

**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
BOARD MEETING**

December 2, 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 Robert Martin called the meeting to order at 10:00 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	Winnifred Rovig	Karen Hall

Board Members Absent:

Tom Narvaez

Division Staff Present:

Jim Parker, Director	Georgia Roberts, Deputy Director
Renee Belisle, Program Specialist	Voni Oerman, Program Specialist
Bernadette Esquibel, Program Specialist	Loretta Perez, Administrative Assistant

Board Counsel Present:

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

Guests Present:

Janelle Pesta, Exquisite College of Aesthetic – Littleton
Sofiya Pylova, Exquisite College of Aesthetic – Littleton
Marty Sedig, Exquisite College of Aesthetic – Littleton
Rosa Owens, Life Line College of Health - Denver
Tatiana Fefer, Life Line College of Health - Denver
Steve Rubin, Colorado Academy of Veterinary Technology – Colorado Springs
Arlene Malay, College of International Esthetics, Inc. – Arvada
Burton Lee, Van Education Center - Boulder
Char Leberer, Nutrition Therapy Program International – Denver
James Hall, Cuttin' Up Beauty Academy – Denver
Trish Bowen, US Career Institute – Ft Collins
Janet Perry, US Career Institute – Ft Collins
Maria Ehrnstein, DME Enterprises, Inc. - Strasburg

Approval of the October 28, 2008 Minutes:

The Board reviewed the Minutes of the October 28, 2008 Board meeting. Ms. Bennison Noll motioned for approval of the minutes noting one minor correction. The motion was seconded and passed.

Approval of the November 6, 2008 Annual Board Meeting Minutes:

The Board reviewed the Minutes of the November 6, 2008 Annual Board meeting. Ms. Bennison Noll motioned for approval of the minutes as read. The motion was seconded and passed.

Changes / Additions to the Agenda:

There was one addition to the agenda to be taken up after the staff report. Director Parker added for discussion and Board action the non compliance by American Real Estate College in respect to assessment fee requirements.

Staff Report:

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

Additions to the Agenda

Director Parker brought to the Board's attention that American Real Estate College has not complied with the 1st quarter assessment fee requirements. Program Specialist Belisle verified that reasonable attempts to contact the school via letter, fax and telephone calls have been made. Discussion was held and after due deliberation a motion was made by Ms. Bennison Noll to direct the Division to issue a letter of non compliance to American Real Estate College. The motion was seconded and unanimously passed.

New Business Action Items:

A. Consideration of Renewal of Certificate of Approval

1. Cuttin' Up Beauty Academy - Denver

Program Specialist Oerman brought to the Board's attention for consideration of renewal Cuttin' Up Beauty Academy, Denver. School representatives were present. Board member Karen Hall recused herself from acting in her Board capacity for this matter only, as she is the school's owner of record. A quorum was still present. The school satisfied the Board's inquiry. The Board having determined that the school bond be set in the amount of \$36,000; that the school has complied and submitted a bond in the amount of \$45,000; and that Cuttin' Up Beauty Academy, 8101 East Colfax Avenue, Denver, CO 80220 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 for the period beginning July 1, 2009 and ending June 30, 2012. The motion was seconded and unanimously passed.

2. Colorado School of Trades – Lakewood

Program Specialist Belisle brought to the Board's attention for consideration of renewal Colorado School of Trades, Lakewood. A school representative was present. Board Chair Robert Martin recused himself from acting in his Board capacity for this matter only, as he is the school's owner of record. Vice Chair Ms. Bennison Noll presided as chair for this agenda item. A quorum was still present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance as it meets (TAF) Training Assurance Foundation requirements, in the amount of \$130,988; that the school

submitted verification of (TAF) Training Assurance Foundation coverage in the amount of \$130,988; and that Colorado School of Trades, 1575 Hoyt Street, Lakewood, CO 80215 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, for the period beginning July 1, 2009 and ending June 30, 2012. The motion was seconded and unanimously passed. Mr. Martin resumed chairing the meeting at the conclusion of this particular matter.

B. Consideration of Approval of Provisional Certificate of Approval

1. Colorado Academy of Veterinary Technology – Pueblo

Program Specialist Oerman brought to the Board's attention for consideration, Colorado Academy of Veterinary Technology, Pueblo, a new school with one proposed program: Certified Veterinary Technician as well as (8) eight proposed stand alone courses: (1) Veterinary Technician Careers; (2) Anesthetic Protocols-Advances; (3) Effective Communication and Communication Style; (4) Parasitology, Heartworms in Cats and Dogs; (5) Pet Health Insurance, 101; (6) Digital Radiography and Computer Radiology; (7) Veterinary Technician Finances; and (8) Professionalism, Own It. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required Certificate of Deposit in the amount of \$4,347.90; 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. Bennison Noll, in a combined motion, moved that a Provisional Certificate of Approval be granted to Colorado Academy of Veterinary Technology, 18550 Midway Ranch Road, Pueblo, CO 81008 for the period beginning December 2, 2008 and ending June 30, 2010, and that the program and courses before the Board be approved. The combined motion was seconded and unanimously passed.

