

**MINUTES OF THE
BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
BOARD MEETING**

December 14, 2006/9:30 a.m.

The Colorado Private Occupational Schools Board convened at the Division of Private Occupational Schools, Department of Higher Education, 1380 Lawrence Street, Suite 1200, Denver, Colorado 80204.

Chair Tom Twardowski called the meeting to order at: 9:30 a.m. and greeted guests. Board roll call was taken. The Board members, Division staff and guests were introduced.

Board Members Present:

Tom Twardowski, Chair	Jerry Sirbu, Vice Chair	Lisa Bennison Noll, Secretary
Robert Martin	Buddy Douglass	Nancy Lemein

Board Members Absent: Thomas Narvaez

Division Staff Present:

Jim Parker, Director	Georgia Roberts, Deputy Director
Renee Belisle, Program Supervisor	Valorie Briggs, Program Supervisor
Voni Oerman, Program Supervisor	Arla Hamel, Administrative Assistant

Board Counsel Present:

Dixon Waxter, Assistant Attorney General, Office of the Colorado Attorney General.

Guests Present:

Jan Walters, Colorado School of Paramedical Esthetics – Lakewood
Barbara Stauffer, Colorado School of Paramedical Esthetics – Lakewood
Zolita Grant, Colorado School of Counseling and Hypnotherapy Training - Longmont
Roy Hansen, Northern Colorado Truck Driving Academy – Ft. Collins
Sergio Salcido, Northern Colorado Truck Driving Academy – Ft. Collins
Jon Farnlof, Home Real Estate Academy - Aurora
Ed Fronheiser, Home Real Estate Academy – Aurora
Ed Kraus, IntelliTec College – Colorado Springs
Ivan Smith, IntelliTec College – Colorado Springs
Darlene Davis, Antoine Du Chez Hairdressing Academy – Denver
Carl Bobb, Associated Training Services of Colorado - Parker
Alecia Powell, Denver School of Massage Therapy – Westminster
Kristin Taylor, The Pilates Center - Boulder
Jennifer Sprague, Heritage College – Denver
Brian Dyke, Heritage College – Denver
Carmen Robl, Techskills – Greenwood Village
Lisa Evans, Techskills – Greenwood Village
Melody Irvin, Career Coders, LLC - Loveland
Frank Trujillo, United States Truck Driving School, Inc. – Wheat Ridge

Todd Hall, Colorado School of Paramedical Esthetics – Lakewood

Approval of the October 26, 2006 Minutes: The Board reviewed and discussed the Minutes of the October 26, 2006 meeting. Mr. Sirbu motioned that the Minutes be approved as read. The motion was seconded and passed unanimously.

Approval of the November 2, 2006 Annual Planning Meeting Minutes: The Board reviewed and discussed the Minutes of the November 2, 2006 meeting. Ms. Lemein motioned that the Minutes be approved as read. The motion was seconded and passed unanimously.

Approval of the November 20, 2006 Teleconference Minutes: The Board reviewed and discussed the Minutes of the November 20, 2006 meeting. Mr. Sirbu motioned that the Minutes be approved as read. The motion was seconded and passed unanimously.

Directors Report: The Director's report was presented. Board requested copies of the Budget Report FY 06 and for FY 07.

Additions to the December 14, 2006 Board Agenda for consideration: The following additions to the Board's agenda were made:

Other Business:

1. The 2007 Board Meeting Schedule.
2. Discussion of Rule 800 from the Medical Board and jurisdictional clarification.
3. Surety calculation methodology
4. Admission requirement and prerequisite

Staff Report:

Program Supervisor Briggs reported on the Noble School of Cosmetology in Colorado Springs at the Board's earlier direction to inquire into the school's advertisements and practices, particularly in respect to student commissions and scholarships.

