

**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
BOARD MEETING**

May 25, 2010 9:30 A.M.

The Colorado Private Occupational Schools Board convened at the Auraria Higher Education Campus, Tivoli Student Center, Room 320, 900 Auraria Parkway, Denver, CO 80204.

Chair Robert Martin called the meeting to order at 9:38 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:

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

Division Staff Present:

Jim Parker, Director	Georgia Roberts, Deputy Director
Renee Belisle, Program Specialist	Voni Oerman, Program Specialist
Bernadette Esquibel, Program Specialist	

Division Staff Absent:

Loretta Perez, Administrative Assistant

Board Counsel Present:

Lorna Candler, Assistant Attorney General, Office of the Colorado Attorney General

Guests Present:

LeRoy Arguello, 5 Star CDL Academy, Inc. – Grand Junction
Patty Arguello, 5 Star CDL Academy, Inc. – Grand Junction
Mike Selinfreund, Greenway University – Denver
Jere Cullen, Intellitec Medical Institute – Colorado Springs
Sandy Wheller, Intellitec Medical Institute – Longmont
Todd Matthews, Intellitec Medical Institute – Longmont
Yolanda Moore, Intellitec Medical Institute – Longmont
Erick French, ACRE Schools – Golden
Jeff Hackworth, The Front Range School of Sonography – Aurora
John Coleman, American Home Inspectors Training Institute – Lakewood
Sue Anderson, Pima Medical Institute – Denver
Amy Brown, Pima Medical Institute – Denver
Amy Armenta, Denver Body Art School – Denver
Danielle Daniels, Faceology & Layers, Inc. – Glenwood Springs
Bob Duggan, Executive Security International – Rifle
Liz Haworth, Greenway University – Denver
Gus Escamilla, Greenway University – Denver
Brook Figgins, Colorado CDL Training School – Trinidad
Rick Thomas, Colorado CDL Training School – Trinidad

Linda Gilroy, Peak Real Estate College – Aurora
Gillian Keiper, Concentric Healing Institute – Boulder
Steve Steele, Institute of Business & Medical Careers – Longmont
Debi Portararo, A Plus Real Estate School, Inc. – Thornton
Kathleen Morrow, School of Inner Health – Manitou Springs
Renee Sanders-Starr, Cuttin Up Beauty Academy – Denver
Chris Halbohm, Colorado Hypnosis Institute – Colorado Springs
Eric Bell, Living Arts Massage and Bodyworks School – Denver
Dr. Reo Leslie, The Colorado School for Family Therapy – Aurora
Alan Schackelford, Greenway University – Denver
Joann Carlson, American Institute – Denver
Louise Wilcox, American Institute – Denver
Sherry Gohr, American Institute – Denver

Approval of the May 25, 2010 Board Meeting Minutes:

The Board reviewed the Minutes of May 25, 2010 Board Meeting. Mr. Douglass motioned for approval of the minutes as read. The motion was seconded and passed.

Approval of the May 25, 2010 Executive Session Meeting Minutes:

The Board reviewed the Minutes of the May 25, 2010 Executive Session Meeting. Mr. Douglass motioned for approval of the minutes as read. The motion was seconded and passed.

Additions / Changes to the Agenda:

The Director reported that there were no changes to the Agenda; the Board received a handout for Superior Laser and Aesthetics Institute, Superior, which is on the agenda under "H" Student Complaints/Matter of Non Compliance/Legal Action, #2.

Staff and Director Report:

Director Parker reported that Littleton Academy of Hair Design closed and ceased operations effective May 12, 2010, and that the Division is working with a couple of cosmetology schools to arrange a teach-out for the six students affected by the closure.

Staff reported that all contingency approvals concerning last month's Board actions had been met; recorded; and were on file.

New Business /Action Items:

A. Consideration of Renewal of Certificate of Approval

1. 5 Star CDL Academy, Inc. – Grand Junction

Program Specialist Esquibel brought to the Board's attention for consideration of renewal 5 Star CDL Academy, Inc., Grand Junction. School representatives were present. The school

satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum surety level in the amount of \$9,030; that the school submitted a certificate of deposit in the amount of \$9,030; 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 moved that the Standard Certificate of Approval be granted to 5 Star CDL Academy, Inc., 2591 B-3/4 Road, Grand Junction, CO 81503, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

2. **ACRE School - Golden**

Program Specialist Esquibel brought to the Board's attention for consideration of renewal ACRE School, Golden. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum bond in the amount of \$22,138; that the school submitted a bond in the amount of \$40,000; 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 moved that the Standard Certificate of Approval be granted to ACRE School, 54 Pine Road, Golden CO 80401, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

