

SEMPER PARATUS – Always Ready: BPPE Announced/Unannounced Visits and Annual Reporting



PRESENTED BY:
VALERIE MENDELSON
VP, COMPLIANCE AND RISK MANAGEMENT
AMERICAN CAREER COLLEGE & WEST COAST UNIVERSITY

Semper Paratus?

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- BPPE Announced Visits
- BPPE Unannounced Visits
- Minimum Operating Standards
- How to Prepare for each Visit in Advance
- Q&A

Announced/Unannounced Compliance Inspections

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- California Private Postsecondary Education Act of 2009
 - Article 18: 94932 Enforcement Authority
 - Article 18: 94932.5 Announced and Unannounced Inspections
- Frequency – at least once every five years
- Prioritization – size, time since last visit, prior violations, accreditation/regulatory approvals, student complaints

Announced Compliance Inspections

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- **Step 1– Desk Inspection**
 - Letter/Phone Call to notify of the inspection
 - Provide a document request
 - 14 days to respond
 - Inspector reviews the response
 - Inspector sends a deficiency letter
 - Have 10 days to respond and correct deficiencies

Announced Compliance Inspections

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- Step 2– On-Site Inspection
 - At least 7 days notice
 - Provide notice to students by onsite post and email at least 5 days before the visit
 - Inspector spends a day on campus
 - Opening meeting
 - Campus Tour
 - Classroom visit and student surveys
 - Reviews of corrected deficiencies
 - Student and faculty file review
 - Exit meeting

Announced Compliance Inspections

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- Notice to Comply
 - If minor violations are corrected prior to the inspector's departure, no notice
 - If minor violations or major violations are identified, notice to comply is issued in writing
 - Results are posted on the BPPE's website
 - 30 days to respond or file Notice of Disagreement

Unannounced Inspections

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- **Step 1 – Desk Inspection**
 - Inspector conducts a desk review
 - Marketing website
 - Student Performance Fact Sheets
 - Annual Reports
 - Catalog
 - Enrollment agreement (if available)
 - Financial Statements
 - STRF and Annual fees

Unannounced Inspections

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- Step 2 – On-Site Inspection
 - Arrives on campus unannounced
 - Asks to see the President/Executive Director
 - Opening meeting
 - Provides a list of desk review deficiencies
 - Campus tour
 - Classroom visits with student surveys
 - Student and faculty files review
 - Exit interview
 - Notice to students of completed onsite review

Unannounced Compliance Inspections

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- Notice to Comply
 - If minor violations are corrected prior to the inspector's departure, no notice
 - If minor violations or major violations are identified, notice to comply is issued in writing
 - Results are posted on the BPPE's website
 - 30 days to respond or file Notice of Disagreement

Minimum Operating Standards

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- Website
 - Catalog
 - Student Performance Fact Sheets
 - Link to BPPE website
 - Annual Report
 - Program Offerings
- Prepare in advance:
 - All links to the information appear on the main page
 - No broken links
 - Information is current
 - Annual report
 - Student Performance Fact Sheets
 - Programs in teach out

Minimum Operating Standards

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- **Catalog**
 - New catalog at least every 12 months
 - Any policy or program changes must be disclosed prior to implementation
 - Must be provided prior to enrollment (signed Enrollment Agreement)
 - Disclosures (refund policy, tuition, admission, etc.)
 - Program Information (SOC codes)
- **Prepare in advance:**
 - Every catalog update, review BPPE's Catalog Checklist and have it ready
 - Provide the catalog to the student prior to enrollment either through disclosure (should have a signed copy), in person or by email

Minimum Operating Standards

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- **Enrollment Agreement**
 - Program start and end dates
 - Program information (length, credit/clock hours)
 - Tuition information
 - Refund policy
 - Cancellation policy
 - Student Tuition Refund Fund information
 - Transferability of credit
- **Prepare in advance:**
 - Every EA update, review BPPE's Enrollment Agreement Checklist and have it ready
 - Confirm that statements are consistent between EA, Catalog and Website
 - Make sure that EA is signed by student and authorized school official

Minimum Operating Standards

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- Faculty Files/Administration
 - Resume
 - Transcripts
 - Qualifications for licensure programs
 - Professional development
 - Annual reviews
 - Chief Academic Officer/Chief Executive Officer/Chief Operating Officer
- Prepare in advance:
 - List of instructors by program
 - Make sure all credentials are up-to-date
 - Files are easily accessible