Chair Twardowski recused himself to prevent an appearance of a conflict of interest as a competitor-school owner operating in the same geographical area. Vice Chair Sirbu chaired the discussion. After due consideration Mr. Martin motioned, directing the Division to write a letter to the Noble School of Cosmetology indicating that the Board being satisfied with the information provided, no further Board action was taken. The motion was seconded and passed.

New Business/Action Items:

A. Consideration of School Renewal of Certificate of Approval

1. **Denver School of Massage Therapy - Westminster**

Program Supervisor Belisle brought to the Board's attention for consideration renewal of Denver School of Massage Therapy, Westminster. School representative Alecia Powell was present. After discussion regarding the bond level, and upon a recommendation that the school contact the T.A.F. about calculating a lower bond amount, Mr. Douglass moved that the Board, having determined that the school bond be set in the amount of \$88,536 (the school has complied and submitted a contract in the amount of \$553,456); and that Denver School of Massage Therapy, 8991 Harlen Street, Suite B, Westminster, CO 80031, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements, that the Standard Certificate of Approval be granted for the period beginning July 1, 2007 and ending June 30, 2010. The motion was seconded and unanimously passed.

2. IntelliTec Colleges – Colorado Springs

Program Supervisor Oerman brought to the Board's attention for consideration renewal of IntelliTec Colleges, Colorado Springs. School representatives Ivan Smith and Ed Kraus were present. The school having satisfied the Board's inquiry, Mr. Douglass moved that the Board, having determined that the school bond be set in the amount of \$254,868 (the school has complied and submitted a bond in the amount of \$819,000 (Umbrella Bond); and that IntelliTec College, 2315 East Pikes Peak Avenue, Colorado Springs, CO 80909, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the minimum requirements of the Division, that the Standard Certificate of Approval be granted for the period beginning July 1, 2007 and ending June 30, 2010. The motion was seconded and unanimously passed.

3. Techskills – Greenwood Village

Program Supervisor Oerman brought to the Board's attention for consideration renewal of Techskills, Greenwood Village. School representatives Carmen Robl and Lisa Evans were present. The school having satisfied the Board's inquiry, Mr. Martin moved that the Board, having determined that the school bond be set in the amount of \$75,785 (the school has complied and submitted a bond in the amount of \$76,000); and that Techskills, 700 E. Belleview, Suite 100, Greenwood Village, CO 80111, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the minimum requirements of the Division, that the Standard Certificate of Approval be granted for the period beginning July 1, 2007 and ending June 30, 2010. The motion was seconded and unanimously passed.

B. Consideration of Program/Courses Renewal of Certificate of Approval

1. Colorado School of Counseling and Hypnotherapy Training - Longmont

Program Supervisor Oerman brought to the Board's attention for consideration of renewal and revised program, Counseling Clinical Hypnotherapy Certification, proposed by the Colorado School of Counseling and Hypnotherapy Training, Longmont. School representative Zolita Grant was present. The school having satisfied the Board's inquiry, Mr. Martin moved that the Board having determined that the school bond be set in the amount of \$27,413 (the school has complied and submitted a bond in the amount of \$40,000); and that Colorado School of Counseling and Hypnotherapy Training, 200 Lincoln Street, Longmont, CO 80501, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements, that the revised program, Counseling Clinical Hypnotherapy Certification, be approved, and that the Standard Certificate of Approval be granted for the period beginning July 1, 2007 and ending June 30, 2010. The motion was seconded and unanimously passed.

C. Consideration of Approval of Provisional Certificate of Approval

1. Associated Training Services of Colorado – Parker

Program Supervisor Belisle brought to the Board's attention for consideration Associated Training Services of Colorado, Parker as a new school and three (3) proposed new programs. The proposed programs are: Heavy Equipment Operations – I; Heavy Equipment Operations – II; and Heavy Equipment Operations – III. School representative Carl Robb was present. The school having satisfied the Board's inquiry, and upon determining that the school is in compliance with the required bond amount (school submitted a bond in the amount of \$50,000, Mr. Martin motioned that the Associated Training Services of Colorado, 12900 Stroh Ranch Place, Parker, CO 80134, be approved as well as all three programs, and that based on the Board having also found that the school can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements, that a Provisional Certificate of Approval be granted to the school for the period beginning December 14, 2006 and ending June 30, 2008. The motion was seconded and unanimously passed.

