You can now Print this page for your records.

After printing, you can proceed to enter in additional Branch data ....OR if you are finished, please fill out and print the Annual Report Completion Check Sheet (which must be mailed in to the Bureau).

BPPE Annual Report for 2016 – Branch Locations

Tracking Number: 20171116101715

Report for Year: 2016

Institution Name: MAOF Skill Center-Bakersfield

Institution Code: 88680539

Total number of students at this branch location? 157

Name of programs offered at this branch locations? Bookkeeping, Clerical

Branch Address: 2130 Chester Avenue 2nd fl. Suite 200

Branch City: Bakersfield

Branch State: California

Branch Zip Code: 93301
2016 Annual Report Certification Form

Print a copy of this Certification Form. The certification must be signed by a responsible officer of the institution. Return this Certification Form, Financial documents, CD or flash drive containing the Enrollment Agreement, and any additional documents (if applicable). Please keep a copy for your records.

Confidential Financial Documents: Must submit paper copy only.

☐ A current compiled, reviewed or audited Financial Statement * as required pursuant to 5 CCR §74115. Financial statements must include Balance Sheet, Income Statement, and Statement of Cash Flow. Tax returns and/or bank statements will not be accepted.

Additional Documents:

- Enrollment Agreement (attach electronically, cd or flash drive)
- A list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates (CEC §94910(f)(2))
- A list of the objective sources of information used to substantiate the salary disclosure (CEC §94910(f)(3))
- United States Department of Education final administrative actions (if any),
- Accreditation agency formal disciplinary actions (if any),

Submitted Online:

- Annual Report
- Student Performance Fact Sheet (a link is provided in the Annual Report)
- 2016 School Catalog (a link is provided in the Annual Report)

Name of Institution MAOF Skill Center-Bakersfield

Institution Code 88680539

Address of Institution 2130 Chester Avenue Ste. 200

City/State/Zip Code Bakersfield CA. 93301

Name of Responsible Officer and Contact Telephone Number/Email (please print or type)

Magda Menendez (661)336-6820 magdam@kerncounty.com
Please note that by signing this document you are assuming responsibility for the information that is contained in the Annual Report.

I certify, under penalty of perjury of the laws of the State of California, that the information and responses submitted in and with the Annual Report are true and complete to the best of my knowledge and belief.

(Signature of Responsible Officer) 11/16/17
(Date)

Magda Menendez, Administrator
Printed Name and Title

Date Documents Submitted to the Bureau for Private Postsecondary Education: 11/16/17

Mail the required Documents along with this sheet to:

The Bureau for Private Postsecondary Education
Attention: Annual Report Unit
P.O. Box 980818
West Sacramento, CA 95798-0810

Or

2535 Capitol Oaks Dr., Suite 400
Sacramento, CA 95833

* "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 completed fiscal year (5 CCR 74115(d)). The institution is required pursuant to 5 CCR §74115(b)(2) to submit compiled statements, however an institution may substitute reviewed or audited statements if the institution so desires.
United States Department of Education

Administrative Actions

Not Applicable
Accreditation Agency Disciplinary Action

Not Applicable
Sources of Information Used to
Substantiate Salary Disclosure

Under the Workforce Innovation Opportunity Act all employment and salaries must be verified. This information is provided by the student and the employer.

Additionally, the Employment Development Department provides follow-up services which also verify salary.
Annual Report 2016

List of positions determined to be within the field for which a student received their education and training/MAOF Skill Center-Bakersfield

