

**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS  
BOARD MEETING**

**September 23, 2008 9:30 A.M.**

The Colorado Private Occupational Schools Board convened at the offices of the Division of Private Occupational Schools, 1560 Broadway, Suite 1250, Denver, CO 80202.

Chair Jerry Sirbu called the meeting to order at 9:40 A.M. and greeted guests. The Board members, Division staff and guests were introduced. Board roll call was taken and a quorum was present.

Board Members Present:

Jerry Sirbu, Chair	Robert Martin, Vice Chair	Lisa Bennison Noll
Buddy Douglass	Tom Narvaez	Winnifred Rovig
Karen Hall		

Division Staff Present:

Jim Parker, Director	Voni Oerman, Program Specialist
Renee Belisle, Program Specialist	Arla Hamel, Administrative Assistant
Bernadette Esquibel, Program Specialist	Loretta Perez, Administrative Assistant

Division Staff Absent:

Georgia Roberts, Deputy Director

Board Counsel Present:

Monica Aldridge, Assistant Attorney General, Office of the Colorado Attorney General

Guests Present:

Tatiana Fefer, Life Line College of Health - Denver  
Maryam Arnaut, Life Line College of Health - Denver  
Lila Thun, Jackson Hewitt Tax Service - Westminster  
Larry Polinsky, American Dream Real Estate School - Northglenn  
David Banner, CSB School of Broadcasting – Denver  
Holly Jones, CSB School of Broadcasting – Denver  
Tom Kelly, Associated Training Services of Colorado, LLC - Watkins  
Cindy Lloyd, Well Animal Institute, LLP – Boulder  
Cindy Holloway, The Cosmetology School – Parker  
Tim Kershaw, The Cosmetology School – Parker  
Aaron Haney, Colorado Transportation School, LLC - Commerce City  
Becky Haney, Colorado Transportation School, LLC - Commerce City  
Deb Ochsner, Academy of Natural Therapy, Inc. - Greeley  
Sam Pedregon, Pima Medical Institute – Colorado Springs  
Karen McGrath, Pima Medical Institute – Colorado Springs  
Anna Norman, Well Animal Institute, LLP – Boulder  
Jennifer Overbey, The Real Estate School – Boulder  
Stacey Barnett, Jackson Hewitt Tax Service - Aurora  
Curtis Hilty, Van Education Center – Boulder  
Bill McAfee, Pikes Peak School of Real Estate – Colorado Springs  
Maria Pulido, Escuela De Belleza Patricia Rivera – Aurora  
Elena Keil, Escuela De Belleza Patricia Rivera – Aurora

Bill Keil, Escuela De Belleza Patricia Rivera – Aurora

**Approval of the August 26, 2008 Minutes:**

The Board reviewed the Minutes of the August 26, 2008 Board meeting. Mr. Douglass motioned for approval of the minutes as read. The motion was seconded and passed.

**Changes / Additions to the Agenda:**

There were no changes or additions to the agenda

**Staff Report:**

Staff reported that all contingencies have been met, recorded and are on file.

**New Business Action Items:**

**A. Consideration of Approval of Provisional Certificate of Approval**

**1. CSB School of Broadcasting – Denver**

Program Renee Belisle brought to the Board's attention for consideration, CSB School of Broadcasting, Denver a new school with one proposed program: Radio & Television Broadcasting. School representatives David Banner and Holly Jones were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$477,600; that the school submitted a bond in the amount of \$477,600; and 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, Mr. Martin in a combined motion, moved that a Provisional Certificate of Approval be granted to CSB School of Broadcasting, 2000 South Colorado Blvd., Suite 310, Denver, CO 80222 for the period beginning September 23, 2008 and ending June 30, 2010, and that the program before the Board be approved. The combined motion was seconded and unanimously passed.

**2. Colorado Transportation School, LLC – Commerce City**

Program Specialist Esquibel brought to the Board's attention for consideration, Colorado Transportation School, LLC, Commerce City, a new school with one proposed program: Tractor Trailer Driver Training. School representatives Aaron Haney and Becky Haney were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$4,700; that the school submitted a bond in the amount of \$5,000; and 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, Mr. Douglass in a combined motion, moved that a Provisional Certificate of Approval be granted to Colorado Transportation School, LLC, 7170 Dahlia Street, Commerce City, CO 80022 for the period beginning September 23, 2008 and ending June 30, 2010, and that the program before the Board be approved. The combined motion was seconded and unanimously passed.