3. **Denver Body Art School - Arvada**

Program Specialist Esquibel brought to the Board's attention for consideration of renewal Denver Body Art School. Denver. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum bond in the amount of \$5,000; 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, Ms. Rovig moved that the Standard Certificate of Approval be granted to Denver Body Art School, 5273 W 64th Avenue, Arvada, CO 80003, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

4. **Sage Technical Service – Grand Junction**

Program Specialist Esquibel brought to the Board's attention for consideration of renewal Sage Technical Service, Grand Junction. A school representative was available by telephone. Upon determining that the school is in compliance with the required minimum bond in the amount of \$14,098.35; that the school submitted a bond in the amount of \$20,000; 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. Bennison Noll moved that the Standard Certificate of Approval be granted to Sage Technical Service, 2800 Printer's Way, Grand Junction, CO 81506, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

5. **American Home Inspectors Training Institute - Lakewood**

Program Specialist Belisle brought to the Board's attention for consideration of renewal American Home Inspectors Training Institute, Lakewood. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum bond in the amount of \$12,861; that the school submitted a bond in the amount of \$50,000; 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 moved that the Standard Certificate of Approval be granted to American Home Inspectors Training Institute, 13300 W. 6th Avenue, Lakewood, CO 80228, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

6. **School of Inner Health – Manitou Springs**

Program Specialist Belisle brought to the Board's attention for consideration of renewal School of Inner Health, Manitou Springs. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum bond in the amount of \$6,000; that the school submitted a bond 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, Ms. Rovig moved that the Standard Certificate of Approval be granted to School of Inner Health, 1 Lover's Lane, Manitou Springs, CO 80824, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

7. **Concentric Healing Institute - Boulder**

Program Specialist Belisle brought to the Board's attention for consideration of renewal Concentric Healing Institute, Boulder. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum bond in the amount of \$14,700; that the school submitted a bond in the amount of \$20,000; 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 moved that the Standard Certificate of Approval be granted to Concentric Healing Institute, 5330 Manhattan Circle, Unit D, Boulder, CO 80303, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously.

8. **Executive Security International - Rifle**

Program Specialist Oerman brought to the Board's attention for consideration of renewal Executive Security International, Rifle. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum surety level in the amount of \$26,845; that the school submitted a letter of credit in the amount of \$41,000; 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. Sirbu moved that the Standard Certificate of Approval be granted to Executive Security International, 125 W. 4th Street, Suite 103, Rifle, CO 81650, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

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

1. Living Arts Massage and Bodywork School - Denver

Program Specialist Esquibel brought to the Board's attention for consideration of renewal Living Arts Massage and Bodywork School, Denver with two new programs: (1) 620 Hours Massage Therapy Certification Program; and (2) 820 Hour Massage Therapy Certification Program and Internship. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum surety level in the amount of \$5,000; that the school submitted a certificate of deposit 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, Ms. Rovig moved that the Standard Certificate of Approval be granted to Living Arts Massage and Bodywork School, 3570 E. 12th Avenue, Denver, CO 80206, for the period beginning July 1, 2010 and ending June 30, 2013, and the above-referenced programs be approved effective May 25, 2010. The combined motion was seconded and unanimously passed.

C. Consideration of Approval of Provisional Certificate of Approval

1. The Front Range School of Sonography - Aurora

Program Specialist Esquibel brought to the Board's attention for consideration, The Front Range School of Sonograph, Aurora, a new school with one proposed program, Diagnostic Medical Sonography. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum surety level in the amount of \$5,000; that the school submitted a saving account 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 The Front Range School of Songraphy, 1501 S Potomac Street, Aurora, CO 80012 for the period beginning May 25, 2010, ending June 30, 2011, and that the program before the Board be approved. The combined motion was seconded and unanimously passed.

2. Faceology & Layers, Inc. – Glenwood Springs

Program Specialist Esquibel brought to the Board's attention for review and consideration one new program: (1) Esthetics; and two stand alone courses (1) Chemical Peeling; and (2) Microdermabrasion, proposed by Faceology & Layers, Inc., Glenwood Springs. A school

representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum bond in the amount of \$5,000; 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 Faceology & Layers, Inc., 1512 Grand Avenue, Suite 115, Glenwood Springs, CO 81601 for the period beginning May 25, 2010, and ending June 30, 2011 and that the new program and stand alone courses before the Board be approved. The combined motion was seconded and unanimously passed.