Clerical/Business Administration

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Entry Clerk</td>
<td>43-9021</td>
</tr>
<tr>
<td>Secretarial Clerk</td>
<td>43-3030</td>
</tr>
<tr>
<td>General Office Clerk</td>
<td>43-9061</td>
</tr>
<tr>
<td>Switchboard Operator</td>
<td>43-2011</td>
</tr>
<tr>
<td>Customer Service Clerk/Rep</td>
<td>43-4050</td>
</tr>
<tr>
<td>School Secretary Personnel</td>
<td>43-6014</td>
</tr>
<tr>
<td>Mail Room Clerk</td>
<td>43-9051</td>
</tr>
<tr>
<td>Law Away Clerk</td>
<td>43-4051</td>
</tr>
<tr>
<td>Retail Clerk</td>
<td>41-2031</td>
</tr>
<tr>
<td>Insurance Agency Clerk</td>
<td>43-9041</td>
</tr>
<tr>
<td>Information Clerk</td>
<td>43-4171</td>
</tr>
<tr>
<td>Typist</td>
<td>43-9022</td>
</tr>
<tr>
<td>Human Resource Asst.</td>
<td>43-4161</td>
</tr>
<tr>
<td>Word Processor</td>
<td>43-9022</td>
</tr>
<tr>
<td>File Clerk</td>
<td>43-4071</td>
</tr>
<tr>
<td>Administrative Asst.</td>
<td>43-6014</td>
</tr>
<tr>
<td>Receptionist</td>
<td>42-4170</td>
</tr>
<tr>
<td>Front Desk Clerk</td>
<td>43-4081</td>
</tr>
<tr>
<td>Bank Teller</td>
<td>43-3071</td>
</tr>
<tr>
<td>Court Room Clerk</td>
<td>43-4030</td>
</tr>
</tbody>
</table>

Bookkeeping/Accounting

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Clerk</td>
<td>43-3050</td>
</tr>
<tr>
<td>Auditing Clerk</td>
<td>43-3031</td>
</tr>
<tr>
<td>Full Charge Bookkeeper</td>
<td>43-3030</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>43-6014</td>
</tr>
<tr>
<td>Customer Service Representative</td>
<td>43-4051</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>43-3031</td>
</tr>
<tr>
<td>Payroll Clerk</td>
<td>43-3051</td>
</tr>
<tr>
<td>Tax Preparer</td>
<td>13-2082</td>
</tr>
<tr>
<td>Staff Accountant</td>
<td>13-2010</td>
</tr>
<tr>
<td>Office Manager</td>
<td>43-1010</td>
</tr>
<tr>
<td>Accounting Clerk</td>
<td>43-3031</td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>43-3031</td>
</tr>
<tr>
<td>Inventory Clerk</td>
<td>43-5081</td>
</tr>
<tr>
<td>Bank Teller</td>
<td>43-3071</td>
</tr>
<tr>
<td>Data Clerk</td>
<td>43-9020</td>
</tr>
</tbody>
</table>
You can now Print this page for your records.

After printing, you can proceed to enter in your Program data

BPPE Annual Report for 2016 - Institution

Tracking Number: 2017111691508

Report for Year: 2016

Institution Name: MAOF Skill Center-Bakersfield

Institution Code (If an institution has branch locations the institution code is the school code for the main location): 88680539

Street Address (Physical Location): 2130 Chester Ave. 2nd. fl. Suite 200

City: Bakersfield

State: California

Zip Code: 93301

Check all that apply to this institution:

For profit institution:

Sole Proprietor:

Corporation:

Non-profit institution: Non-profit institution

Limited Liability Corporation (LLC):

Publicly traded institution:

Partnership:

https://www.dca.ca.gov/webapps/bppe/institution_print_2016.php?id=2017111691508
Number of Branch Locations: 0

Number of Satellite Locations: 0

Is this institution current with all assessments to the Student Tuition Recovery Fund?: yes

Is this institution current on Annual Fees?: yes

Is your institution accredited by an accrediting agency/agencies recognized by the United States Department of Education? Include only full institutional approval, not programmatic approval: yes
If you answered yes to the question above, please identify the accrediting agency: Council on Occupational Education Commission (Formerly SACS-COEI)

If your institution has specialized accreditation from a recognized United States Department of Education approved specialized/programmatic accredits, list the accreditation:

Has any accreditation agency taken any formal disciplinary action against this institution? If Yes, please submit a paper copy of the action, refer to the Annual Report Completion Check Sheet.: no

Does your institution participate in federal financial aid programs under Title IV of the Federal Higher Education Act?: no

What is the total amount of Title IV funds received by your institution in 2016?: 0

Does your institution participate in veteran’s financial aid education programs?: no

What is the total amount of veteran’s financial aid funds received by your institution in 2016?: 0

Does your institution participate in the Cal Grant program?: no

What is the total amount of Cal Grant funds received by your institution in 2015?: 0

Is your institution on the California Eligible Training Provider List (ETPL)?: yes
Is your institution receiving funds from the Work Innovation and Opportunity Act (WIOA) Program?: yes

What is the total amount of WIOA funds received by your institution in 2016?: 500,000