2. Home Real Estate Academy – Aurora

Program Supervisor Belisle brought to the Board's attention for consideration Home Real Estate Academy, Aurora as a new school and eighteen (18) proposed new programs. The proposed new programs are: Real Estate Pre-Licensing Program; Attorney-Recordkeeping & Trust Accounts & Closings; Broker Administration; Continuing Education – Buy & Sell Contract; Continuing Education – Environmental Considerations; Continuing Education – Fair Housing; Continuing Education – First Time Home Buyer; Continuing Education – Foreclosures; Continuing Education – From Contract to Closing; Continuing Education – HUD Homes; Continuing Education – Inspections; Continuing Education – Intro to Commercial Real Estate; Continuing Education - Listing Contracts; Continuing Education – Mortgages; Continuing Education – Property Management; Colorado Real Estate Update Class; Real Estate Math Review & Techniques; and Real Estate Pre-Licensing Test Preparation. School representatives Jon Farnlof and Ed Fronheiser were present. The school having satisfied the Board's inquiry, and upon

determining that the school is in compliance with the required bond amount (school submitted a bond in the amount of \$23,800), Ms. Noll motioned that the Home Real Estate Academy, 2179 East Mercer Place, Aurora, CO 80018-3059, be approved as well as all eighteen above-referenced programs, and that based on the Board having found that the school can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended and in compliance with the Division's minimum requirements, that a Provisional Certificate of Approval be granted to the school for the period beginning December 14, 2006 and ending June 30, 2008. The motion was seconded and unanimously passed.

D. Consideration of Approval of Programs/Courses

1. Career Coders, LLC

Program Supervisor Belisle brought to the Board's attention for review and consideration two (2) new stand alone courses: Introduction to Medical Software and Computer Basics, proposed by the Career Coders, LLC, Loveland. School representative Melody Irvine was present. The school having satisfied the Board's inquiry Mr. Martin moved to approve the courses effective December 14, 2006, based on the Board having determined that the above-referenced stand alone courses for Career Coders, LLC, 2240 West 1st Street, Loveland, CO 80537, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements. The motion was seconded and carried unanimously.

2. Designing Beauty Academy

Program Supervisor Belisle introduced for Board's review and consideration one (1) program, Cosmetology, proposed by the Designing Beauty Academy, Greeley. A school representative was available by telephone for any Board questions. The school having satisfied the Board's inquiry, Ms. Lemein moved to approve the course effective December 14, 2006, based on the Board having determined that the referenced program proposed by Designing Beauty Academy, 4625 West 20th Street, Greeley, CO 80634, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements. The motion was seconded and unanimously passed.

3. The Pilates Center - Boulder

Program Supervisor Belisle introduced for the Board's review and consideration eight (8) stand alone courses: Low Chair Progressions; Identifying a Theme; Wisdom of Three Lineages – Intensive; The Art of Teaching; Footwork: The Pilates Fortune Teller; Pelvis Power; Pilates & the Shoulder Girdle; and Pregnancy & Post Partum Pilates, proposed by The Pilates Center, Boulder. School representative Kristin Taylor was present. The school having satisfied the Board's inquiry, Mr. Douglass moved to approve all eight stand alone courses proposed by The Pilates Center, 4800 Baseline Road, Suite D206, Boulder, CO 80303, National Beauty & Massage Therapy College,

2200 West Alameda Avenue, Suite 5B, Denver, CO 80223, effective December 14, 2006, based on the Board having determined that the programs can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the minimum requirements of the Division. The motion was seconded and carried unanimously.