3. Institute of Business & Medical Careers - Longmont

Program Specialist Belisle brought to the Board's attention for consideration, Institute of Business & Medical Careers, Longmont, a new school with nine proposed programs: (1) Administrative Assistant Certificate; (2) Medical Assistant Diploma; (3) Paralegal Degree; (4) Business Administration & Accounting – Associates of Occupational Studies; (5) Allied Health Degree – Medical Billing and Coding Specialist; (6) Paralegal Certificate; (7) Allied Health Degree – Medical Assistant; (8) Medical Billing and Coding Specialist Diploma; and (9) Allied Health Degree – Pharmacy Technician. School representatives were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required surety level in the amount of \$55,978; that the school submitted a (TAF) training assurance foundation in the amount of \$55,978; 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. Sirbu in a combined motion, moved that a Provisional Certificate of Approval be granted to Institute of Business & Medical Careers, 2315 North Main Street, Longmont, CO 80501 for the period beginning May 25, 2010, ending June 30, 2011, and that the programs before the Board be approved. The combined motion was seconded and unanimously passed.

4. Colorado Hypnosis Institute – Colorado Springs

Program Specialist Oerman brought to the Board's attention for consideration, Colorado Hypnosis Institute, Colorado Springs, a new school with four proposed programs: (1) Advanced Hypnotic Applications Certification; (2) Professional Hypnosis Client Techniques Basic Certification; (3) Hypnosis Center Business Structure; and (4) Advanced Group Hypnotism Applications. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond in the amount of \$19,439; that the school submitted a bond in the amount of \$20,000; 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 Colorado Hypnosis Institute, 5314 Montebello Lane, Colorado Springs, CO 80918 for the period beginning May 25, 2010, ending June 30, 2011, and that the programs before the Board be approved, contingent upon the discussed corrections being made. The combined motion was seconded and unanimously passed.

5. Greenway University - Denver

Program Specialist Oerman brought to the Board's attention for consideration, Greenway University, Denver, a new school with one proposed stand alone course, Greenway University Weekend Event. School representatives were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond in the amount of \$14,750; that the school submitted a bond in the amount of \$18,000; 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 Greenway University, 55 Madison Street, Suite 755, Denver, CO 80206 for the period beginning May 25, 2010, ending June 30, 2011, and that the course before the Board be approved. The combined motion was seconded; and approved, the motion passed 6 to 1, Mr. Sirbu opposed.

D. Consideration of Approval Programs/Stand Alone Courses

1. The Colorado School for Family Therapy - Aurora

Program Specialist Belisle brought to the Board's attention for review and consideration three new programs: (1) Certificate in Domestic Violence Offender Treatment; (2) Certificate in Trauma and Abuse Treatment; and (3) Certificate in Addiction Psychotherapy, proposed by The Colorado School for Family Therapy, Aurora. A school representative was present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced programs for The Colorado School for Family Therapy, 12101 East Second Avenue, Suite 101, Aurora, CO 80011 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 programs effective May 25, 2010. The combined motion was seconded and unanimously passed.

2. International Academy of Elite Esthetics and Micropigmentation - Englewood

Program Specialist Belisle brought to the Board's attention for review and consideration one new program, Manicurist, proposed by International Academy of Elite Esthetics and Micropigmentation, Englewood. School representative was not present. Based upon the Board having determined that the above-referenced program International Academy of Elite Esthetics and Micropigmentation, 3333 South Bannock Street, Suite 200, Englewood, CO 80110 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. Rovig moved to approve the above-referenced new program effective May 25, 2010. The motion was seconded and unanimously passed.

3. A Plus Real Estate School, Inc. - Thornton

Program Specialist Oerman brought to the Board's attention for review and consideration one new stand alone course, 7 Tips for Writing a Great Short Sale Contract, proposed by A

Plus Real Estate School, Inc., Thornton. A school representative was present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced course for A Plus Real Estate School, Inc., 11385 Jersey Drive, Thornton, CO 80233 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 May 25, 2010, contingent upon the discussed corrections being made. The motion was seconded and unanimously passed.

4. IntelliTec Medical Institute – Colorado Springs

Program Specialist Oerman brought to the Board's attention for review and consideration two new programs: (1) Associates of Occupational Studies – Personal Fitness Trainer; and (2) Personal Fitness Trainer, proposed by IntelliTec Medical Institute, Colorado Springs. A school representative was present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced programs for IntelliTec Medical Institute, 2345 N. Academy Blvd., 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, Ms. Bennison Noll moved to approve the above-referenced new programs effective May 25, 2010. The combined motion was seconded and unanimously passed.

5. Peak Real Estate College - Aurora

Program Specialist Oerman brought to the Board's attention for review and consideration three new stand alone courses: (1) Introduction to Real Estate Investing; (2) Denver Real Estate Trends; and (3) Listings and Selling Short Sales, Foreclosures, and REO's, proposed by Peak Real Estate College, Aurora. A school representative was present. Based upon the Board having determined that the above-referenced courses for Peak Real Estate College, 3091 South Jamaica Court, Suite 120, Aurora, CO 80014 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 courses effective May 25, 2010. The motion was seconded and unanimously passed.