### **3. The Cosmetology School – Parker**

Program Specialist Esquibel brought to the Board's attention for consideration, The Cosmetology School, Parker, a new school with four proposed programs: (1) Cosmetology Program; (2) Hair Stylist Program; (3) Esthetician Program; and (4) Manicuring Program. School representatives Cindy Holloway and Tim Kershaw were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$10,000; that the school submitted a bond in the amount of \$10,000; and 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, Ms. Rovig in a combined motion, moved that a Provisional Certificate of Approval be granted to The Cosmetology School, 515 Singing Hills Rd., Parker, CO 80138 for the period beginning September 23, 2008 and ending June 30, 2010, and that the program before the Board be approved. The combined motion was seconded and unanimously passed.

### **4. Well Animal Institute LLP – Boulder**

Program Specialist Esquibel brought to the Board's attention for consideration, Well Animal Institute LLP, Boulder, a new school with one proposed program: Level I Anesthesia-Free Canine Dental Practitioner. School representatives Cindy Lloyd and Anna Norman were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$9,000; that the school submitted a bond in the amount of \$10,000; and 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, Mr. Martin in a combined motion, moved that a Provisional Certificate of Approval be granted to Well Animal Institute LLP, 7856 Baseline Road, Boulder, CO 80303 for the period beginning September 23, 2008 and ending June 30, 2010, and that the program before the Board be approved. The combined motion was seconded and unanimously passed.

### **5. Escuela de Belleza Patricia Rivera - Aurora**

Program Specialist Oerman brought to the Board's attention for consideration, Escuela de Belleza Patricia Rivera, Aurora, a new school with two proposed programs: (1) Cosmetology; and (2) Hairstylist. School representatives Bill Keil, Elena Keil and Maria Pulido were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$4,500; that the school submitted a certificate of deposit in the amount of \$6,000; and 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, Mr. Narvaez in a combined motion, moved that a Provisional Certificate of Approval be granted to Escuela de Belleza Patricia Rivera, 12012 East Colfax Avenue, Aurora, CO 80010 for the period beginning September 23, 2008 and ending June 30, 2010, and that the programs before the Board be approved, contingent upon the discussed corrections being made. The combined motion was seconded and unanimously passed.

## **B. Consideration of Approval of Programs / Courses**

### **1. Academy of Natural Therapy, Inc. - Greeley**

Program Specialist Belisle brought to the Board's attention for review and consideration one new program: Associate Degree in Therapeutic Massage proposed, by Academy of Natural Therapy, Inc., Greeley. School representative Deb Ochsner was present. Based upon the Board having determined that the above-referenced program for Academy of Natural Therapy, Inc., 625 8<sup>th</sup> Avenue, Greeley, CO 80631 can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Mr. Martin moved to approve the above-referenced new program effective September 23, 2008. The motion was seconded and unanimously passed.

### **2. American Dream Real Estate School - Northglenn**

Program Specialist Belisle brought to the Board's attention for review and consideration one stand alone course: 2008 Annual Commission Update Course Version 2 proposed, by The Real Estate School, Boulder. School representative Larry Polinsky was present. Based upon the Board having determined that the above-referenced course for American Dream Real Estate School, 11152 Huron Street #207, Northglenn, CO 80234 can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Mr. Narvaez moved to approve the above-referenced new course effective September 23, 2008, contingent upon the discussed corrections being made. The motion was seconded and unanimously passed.

### **3. Kaplan Professional Schools – Colorado Springs**

(See #5 Below)

### **4. Kaplan Professional Schools – Denver**

(See #5 Below)

### **5. Kaplan Professional Schools – Thornton**

Program Supervisor Belisle brought to the Board's attention for review and consideration one new stand alone course: Shorts Sales, Foreclosures, and REO proposed, by Kaplan Professional Schools, for Colorado Springs, Denver and Thornton. It was the Board's will to consider approval of the course for all three school locations in one combined discussion and action. A school representative was available by telephone. The School satisfied the Board's inquiry. Based on the Board having determined that the above-referenced course for Kaplan Professional Schools located at 1919 North Union Blvd., Colorado Springs, CO 80909; 2150 South Cherry Street, Denver, CO 80222; and 500 East 84<sup>th</sup> Avenue, 2<sup>nd</sup> Floor, Thornton, CO 80229 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, Mr. Narvaez moved to approve the new course for all three locations effective September 23, 2008. The combine motion was seconded and unanimously passed.

### **6. Pikes Peak School of Real Estate – Colorado Springs**

Program Specialist Belisle brought to the Board's attention for review and consideration one new stand alone course: How to Play Bankruptcy proposed, by Pikes Peak School of Real Estate, Colorado Springs. School representative Bill McAfee was present. Based upon the Board having determined that the above-referenced course for Pikes Peak School of Real Estate, 5755 Mark Dabling Blvd., Suite 110, Colorado Springs, CO 80919 can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Mr. Narvaez moved to approve the above-referenced new course effective September 23, 2008, contingent upon the discussed corrections being made. The motion was seconded and unanimously passed.