4. Van Education Center – Boulder

Program Supervisor Briggs introduced for Board review and consideration two (2) stand alone courses: Meth Labs and Insurance in Real Estate. No school representative was present or otherwise available by telephone. The Board having questions, Ms. Bennison Noll motioned to table the matter until the January meeting. The motion was seconded and carried. Consideration of the stand alone courses is tabled until the January 23, 2007 meeting.

5. Cortiva Institute – Colorado - Broomfield

Program Supervisor Briggs introduced for Board review and consideration one (1) program, this being the Thai Yoga Massage Certificate Program, and seven (7) new stand alone courses: The Basics of Pregnancy Massage; Body Mechanics; Deep Tissue Refresher; Massage and Cancer; Massage for Athletics; Professional Ethics for Body Workers; and Reflexology for Stress; proposed by Cortiva Institute-Colorado - Broomfield. School representative Leslie McGrew was available by telephone for any Board questions. The school having satisfied the Board's inquiry, Mr. Douglass moved to approve, effective December 14, 2006, the above-referenced one program and all of the new stand alone courses proposed by Cortiva Institute – Colorado, 390 Interlocken Crescent, Broomfield, CO 80021, based upon the Board having determined that the program and the courses can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements. The motion was seconded and carried unanimously.

6. Culinary School of the Rockies - Boulder

Program Supervisor Briggs introduced for Board review and consideration one (1) revised program, Chef Track, proposed by Culinary School of the Rockies, Boulder. Discussion ensued regarding whether the program title could be misleading. The school having satisfied the Board's inquiry, Mr. Douglass moved to approve the program effective December 14, 2006, contingent upon the Program Approval form being changed to add the words "entry level" to the Program Objective and to delete any reference to the originally included "prerequisite". The motion was based upon the Board having determined that the above-referenced one revised program proposed by Culinary School of the Rockies, 637 South Broadway, Suite H, Boulder, CO 80305, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements. The motion was seconded and carried unanimously.

7. Heritage College - Denver

Program Supervisor Briggs introduced for Board review and consideration two (2) programs: Medical Business Management (Classroom program) and Medical Business Management (Classroom and On-line program), proposed by Heritage College, Denver. School representatives Jennifer Sprague and Brian Dyke were present. The school having satisfied the Board's inquiry, Mr. Martin moved that the Board hereby determines that the above-referenced two new programs proposed by Heritage College, 12 Lakeside Lane, Denver, CO 80212, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements, and as such that approval be granted effective December 14, 2006. The motion was seconded and carried unanimously.

8. United States Truck Driving School, Inc. – Wheat Ridge

Program Supervisor Briggs introduced for Board review and consideration one (1) new stand alone course, Refresher Course, proposed by United States Truck Driving School, Inc, Wheat Ridge. School representative Frank Trujillo was present. The school having satisfied the Board's inquiry, Mr. Sirbu moved that the Board approve the course effective December 14, 2006, having determined that the one new program proposed by United States Truck Driving School, Inc., 8150 West 48th Avenue, Wheat Ridge, CO 80033, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the minimum requirements of the Division. The motion was seconded and carried unanimously.

E. Consideration of Approval of Change of Ownership

1. Antoine Du Chez Hairdressing Academy – Denver

Program Supervisor Oerman brought to the Board's attention for consideration an application for a change of ownership for Antoine Du Chez Hairdressing Academy, Denver. Darlene Davis represented the school. The school having satisfied the Board's inquiry, Ms. Lemein moved that the Board approve the change of ownership and that the school bond be set in the amount of \$28,362.50 for Antoine Due Chez Hairdressing Academy, 870 South Colorado Blvd. Denver, CO 80246 (the school has complied and submitted surety coverage in the amount of \$60,000). The motion was seconded and carried unanimously.

Notice in Change of State Approval Status:

1. Institute of Taoist Education and Acupuncture, Inc.

Effective November 2, 2006, the above listed school gained approval under the Degree Authorization Act for operating a master's level training program in Acupuncture. The school is no longer under the jurisdiction of the Private Occupational School Board pursuant to 12-59-104(d)(I), C.R.S.