Does your institution participate in, or offer any another government or non-governmental financial aid programs? no
If yes, please indicate the name of the financial aid program:

The percentage of institutional income in 2016 that was derived from public funding: 100

Enter the most recent three-year Cohort Default Rate reported by the US Department of Education, for this institution: 0

The percentage of students who in 2016 received federal student loans to help pay their cost of education at the school was: 0

Total number of students enrolled at this institution: 157

Number of Doctorate Degrees programs Offered: 0

Number of Students enrolled in Doctorate level programs at this Institution: 0

Number of Master Degrees programs Offered: 0

Number of Students enrolled in Master level programs at this institution: 0

Number of Bachelor Degrees programs Offered: 0

Number of Students enrolled in Bachelor level programs at this institution: 0

Number of Associate Degrees programs Offered: 0

Number of Students enrolled in Associate level programs at this institution: 0

Number of Diploma or Certificate Programs Offered: 2
Number of Students enrolled in Diploma or Certificate programs at this institution: 157

Institution's website: www.maof.org

Performance Fact Sheet: www.maof.org

2016 Catalog: www.maof.org

Annual Report: www.maof.org
BPPE Annual Report for 2016 – Programs

Tracking Number: 2017113094955

Report for Year: 2016

Institution Name: MAOF Skill Center-Bakersfield

Institution Code: 88680539

INFORMATON FOR EACH EDUCATIONAL PROGRAM OFFERED
AT THE INSTITUTION
Degree/Program Level: DiplomaCertificate

If Other, please specify:

Degree/Program Title: DiplomaCertificate

If Other Doctorate, Other Master, Other Bachelor, Other Associate or
Other was chosen, please specify:

Name of Program (e.g. Business Administration, Massage, etc.):
Bookkeeping

Number of Degrees or Diplomas Awarded: 58

Total Charges for this program (Report whole dollars only): $ 0

The percentage of enrolled students in 2016 receiving federal student
loans to pay for this program. 0
The percentage of graduates in 2016 who took out federal student loans to pay for this program: 0

Number of Students Who Began the Program: 100

Students Available for Graduation: 100

On-time Graduates: 58

Completion Rate: 58

150% Completion Rate: 7

Is the above data taken from the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education?: no

PLACEMENT
Graduates Available for Employment: 58

Graduates Employed in the Field: 42

Placement Rate: 72

Graduates employed in the field 20 to 29 hours per week: 6

Graduates employed in the field at least 30 hours per week: 36

Indicate the number of graduates employed:
Single position in field: 42
Concurrent aggregated positions in field (2 or more positions at the same time): 0
Freelance/self-employed: 0
By the institution or an employer owned by the institution, or an employer who shared ownership with the institution: 0

EXAM PASSAGE RATE
Does this educational program lead to an occupation that requires State licensing?: no
If Yes, please provide the information below (For each of the last two years):
First Data Year 2016:

Name of the State licensing entity that licenses this field:

Name of Exam:

Number of Graduates Taking State Exam:

Number Who Passed the State Exam:

Number Who Failed the State Exam:

Passage Rate:

Is this data from the State licensing agency that administered the exam?:

Name of Agency:

If the response to #29 was no, provide a description of the process used for attempting to contact students:

Second Data Year 2015:

Name of the State licensing entity that licenses this field:

Name of State Exam:

Number of Graduates Taking State Exam:

Number Who Passed the State Exam:

Number Who Failed the State Exam:

Passage Rate:

Is this data from the licensing agency that administered the State exam?:

Name of Agency:

If the response to #37 was no, provide a description of the process used for attempting to contact students:
Do graduates have the option or requirement for more than one type of licensing State exam?:

Provide the names of other licensing exam options:
Name of Option/Requirement:
Name of Option/Requirement:
Name of Option/Requirement:

SALARY DATA
Graduates Available for Employment: 58

Graduates Employed in the Field: 42

Graduates Employed in the Field Reported receiving the following Salary or Wage:

- $0 - $5,000: 0
- $5,001 - $10,000: 0
- $10,001 - $15,000: 9
- $15,001 - $20,000: 6
- $20,001 - $25,000: 14
- $25,001 - $30,000: 13
- $30,001 - $35,000: 0
- $35,001 - $40,000: 0
- $40,001 - $45,000: 0
- $45,001 - $50,000: 0
- $50,001 - $55,000: 0
- $55,001 - $60,000: 0

https://www.dca.ca.gov/webapps/bppe/programs_print_2016.php?id=2017113094955
$60,001 - $65,000: 0
$65,001 - $70,000: 0
$70,001 - $75,000: 0
$75,001 - $80,000: 0
$80,001 - $85,000: 0
$85,001 - $90,000: 0
$90,001 - $95,000: 0
$95,001 - $100,000: 0
Over $100,000: 0
You can now Print this page for your records.

