(a)(3)):

- A short, descriptive title of the educational program.
- A statement of educational objectives.
- Length of the educational program.
- Sequence and frequency of lessons or class sessions.
- Complete citations of textbooks and other required written materials.
- Sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured.
- Instructional mode or methods.





Section 14: Instruction in Languages other than English

(5 C.C.R. Section 71230)

If the institution plans on offering an educational program or any portion of it in a language other than English, describe the following:

- The language in which each educational program will be offered.
- A statement that the institution has contracted with sufficient duly qualified faculty who will teach each language group of students.
- The language of the textbooks and other written materials to be used by each language group of students.

Helpful Tip:

- If the institution will be advertising in a language other than English, please note that all enrollment documents and catalog must also be available in that language.

Section 15: Financial Resources and Statements

(5 C.C.R. Section 71240)

Financial statements shall establish that the institution meets the requirements for financial resources pursuant to 5 C.C.R. Sections 71745 and 74115.



Section 15: Financial Resources and Statements

(5 C.C.R. Section 71240)

Please submit current, reviewed or audited financial statements that are in compliance with 5 C.C.R. Section 71745.

5 C.C.R. Section 71745 Financial Resources:

(a)(6) Maintain a ratio of current assets to current liabilities of 1.25 to 1.00 or greater at the end of the most recent fiscal year when using generally accepted accounting principles.



Section 15: Financial Resources and Statements

(5 C.C.R. Section 71240)

Please submit current, reviewed or audited financial statements that are in compliance with 5 C.C.R. Section 74115.

5 C.C.R. Section 74115 Financial Statements:

(d) “Current” with respect to financial statements means completed no sooner than 120 days prior to the time it is submitted to the Bureau, and covering no less than the most recent complete fiscal year. If more than 8 months will have elapsed between the close of the most recent complete fiscal year and the time it is submitted, the fiscal statements shall also cover no less than five months of that current fiscal year.



Section 15: Financial Resources (Continued)

5 C.C.R. Section 74115 Financial Statements:

A set of financial statements shall contain, at a minimum, a balance sheet, an income statement, and a cash flow statement.

Financial statements shall be conducted by an independent certified public accountant who is not an employee, officer, or corporate director or member of the governing board of the institution.

Work papers for the financial statements shall be retained for five years from the date of the statements and shall be made available to the Bureau upon request.



Section 15 Summary



Tax returns, bank statements, QuickBooks or internal printouts are not acceptable.



Financials must meet the definition of **current** at the time they are received.



Financials **must be completed** by an independent Certified Public Accountant who holds a valid license in their state.



Audited or **reviewed** financials will be accepted; compiled statements will not.



Financial statements **must be completed** in accordance with Generally Accepted Accounting Principles (GAAP) in the United States.



Ratio of current assets to current liabilities of 1.25 to 1.00 or greater.

Section 16: Faculty

(5 C.C.R. Section 71250)



Please submit a complete list of duly qualified faculty members.



Identify who developed the curriculum or course material.



Section 16: Faculty (Continued)

Helpful Tips:

- For degree granting institutions please submit a copy of each faculty member's transcripts.
- Please submit signed (tentative) contracts for all faculty members.
- Resumes, CV's and proof of licensure (if applicable) should be submitted as well.
- Please review 5 C.C.R. Section 71720.
- A complete list of all courses each faculty member is contracted to teach.
- For non-degree granting institutions, proposed faculty must have a minimum of 3 years of experience.



10 Minute Recharge

Section 17: Facilities and Equipment

(5 C.C.R Section 71260)



For each program offered, describe the facilities and equipment available for student use at the main, branch, and satellite locations of the institution.



For leased or rented facilities, include the name and address of the landlord or lessor, along with a copy of the lease or rental agreement.



Include building diagrams or campus maps that show the locations of classrooms, laboratories, workshops, and libraries.



Include specifications of significant equipment that demonstrate that the equipment meets the standards and is sufficient to enable students to achieve the educational objectives of each educational program.



For each item of significant equipment, indicate whether the equipment is owned, leased, rented, or licensed for short or long term, or owned by another and loaned to be used without charge.



www.calgold.ca.gov

Section 18: Libraries and Learning Resources

(5 C.C.R. Section 71270)



Describe the library resources, services, and other learning materials, including the policies and procedures for providing them to students who do not receive classroom instruction.



Include an explanation of how the library and other learning resources meet the instructional needs of students.



If the institution has no facilities, explain how and when students can access a library and other learning resources required by the curriculum.



Section 18 Summary

A library may be large or small depending on the size of the institution.