Notification of School Closings:

1. Advanced Esthetics Institute - Boulder
2. Bellazzo Institute – Canon City
3. Bellazzo Institute - Parker
4. Colorado Online Education - Aurora
5. Rocky Mountain School of Floral Design – Arvada

Consideration of Approval for Emergency Instructor

1. Northern Colorado Truck Driving Academy, Ft. Collins, sought Board approval of an emergency instructor, based on claimed hardship. School representative Roy Hansen was present as well as Sergio Salcido, the individual seeking the emergency instructor designation. Having satisfied the Board's inquiry and upon finding that the school's situation conforms to the statutorily prescribed exigent circumstances to support the need for an emergency instructor, Mr. Sirbu moved to approve Sergio Salcido as an emergency instructor. The motion was seconded and carried.

The Board recessed at 11:00 a.m. It reconvened at 11:10 a.m.

Complaints and other Enforcement Related Matters

1. Colorado School of Paramedical Esthetics

After making a brief statement regarding a concern raised earlier by the school owner, Chair Twardowski recused himself to prevent an appearance of a conflict of interest as a competitor-school owner, albeit not operating in the same geographical area. Vice Chair Sirbu chaired the discussion. Deputy Director Roberts summarized for the Board the Division's written internal report concerning prior student refund calculations and identified the supporting documentation gathered at the Board's earlier request. After due consideration the Board concurred with the Division's recommendation that no further action be taken as the school demonstrated to the Board's satisfaction an ability to accurately calculate such refunds. Mr. Martin motioned that the Board direct the Division to send a letter notifying the school of its decision. The motion was seconded and carried with one vote in opposition.

2. Bellazzo Institute

Director Parker informed the Board that a stipulation had been received, signed by Victoria Sweet the owner of the now-defunct school; however, Sweet had unilaterally made changes by including a non-negotiated term regarding her future ability to instruct. After discussion Mr. Martin motioned to reject the signed stipulation and to direct the Division to once again tender to Ms. Sweet the original version of the stipulation, negotiated and tentatively agreed upon between the Board and her through her attorney of record. The motion was seconded and passed.

Other Business

1. 2007 Board Meeting Schedule. The Board approved to move to another location for its regular meetings and directed the Division to change the regularly scheduled public board meeting dates from the fourth Thursday of each month to the fourth Tuesday of each month to accommodate the change of meeting site which is a larger public meeting facility at the Auraria Higher Education Campus, Tivoli Student Center.

2. Board of Medical Examiners Rule 800. Discussion was held regarding the meaning and intent of BME Rule 800 and jurisdictional clarification. The Board requested the Division provide the board members at the next regularly scheduled meeting a copy of BME Rule 800 and required disclosure forms that schools shall comply with if offering medical services as defined by BME Rule 800.

3. Surety calculation methodology. The Board and Division continue to develop a universal methodology for schools to adopt in determining adequate surety coverage. The Division Director is working with the industry representative Board members to develop a general formula for calculating and justifying proper bond coverage.

4. Admission requirement and prerequisites. Division Program Approval Forms, Course Approval Forms and Stand-Alone Course Approval Forms were reviewed with respect to stated school admission requirements and prerequisites for entry into a school's respective programs and courses. It was the decision of the Board to (a) no longer require that a school's admission requirement be stated on Program and Course Approval Forms; however (b) the prerequisite for entry into the Program, Course or Stand-Alone Course shall be stated on the form.

Adjournment:

Having no further business, Mr. Twardowski moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 12:05 p.m.

The next regularly scheduled meeting of the Board is to be held on Tuesday, January 23, 2007, at our new location of Auraria Higher Education Campus, Tivoli Student Center, 900 Auraria Parkway, Denver, CO 80204. The meeting will either be held in Room 444 or 640 and will be determined shortly.