After printing, you can proceed to enter in additional Programs data OR you can begin to enter in Branches data

BPPE Annual Report for 2016 – Programs

Tracking Number: 2017113095820

Report for Year: 2016

Institution Name: MAOF Skill Center-Bakersfield

Institution Code: 88680539

INFORMATION FOR EACH EDUCATIONAL PROGRAM OFFERED AT THE INSTITUTION
Degree/Program Level: DiplomaCertificate

If Other, please specify:

Degree/Program Title: DiplomaCertificate

If Other Doctorate, Other Master, Other Bachelor, Other Associate or Other was chosen, please specify:

Name of Program (e.g. Business Administration, Massage, etc.): Clerical

Number of Degrees or Diplomas Awarded: 54

Total Charges for this program (Report whole dollars only): $ 0

The percentage of enrolled students in 2016 receiving federal student loans to pay for this program: 0
The percentage of graduates in 2016 who took out federal student loans to pay for this program: 0

Number of Students Who Began the Program: 57

Students Available for Graduation: 57

On-time Graduates: 54

Completion Rate: 95

150% Completion Rate: 9

Is the above data taken from the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education?: no

PLACEMENT
Graduates Available for Employment: 54

Graduates Employed in the Field: 25

Placement Rate: 46

Graduates employed in the field 20 to 29 hours per week: 3

Graduates employed in the field at least 30 hours per week: 22

Indicate the number of graduates employed:
Single position in field: 25
Concurrent aggregated positions in field (2 or more positions at the same time): 0
Freelance/self-employed: 0
By the institution or an employer owned by the institution, or an employer who shared ownership with the institution: 0

EXAM PASSAGE RATE
Does this educational program lead to an occupation that requires State licensing?: no
If Yes, please provide the information below (For each of the last two years):
First Data Year 2016:

Name of the State licensing entity that licenses this field:

Name of Exam:

Number of Graduates Taking State Exam:

Number Who Passed the State Exam:

Number Who Failed the State Exam:

Passage Rate:

Is this data from the State licensing agency that administered the exam?:

Name of Agency:

If the response to #29 was no, provide a description of the process used for attempting to contact students:

Second Data Year 2015:

Name of the State licensing entity that licenses this field:

Name of State Exam:

Number of Graduates Taking State Exam:

Number Who Passed the State Exam:

Number Who Failed the State Exam:

Passage Rate:

Is this data from the licensing agency that administered the State exam?:

Name of Agency:

If the response to #37 was no, provide a description of the process used for attempting to contact students:
Do graduates have the option or requirement for more than one type of licensing State exam?:

Provide the names of other licensing exam options:
Name of Option/Requirement:
Name of Option/Requirement:
Name of Option/Requirement:

SALARY DATA
Graduates Available for Employment: 54

Graduates Employed in the Field: 25

Graduates Employed in the Field Reported receiving the following Salary or Wage:

$0 - $5,000: 0
$5,001 - $10,000: 3
$10,001 - $15,000: 7
$15,001 - $20,000: 3
$20,001 - $25,000: 12
$25,001 - $30,000: 0
$30,001 - $35,000: 0
$35,001 - $40,000: 0
$40,001 - $45,000: 0
$45,001 - $50,000: 0
$50,001 - $55,000: 0
$55,001 - $60,000: 0
<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>$60,001 - $65,000</td>
<td>0</td>
</tr>
<tr>
<td>$65,001 - $70,000</td>
<td>0</td>
</tr>
<tr>
<td>$70,001 - $75,000</td>
<td>0</td>
</tr>
<tr>
<td>$75,001 - $80,000</td>
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<td>$80,001 - $85,000</td>
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<td>$90,001 - $95,000</td>
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<tr>
<td>$95,001 - $100,000</td>
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</tr>
<tr>
<td>Over $100,000</td>
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