An institution does not have to have a full library with books and/or digital media. However, it can include those items along with any of the following:

Magazines

Charts

Diagrams

Other learning resources



Only **degree granting** institutions are required to provide students access to a library and a librarian.



If an institution provides all learning materials with the program supplies and no additional research is required outside of the classroom, a library is not required to be maintained.

Section 19: Job Placement Assistance

(5 C.C.R. Section 71280)

If an institution represents to the public, in any manner, that it offers job placement assistance, include a description of the job placement assistance that it provides.

- This assistance may include:
 - Job finding preparation
 - Other services that may assist a student in finding a job
- This information must be included in the catalog as well.
- If no job placement services are provided, please state “No” in this section of the application.

Section 20: Copy of Catalog

(5 C.C.R. Section 71290)

Include a copy of the institution's catalog, along with any updates showing new educational programs that have been approved, either in its published form or in a version that is about to be published.

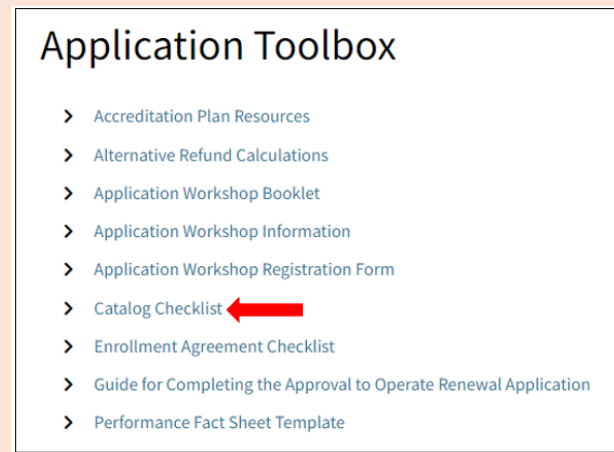


Section 20: Copy of Catalog

(5 C.C.R Section 71290)

Helpful Tips:

- The Bureau website (https://bppe.ca.gov/schools/comp_tools.shtml) contains a catalog checklist and video that may be used when creating the catalog. Using and submitting a copy of the checklist with the application, will greatly assist the Bureau with its review.



- Refer to the code sections listed on the checklist.
- Any required statements must be listed in the catalog **verbatim** to what is written in the statute or regulations.





Catalog Checklist

Name of Institution:	Application #:
Reviewer Name:	Institution Code:

Pursuant to the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR), an institution shall be in compliance with the catalog minimum requirements. The minimum requirements listed in the table below summarize relevant sections of the CEC and 5, CCR, or requests specific documentation in regards to the CEC and 5, CCR. Attached for your reference and convenience is the full text of those laws.

Instructions: For each numbered item listed in the table below:

1. Under "Catalog Page No." write the page number(s) where the minimum requirement is found in the catalog. If the minimum requirement is not applicable to your institution, write "N/A."
2. In your institution's catalog, indicate where each numbered minimum requirement is located, by writing and circling the corresponding "Item No." on the applicable catalog page;
3. Item No. 1 is for your information and does not require a response;
4. Complete and sign the declaration at the end of this document.

Item No.	Catalog Minimum Requirements The Catalog shall contain CEC §94909 (§ references the section of the CEC and 5, CCR)	Review #1	Review #2
		DATE	DATE
		Catalog Page No.	Catalog Page No.
1	Any information required by the CEC to be included in the catalog shall be printed in at least the same size font as the majority of the text in that document. (CEC §94908)	X	X



2	Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. Provide a separate statement confirming your catalog is updated annually. (5, CCR §71810(a))		
3	Provide a separate statement indicating how you provide your institution's school catalog to a prospective student and any interested person. (CEC §94909(a) and §94909(c))		
4	The catalog shall contain the name, address, telephone number, and, if applicable, internet web site address of the institution. (CEC §94909(a)(1))	Cover	
5	The catalog shall specify the address or addresses where class sessions will be held. (CEC §94909(a)(4))	3	
6	The catalog shall contain the specific beginning and ending dates defining the time period covered by the catalog. (5, CCR §71810(b)(1))	Cover	
7	The catalog shall contain, except as specified in CEC §94802, a statement that the institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))	2	
8	The catalog shall contain a statement specifying whether or not the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (CEC §94909(a)(12))	10	