**7. Van Education Center - Boulder**

Program Specialist Belisle brought to the Board's attention for review and consideration three new stand alone courses: (1) Planning 101; (2) Land Surveying & Subdivision Platting; and (3) Growth Management proposed, by Van Education Center, Boulder. School representative Curtis Hilty was present. Based upon the Board having determined that the above-referenced courses for Van Education Center, 4801 Riverbend Road, Suite 203, Boulder, CO 80302 can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Mr. Martin moved to approve the above referenced new courses effective September 23, 2008. The motion was seconded and unanimously passed.

**8. Associated Training Services of Colorado, LLC - Watkins**

Program Specialist Esquibel brought to the Board's attention for review and consideration one new stand alone course: Commercial Driver Program proposed, by Associated Training Services of Colorado, LLC, Watkins. School representative Tom Kelly was present. Based upon the Board having determined that the above-referenced course for Associated Training Services of Colorado, LLC, 3900 Hudson Mile Road, Watkins, CO 80137 can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Mr. Douglass moved to approve the above-referenced new course effective September 23, 2008, contingent upon the discussed corrections being made. The motion was seconded and unanimously passed.

**9. Pima Medical Institute – Colorado Springs**

Program Specialist Esquibel brought to the Board's attention for review and consideration one new program: Veterinary Technician proposed, by Pima Medical Institute, Colorado Springs. School representative Sam Pedregon was present. Based upon the Board having determined that the above-referenced program for Pima Medical Institute, 3770 Citadel Drive North, 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 with the Division's minimum requirements, Mr. Martin moved to approve the above-referenced new program effective September 23, 2008, contingent upon the discussed corrections being made. The motion was seconded and unanimously passed.

**10. Jackson Hewitt Tax School – Aurora**

(See #13 Below)

11. **Jackson Hewitt Tax School - Westminster**

Program Specialist Oerman brought to the Board's attention for review and consideration one new stand alone course: 72 Hour Basic Income Tax Online proposed by Jackson Hewitt Tax School, Aurora and Westminster. It was the Board's will to consider approval of the course for both school locations in one combined discussion and action. School representative Stacy Barnett and Lila Thum were present. Based upon the Board having determined that the above-referenced course for Jackson Hewitt Tax School, 2295 South Chambers Road, Suite H, Aurora, CO 80014 and Jackson Hewitt Tax School, 4955 W 72<sup>nd</sup> Avenue Unit C, Westminster CO 80030 can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Mr. Narvaez moved to approve the above referenced new course for both locations effective September 23, 2008. The motion was seconded and unanimously passed.

12. **Life Line College of Health - Denver**

Program Specialist Oerman brought to the Board's attention for review and consideration one revised program: Phlebotomy Technician proposed, by Life Line College of Health, Denver. School representatives Tatiana Fefer and Maryam Arnaut were present. Based upon the Board having determined that the above-referenced program for Life Line College of Health, 1582 S. Parker Rd., Suite 307, Denver, CO 80231, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Mr. Douglass moved to approve the above-referenced revised program effective September 23, 2008, contingent upon the discussed corrections being made. The motion was seconded and unanimously passed.

13. **The Real Estate School - Boulder**

Program Specialist Oerman brought to the Board's attention for review and consideration one new stand alone course: Divorce Issues in Colorado Real Estate proposed, by The Real Estate School, Boulder. School representative Jennifer Overbey was present. Based upon the Board having determined that the above-referenced course for The Real Estate School, 4750 Table Mesa Drive, 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 with the Division's minimum requirements, Ms. Bennison Noll moved to approve the above-referenced new course effective September 23, 2008. The motion was seconded and unanimously passed.

**C. Other Business**

1. **Proposed Fees**

Director Parker presented to the Board for consideration the Division's Report and Recommendation to modify the current fee structure. Director Parker explained the proposed fee increases for some of the fee types are based on direct and indirect costs

of administering the Private Occupational Educational Act of 1981, as amended, and are necessary and proper. After due consideration and discussion, Mr. Martin move that the Board accept the proposed fee schedule as presented and direct the Division to submit and file to the Office of the Secretary of State a Notice of Public Rulemaking Hearing regarding the proposed fee changes. The motion was seconded and unanimously passed.

## 2. **Annual Meeting**

Director Parker presented to the Board for consideration a proposed agenda for the Board's Annual Meeting. After due consideration and discussion, the proposed agenda was revised to include topics for discussion at the annual meeting regarding evaluating insurance companies with respect to surety protection, Division business practices in place ensuring compliance with surety requirements, and review of the student refund policy.

## 3. **Adjournment**

Having no further business, Mr. Narvaez moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 10:45 A.M.

The next regularly scheduled meeting of the Board is Tuesday, October 28, 2008, 9:30 A.M. at its new meeting location of:

Division of Private Occupational Schools  
1560 Broadway, Suite 1250  
Denver, CO 80202  
Telephone: (303) 866-2723