2. Exquisite College of Aesthetics - Littleton

Program Specialist Belisle brought to the Board's attention for consideration, Exquisite College of Aesthetics, Littleton, a new school with four proposed programs: (1) Hair Stylist Program; (2) Aesthetic Program; (3) Manicuring Program; and (4) Massage Therapy Program. School representatives were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required Certificate of Deposit in the amount of \$5,565; that the school submitted a Certificate of Deposit 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 Exquisite College of Aesthetics, 5140 South Federal Blvd. Littleton, CO 80123 for the period beginning December 2, 2008 and ending June 30, 2010, and that the programs before the Board be approved. The combined motion was seconded and unanimously passed.

C. Consideration of Approval of Programs / Courses

1. **U.S. Career Institute – Fort Collins**

Program Specialist Oerman brought to the Board's attention for review and consideration two revised stand alone courses: (1) Pharmacy Technician; and (2) Child Daycare Specialist, proposed by U.S. Career Institute, Fort Collins. School representatives were present. Based upon the Board having determined that the above-referenced courses for U.S. Career Institute, 2001 Lowe Street, Fort Collins, CO 80525 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. Sirbu moved to approve the above-referenced revised courses effective December 2, 2008. The combined motion was seconded and unanimously passed.

2. **Life Line College of Health – Denver**

Program Specialist Oerman brought to the Board's attention for review and consideration one revised program: Medical Assistant, proposed by Life Line College of Health, Denver. School representatives 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. Sirbu moved to approve the above-referenced revised program effective December 2, 2008. The motion was seconded and unanimously passed.

3. **Concentric Healing Institute - Boulder**

Program Specialist Belisle brought to the Board's attention for review and consideration one new program: Holistic Esthetics Externship proposed, by Concentric Healing Institute, Boulder. A school representative was available by telephone. Based upon the Board having determined that the above-referenced program for Concentric Healing Institute, 5330 Manhattan Circle, Suite D, Boulder, CO 80303 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 December 2, 2008. The motion was seconded and unanimously passed.

4. **Kaplan Professional Schools – Colorado Springs**

(See #6 Below)

5. **Kaplan Professional Schools – Denver**

(See #6 Below)

6. **Kaplan Professional Schools – Thornton**

Program Specialist Belisle brought to the Board's attention for review and consideration one new stand alone course: Colorado Contracts & Forms 2009: What's New, proposed by Kaplan Professional Schools, for the Colorado Springs, Denver and Thornton locations. 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 84th Avenue, 2nd 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, Ms. Bennison Noll moved to approve the new course for all three locations effective December 2, 2008. The combined motion was seconded and unanimously passed.

7. Nutrition Therapy Institute, Inc. - Denver

Program Specialist Belisle brought to the Board's attention for review and consideration two new programs: (1) Basic Nutrition Therapy International; and (2) Advanced Nutrition Therapy International, proposed by Nutrition Therapy Institute, Inc. A school representative was present. Based upon the Board having determined that the above-referenced programs for Nutrition Therapy Institute, Inc., 1574 York Street, Denver, CO 80206 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 December 2, 2008. The combined motion was seconded and unanimously passed.

8. Southwest School of Massage & Integrated Bodywork, Inc. - Durango

Program Specialist Belisle brought to the Board's attention for review and consideration one new program: Esthetician Program; and one new stand alone course: Microdermabrasion Program, proposed by Southwest School of Massage & Integrated Bodywork, Inc., Durango. A school representative was available by telephone. Based upon the Board having determined that the above-referenced new program and course for Southwest School of Massage & Integrated Bodywork, Inc., 2277 West 2nd Avenue, Suite #2, Durango, CO 81301 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 and course effective December 2, 2008. The combined motion was seconded and unanimously passed.

9. College of International Esthetics Inc. - Arvada

Program Specialist Esquibel brought to the Board's attention for review and consideration two new stand alone courses: (1) Neurology for Bodywork; and (2) Assessment – Targeting Tissue, proposed by College of International Esthetics Inc., Arvada. A school representative was present. Based upon the Board having determined that the above-referenced courses for College of International Esthetics., Inc 7330 West 52nd Avenue, Suite T, Arvada, CO 80002 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 courses effective December 2, 2008. The combined motion was seconded and unanimously passed.

10. DME Enterprises, Inc. - Strasburg

Program Specialist Esquibel brought to the Board's attention for review and consideration two new stand alone courses: (1) 7 Hour National USPAP Update Course; and (2) 721 Residential Field Review, proposed by DME Enterprises, Inc., Strasburg. A school representative was present. Based upon the Board having determined that the above-referenced courses for DME Enterprises, Inc., 4100 Horseshoe Drive, Strasburg, CO 80136 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 courses effective December 2, 2008. The combined motion was seconded and unanimously passed.

D. Notification of School Closings

The Board was notified of the following school closures and that student records had been secured by Division staff:

1. H&R Block Tax Training School – Denver 5

E. Adjournment

Having no further business, Ms. Bennison Noll moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 10:55 A.M.

The next regularly scheduled meeting of the Board is Tuesday, January 27, 2009, 9:30 A.M. at its meeting location of:

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