9	<p>The catalog shall contain specific required language that encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement. (CEC §94909(a)(3)(B))</p> <p>"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."</p>	5	
10	<p>The catalog shall contain a statement of the institution's missions and purposes and the objectives underlying each of its educational programs. (5, CCR §70000(q) and (r) and §71810(b)(2))</p>	3	
11	<p>The catalog shall contain a description of the facilities and of the types of equipment and materials that will be used for instruction that demonstrates compliance with 5, CCR §71735. (5, CCR §71735 and §71810(b)(9))</p>	7	
12	<p>The catalog shall 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. (5, CCR §71740 and §71810(b)(10))</p>	7	
13	<p>The catalog shall contain specific required language that directs students to the Bureau for unanswered questions. (CEC §94909(a)(3)(A))</p> <p>"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (<i>insert address*</i>), (<i>insert website address*</i>), (<i>insert telephone and fax numbers*</i>)."</p> <p>*The following may be used for inserts: Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Website Address: www.bppe.ca.gov Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897</p>	5	



14	<p>The catalog shall contain specific required language that refers individuals wishing to file a complaint about the institution to the Bureau. (CEC §94909(a)(3)(C))</p> <p>"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (<i>insert toll-free telephone number</i>) or by completing a complaint form, which can be obtained on the bureau's internet Web site (<i>insert internet website address</i>)."</p> <p><i>*The following may be used for inserts:</i> Toll-free telephone #: (888) 370-7589 Website Address: www.bppe.ca.gov</p>	5	
15	<p>The catalog shall contain specific required language that refers individuals to The Office of Student Assistance and Relief for assistance in obtaining further information about individuals' rights and available services and relief options. (CEC §94909(a)(3)(D))</p> <p>"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 (toll-free telephone number) or by visiting (internet website address)."</p> <p><i>*The following may be used for inserts:</i> Toll-free telephone #: (888) 370-7589 Website Address: www.bppe.ca.gov</p>	9	
16	<p>The catalog shall contain specific required language that addresses transferability of credits and credentials. (CEC §94909(a)(15))</p> <p>"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"</p> <p>"The transferability of credits you earn at (<i>insert name of institution</i>) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (<i>insert degree, diploma, or certificate</i>) you earn in (<i>insert name of educational program*</i>) is also at the complete discretion of the institution to which you may seek to transfer. If the (<i>insert credits or degree, diploma, or certificate</i>) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (<i>insert name of institution</i>) to determine if your (<i>insert credits or degree, diploma or certificate</i>) will transfer."</p> <p><i>*If institution offers more than one educational program, "the educational program" may be inserted.</i></p>	8	



40	In order to report gainful employment of its graduates, the institution must identify, in its catalog, the job classification(s) 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. (5, CCR §74112 (d)(3))	12, 15, 17	
41	If the institution offers distance education, the catalog shall contain 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. (5, CCR §71810 (b)(11))	5	
42	After an approval to operate has been granted , an institution that maintains an internet website shall provide on the homepage of that internet website clear and conspicuous links for current versions of the following: (1) The school catalog (2) A School Performance Fact Sheet for each educational program offered by the institution. (3) Student brochures offered by the institution. (4) A link to the bureau's Internet Web Site. (5) The institution's most recent annual report submitted to the bureau. An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau. (CEC §94913 and 5, CCR §74117) If the institution has received a provisional approval and is offering an unaccredited degree program, the website shall contain the specific required language regarding the Notice to Prospective Degree Program Students. <i>See 5, CCR §71775 for the full text of the law for required language.</i> (5, CCR §71775(c)(2))	Compliant? 1) N/A 2) N/A 3) N/A 4) N/A 5) N/A	Compliant? 1) 2) 3) 4) 5)
X	Please submit a copy of your institutions School Performance Fact Sheet (SPFS). (CEC §94910 and 5, CCR §74112)	Please provide your SPFS	Please provide your SPFS

To the best of my knowledge, I declare that the information submitted is true and correct.

Signature	Date
Printed Name and Title	

Section 21: Graduation or Completion Documents

(5 C.C.R. Section 71300)

Submit a copy of the document given to a graduating student upon successful completion of each educational program.

CEC Section 94830. Degree

“Degree” means a recognized educational credential awarded by an institution that signifies satisfactory completion of the requirements of a postsecondary educational program at the associate’s level or above.

CEC Section 94832. Diploma

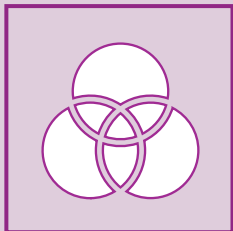
“Diploma” means a recognized educational credential, other than a degree, awarded by an institution that signifies satisfactory completion of the requirements of a postsecondary educational program below the associate’s level. A diploma is also known as a certificate.



Helpful Tips:



Make sure program title and hours are consistent with what has been reported in other areas of the application.