Minimum Operating Standards

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- Admissions Standards
 - High School diploma or equivalent
 - Ability to Benefit
 - Licensure requirements
- Prepare in advance:
 - Review written policies
 - Review student files to ensure documentation is in every file

Minimum Operating Standards

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- **School Performance Fact Sheets**
 - One for each campus and for each program
 - Must be provided prior to enrollment (before EA is signed)
 - Include required disclosures
 - Template available on BPPE's website (do not modify the font)
- **Prepare in advance:**
 - Make sure available in every student file
 - Verify that it is on the website
 - Confirm that the template is the same as BPPE's
 - Initials/signatures are on every page
 - Data back up used to prepare the report

Minimum Operating Standards

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- Annual Report
 - Due on December 1
 - Covers 2 completed previous calendar years
 - Include Financials
 - Enrollment Agreements
 - Catalog
 - Student Performance Fact Sheets
- Prepare in advance:
 - Review that the data submitted is the same as what is included in the Student Performance Fact Sheet
 - Posted on the website

Minimum Operating Standards

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- **Student Tuition Recovery Fund**
 - Submitted quarterly even if the current assessment is \$0
 - Includes only California residents
- **Prepare in advance:**
 - Copies of Assessment Forms
 - Records to substantiate the data reported:
 - ID number
 - First & last name
 - Home address & mailing address & address at time of enrollment
 - Email address
 - Date EA signed
 - Tuition
 - Amount of STRF collected
 - Quarter of remittance
 - 3rd party payer ID information
 - Total intuitional charges and charges paid

Minimum Operating Standards

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- Curriculum
 - For each program offered
 - Educational materials used by program/course
 - Textbooks
- Prepare in advance:
 - The list of educational materials ready
 - Library resources
 - Syllabi by class
 - List of textbooks
 - List of supplies
 - Make sure have sufficient supplies and in good condition

Minimum Operating Standards

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- Student Files
 - Enrollment Agreement/Enrollment Applications
 - Financial aid file – R2T4, ledger card, promissory note, counseling, verification
 - Student Performance Fact Sheets
 - Federal and state disclosures
 - Annual Report
 - Catalog
 - Licensure and programmatic disclosures
 - Proof of high school or equivalent
 - Satisfactory academic progress
 - Complaints
 - Transfer credits
 - Transcript

Minimum Operating Standards

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- Prepare in advance:
 - Three lists of students
 - Current
 - Dropped (last 2 years)
 - Graduated (last 2 years)
 - Organized files
 - Consistency
 - If printed, organized in the same order
 - Include full student file, but don't forget to include ledger card, transcript and R2T4 with each file

Minimum Operating Standards

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- **Library**
 - Support for all programs offered
 - If offer degree programs, must have a librarian
 - Disclose any fees if charge to borrow
- **Prepare in advance:**
 - List of all library resources and collections
 - Links to any third party resources available through the library
 - Make sure that the resources are current for the programs offered and not an outdated collection

Other Documents

- Advertising and promotional materials
 - Brochures, audio scripts, internet content
 - For the last 5 years
 - Organize on a flash drive in advance
- Administrative manuals
 - For all functional areas (Admissions, Financial Aid, Career Services, Programmatic)
 - Make sure not in conflict with your catalogs, enrollment agreements, etc.
- Health and Safety Reports
 - Fire drills, elevator inspections, business license
 - Create a folder/binder and update quarterly
 - Proper permits for the equipment maintained in labs

Other Documents

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- Map of Institution
- Organizational Chart
- Class Schedules
 - Include break times
 - Names of instructors
 - Subject
 - Room number
 - Number of students in each class
 - Think about which classes you would want to showcase

Campus Tour

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- Walk through
 - Current licenses
 - Labs and equipment is good shape
 - Updated and accurate marketing materials
 - Tidy and clean classrooms, floors, closets and bathrooms
- Showcase
 - Special classrooms
 - Labs
 - Unique equipment
 - Enthusiastic instructors

Questions?

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Valerie Mendelsohn

Email: VMendelsohn@westcoastuniversity.edu

Phone: 949-743-5765