E. Consideration of Approval of Out of State School

1. World Wide College of Auctioneering – Mason City, IA

Program Specialist Belisle brought to the Board's attention for consideration of renewal World Wide College of Auctioneering, Mason City, IA, for Consideration as an Out of State School. The Board having determined that the school surety level be set in the amount of \$50,000, and that World Wide College of Auctioneering, 202 1st Street, SE, Suite 103, Mason City, IA 50401 can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and the minimum requirements of the Division, Mr. Douglass motioned that the Standard Certificate of Approval be granted for the period beginning July 1, 2010 and ending June 30, 2011. The motion was seconded and unanimously passed.

F. Consideration of Change of Ownership

1. Colorado CDL Training School - Trinidad

Program Specialist Oerman brought to the Board's attention for consideration application for a change of ownership for Colorado CDL Training School, Trinidad. School representatives were present. The school satisfied the Board's inquiry. The Board having determined that the school bond be set in the amount of \$7,200; that the school complied and submitted a bond in the amount of \$10,000; and that Colorado CDL Training School, 2118 Freedom Road, Trinidad, CO 81082 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. Bennison Noll moved that the change of ownership be granted for the period beginning May 25, 2010 and ending June 30, 2012. The motion was seconded and unanimously passed.

G. Notification of School Closings

The Division informed the Board of the following recent school closures:

1. Littleton Academy of Hair Design – Littleton
2. Assist to Succeed – Parker
3. Stillwater College – Denver
4. Stillwater College - Lakewood

H. Student Complaints/Matters of Non Compliance/Legal Action

1. College America - Denver

After review and due deliberation, the Board finds the school adequately responded to the Notice of Noncompliance; actions have been taken by the school to ensure that no further misrepresentations shall be and remedies have been taken to correct the situation. Motion was made by Ms. Hall that the Board has reviewed and considered the response provided including the letter directed it the unregistered agent. It finds that CollegeAmerica Denver, has satisfactorily responded to the Board's initial concerns and has taken necessary action to prevent its agents and employed and persons acting as unregistered agents from engaging in any further conduct that may be interpreted as inappropriate and misleading recruitment and sales practices prior to the Board approve to offer a program. The Board hereby moves that this matter be administratively closed. The motion was seconded and unanimously passed.

2. Superior Laser and Aesthetics Institute – Superior

The Board indicating it would like to consult its legal counsel before further discussion or action, Mr. Martin, Chair, called for a motion to convene in executive secession pursuant to §24-6-402(3) (a)(II), C.R.S., to confer with the Board's attorney regarding legal options available concerning Superior Laser and Aesthetics Institute, Superior and to receive legal advice on specific questions related thereto, and pursuant to §24-6-402(3)(a)(III); to

discuss personnel data required to be kept confidential pursuant to section §12-59-105.4. Ms. Bennison Noll so motioned; it was seconded; and duly passed. Members of the general public left the meeting room. The regular public board meeting recorder was turned off, and the Board of Private Occupational School duly convened into executive session at 10:54 A.M. for the purposes described above as requiring confidentiality. No member of the general public was present. The executive session recorder was turned on.

Executive session having concluded, the public session of the Board meeting reconvened at 11:04 A.M. The executive session recorder was stopped and the regular public meeting recorder was turned on. Members of the general public and school representatives were invited to once again attend.

Assistant Attorney General Candler affirmed for the public record that the Executive Session was for the sole purpose of providing legal advice to the Board and to otherwise engage in what in good faith is believed to be an attorney-client privileged discussion or complaint matters required to be kept confidential.

After due deliberation and discussion, a motion was made by Mr. Douglass to direct the Division to send a Notice of Noncompliance to Superior Laser and Aesthetics Institute, Superior, and provide reasonable time to respond, matter to be reviewed at the June, Board Meeting. The motion was seconded and unanimously passed.

Other Business:

A. Required Contract Language for any Surety Bonds or Surety Bond Alternatives

After review of forms, Mr. Douglass motioned that forms be accepted as recommended for school use. The motion was seconded and unanimously passed.

Adjournment:

Having no further business, Mr. Narvaez moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 11:08 A.M.

The next regularly scheduled meeting of the Board is Tuesday, June 22, 2010, 9:30 A.M. and will be held at:

Auraria Higher Education Campus
Tivoli Student Center, Room 320
900 Auraria Parkway
Denver, CO 80204