CEC Section 94897 Prohibited Business Practices. An institution shall not:

(a) Use, or allow the use of, any reproduction or facsimile of the Great Seal of the State of California on a diploma.

Section 22: Recordkeeping; Custodian of Records

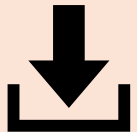
(5 C.C.R. Section 71310)



- Describe how records required by Article 9 of the Act are or will be organized and maintained.



- The types of documents contained in student files.



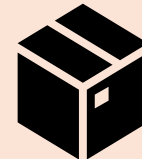
- How the records are stored.



- Whether academic and financial records are maintained in separate files.



- Include a statement of the institution's procedures for security and safekeeping of records.



- Maintain for a period of not less than five years, at its principal place of business in this state, complete and accurate records.





Helpful Tips:



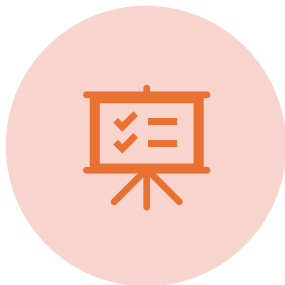
The description should be customized to your institution. Do not copy and paste the code sections that list the items to be maintained.



Don't forget to describe the safety and security of how the records will be kept.



Complete Custodian of records information entirely.



Transcripts are **required to be maintained permanently** as outlined in CEC Section 94900(b) of the code.



Section 23: Self-Monitoring Procedures

Describe the procedures the institution uses to ensure it operates and is maintained in compliance with the Act and this Division.

Identify who will complete reviews and what information or policies will be reviewed.

Register for Bureau workshops at:

<https://www.bppe.ca.gov/schools/workshops.shtml>

Sign up for Bureau Email Alerts.



Subscribe for Email Alerts

The Bureau for Private Postsecondary Education uses this subscriber list service to notify anyone who is interested in receiving email alerts. For the email list all subscribers will receive notification of the following publication(s):

- General Information
- Public Meeting Notices and Agendas
- Proposed Regulations

For Proposed Regulation Notices Only: I acknowledge that by providing my email address, I elect to receive Bureau Proposed Regulation Notices by email. I further understand that if I want to receive a hard copy of Proposed Regulation Notices, I must submit a written request to Bureau for Private Postsecondary Education, Attention: Regulatory Analyst, P.O. Box 980818, West Sacramento, CA 95798-0818.

- Webcast and Training Announcements
- Student Tuition Recovery Fund Announcements

Please specify if you want to Subscribe (Join) or Unsubscribe (Leave) to email alerts from the Bureau, please enter your information below then click submit.

NOTE: All fields are required.

Subscription Form

Email address*

Action*

Subscribe Unsubscribe

<https://www.bppe.ca.gov/webapps/subscribe.php>





Section 24: Additional Information

(5 C.C.R. Section 71340)

- Include any material facts, which have not otherwise been disclosed in the application that without inclusion would cause the information in the application to be false, misleading or incomplete or that might reasonably affect the Bureau's decisions to grant an approval to operate.
- If there is no additional information, mark "No."

Declaration Under Penalty of Perjury (5 C.C.R. Section 71380)

Application must be signed by:

- Each owner of the institution, or each partner in a partnership, or
- If the institution is incorporated, by the chief executive officer or president of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or
- If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.



Helpful Tips:



Signatures must be either original or digital.



For hard copy applications that require more than two signatures, you may make extra copies of Page 8.

DELAYS IN THE PROCESSING TIMELINE

Any changes made after the analyst's review will slow the process because the affected sections must be checked again.



We Value Your Feedback!

Please take a few minutes to complete our survey.

The link is available in the chat, and if you need more time, you can access it anytime at: <https://forms.office.com/g/b4fiQrEQxi>

Your input helps us understand what we did well and where we can improve.

Thank you for helping us make future workshops even better!

Paper Application Packaging Tips:

- ✓ Keep it simple.
- ✓ Use numbered dividers for each section.
- ✓ Secure with a binder clip only.
- ✗ No fancy binders or sheet protectors.
- i** We review every page, keeping it simple helps us process your application faster and more efficiently.



QUESTIONS?



Questions or Feedback?

Licensing Email: bppe.licensing@dca.ca.gov

Phone: (888) 370-7589 or (916) 574-8900

Licensing Managers:

- Erica Smith – Erica.Smith@dca.ca.gov,
- Wayne Brenner – Wayne.Brenner@dca.ca.gov,
- Kevin Peck – Kevin.Peck@dca.ca.gov

