Bureau for Private Postsecondary Education

“Institution Data” Workflow Confirmation

This notice is a confirmation that the Bureau for Private Postsecondary Education (Bureau) has received the “Institution Data” workflow for the 2025 Annual Report.

Next Steps:

1. Complete all applicable program, branch and/or satellite data workflows for the Institution.
2. Confirm all completed workflows are in “Ready to Send” status. If a workflow is in “Pending Submission” status, the workflow will not be transmitted to the Bureau.
3. Once all applicable workflows for the institution are completed **AND** all workflows are in “Ready to Send” status you **MUST** finalize the Annual Report Portal submission by completing the **“Submit to BPPE”** workflow.

The “Submit to BPPE” workflow will update all completed workflows from “Ready to Send” status to “Analyst Review”. During the analyst review process, you may be contacted by email to log into the Annual Report Portal (https://dca.prod.simpligov.com/) if any deficiencies are found in your submission.

Failure to submit a complete annual report pursuant to California Education Code section 94934 and Title 5 of the California Code of Regulations section 74110 may result in a citation and fine of up to $5,000.00 per violation and/or additional disciplinary action.

If you have any questions, please contact the Annual Report Unit by email at bppe.annualreport@dca.ca.gov (mailto:bppe.annualreport@dca.ca.gov) or by phone at (916) 574-8900, press "7" when prompted. Please reference the following:

Request: DCA-BPPE-009386
Institution Name: **3. Institution Name (auto-populated)**: American Beauty Institute
Institution Code: **2. Institution Code**: 81663192

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