

**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
BOARD MEETING**

July 28, 2009 9:30 A.M.

The Colorado Private Occupational Schools Board convened at the Auraria Higher Education Campus, Tivoli Student Center, Room 640, 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
Tom Narvaez	Buddy Douglass	Karen Hall
Winnifred Rovig		

Division Staff Present:

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

Board Counsel Present:

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

Guests Present:

Stephanie Herman, Acuity Institute - Parker
Karen McGrath, Pima Medical Institute – Colorado Springs
Veronica Styles, Westland Beauty Academy – Golden
Carmen Robl, Techskills, LLC – Greenwood Village
Sue Anderson, Pima Medical Institute – Denver
Leanne Konechne, Pima Medical Institute – Denver
Gloria Cannady, Love Christian Fellowship – Denver
Diana Gunderson, Institute of Business & Medical Careers – Greeley
Karen Barela, Culinary School of the Rockies – Boulder
Steven Steele, Institute of Business & Medical Careers – Greeley
Evan Mellman, Kaplan Professional Schools – Denver, Thornton and Colorado Springs
Pastor George & Tamara Quansah, Love Christian Fellowship - Denver
Erica Boulangee, Beyond Massage – Aspen
Susan Sisitki, John Robert Powers International - Denver

Approval of the June 23, 2009 Board Meeting Minutes:

The Board reviewed the minutes of the June 23, 2009 Board meeting. Mr. Narvaez 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

Staff Report:

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

New Business Action Items:

A. Consideration of Approval of Provisional Certificate of Approval

1. Beyond Massage - Aspen

Program Specialist Esquibel asked that this matter be tabled until later in the meeting when a representative is present.

2. Financial Strategies Mortgage, Inc. - Carmel, IN

Program Specialist Belisle brought to the Board's attention for consideration, Financial Strategies Mortgage, Inc., Carmel, IN, a new school with one proposed program, Mortgage Broker Pre-Licensing. A school representative was available by telephone. Upon determining that the school is in compliance with the required letter of credit in the amount of \$24,531; that the school submitted a surety level 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 in a combined motion, moved that a Provisional Certificate of Approval be granted to Financial Strategies Mortgage, Inc., 695 Pro-Med Lane, Carmel, IN 46032 for the period beginning July 28, 2009, ending June 30, 2011, and that the above-reference program before the Board be approved. The combined motion was seconded and unanimously passed.

3. Pro Schools, Inc. Portland, OR

Program Specialist Belisle brought to the Board's attention for consideration, Pro Schools, Inc., Portland, OR, a new school with three proposed programs and one stand alone course. The programs are: (1) Real Estate Pre-Licenses; (2) Mortgage Broker Pre-Licenses; (3) Pre-License Insurance. The proposed stand alone course is: Colorado Mortgage Lending for Exempt Brokers. A school representative was available by telephone. Upon determining that the school is in compliance with the required bond in the amount of \$44,436; 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, Ms. Rovig, in a combined motion, moved that a Provisional Certificate of Approval be granted to Pro Schools, Inc., 10225 SW Park Way, Portland, OR 97025 for the period beginning July 28, 2009 and ending June 30, 2011, and that the above-referenced new programs and stand alone course be approved effective July 28, 2009. The combined motion was seconded and unanimously passed.

4. TrainingPro – Hunt Valley, MD

Program Specialist Belisle brought to the Board's attention for consideration, TrainingPro, Hunt Valley, MD, a new school with one proposed program, Mortgage Broker Pre-Licensing Program. A school representative was available by telephone. Upon determining that the school is in compliance with the required bond in the amount of \$13,470; 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, in a combined motion, moved that a Provisional Certificate of Approval be granted to TrainingPro, 11350 McCormick Road, Executive Plaza III, Suite 1001, Hunt Valley, MD 21031 for the period beginning July 28, 2009 and ending June 30, 2011, and that the above-referenced new program be approved effective July 28, 2009. The combined motion was seconded and unanimously passed.

5. Acuity Institute - Parker

Program Specialist Oerman brought to the Board's attention for consideration, Acuity Institute, Parker, a new school with one proposed program, Master Black Belt and seventeen stand alone courses. The proposed stand alone courses are: (1) Lean Six Sigma Black Belt Standard; (2) Lean Six Sigma Black Belt Advance; (3) Dealing with Non Normal Data; (4) Lean Six Sigma Black Belt Basic; (5) Design for Lean Six Sigma; (6) Disruptive Change; (7) Lean Six Sigma Green Belt Advanced; (8) Design of Experiments; (9) Foundation for Statistical Thinking; (10) Lean Six Sigma Green Belt Basic; (11) Kaizen Workshop; (12) Lean Six Sigma Executives and Sponsors; (13) Measurement System Analysis; (14) Train the Trainer; (15) Lean Six Sigma Yellow Belt; (16) Transactional Lean; and (17) Lean Six Sigma White Belt. 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 \$111,000; that the school submitted a bond in the amount of \$125,000; 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 Acuity Institute, 9022 Rambling Oak Place, Parker, CO 80134 for the period beginning July 28, 2009 and ending June 30, 2011, and that the above-referenced new program and stand alone courses be approved effective July 28, 2009, contingent upon the discussed corrections being made. The combined motion was seconded and unanimously passed.

B. Consideration of Approval of Programs / Courses

1. Pima Medical Institute – Colorado Springs

See # 2 Below

2. Pima Medical Institute – Denver and Colorado Springs

Program Specialist Esquibel brought to the Board's attention for review and consideration two revised programs for Denver, Medical Assistant and Administrative Billing and coding and one revised program for Colorado Springs, Medical Assistant, proposed by Pima Medical Institute, Denver and Colorado Springs. It was the will of the

Board to consider the revised programs for two locations as one combined matter. School representatives were present. The schools at both locations satisfied the Board's inquiry. Based upon the Board having determined the above-reference programs for Pima Medical Institute, 7475 Dakin Street, Suite 100, Denver, CO 80221 and Pima Medical, 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 in compliance with the Division's minimum requirements, Mr. Sirbu moved to approve the above-referenced revised programs effective July 28, 2009. The combine motion was seconded and unanimously passed.

3. Culinary School of the Rockies – Boulder

Program Specialist Esquibel brought to the Board's attention for review and consideration one revised program, Chef Track, proposed by Culinary School of the Rockies, Boulder. A school representative was present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced program for 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 with the Division's minimum requirements, Mr. Sirbu moved to approve the above-referenced revised program effective July 28, 2009. The motion was seconded and unanimously passed.

4. Institute of Business & Medical Careers - Greeley

Program Specialist Belisle brought to the Board's attention for review and consideration one new program, Allied Health – Pharmacy Technician, proposed by Institute of Business & Medical Careers, Greeley. School representatives were present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced program for Institute of Business & Medical Careers, 5400 West 11th Street, Suite D, 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 with the Division's minimum requirements, Ms. Rovig moved to approve the above-referenced new program effective July 28, 2009. The motion was seconded and unanimously passed.

5. Kaplan Professional Schools – Denver

See # 7 below

6. Kaplan Professional Schools – Thornton

See # 7 below

7. Kaplan Professional Schools – Colorado Springs; Denver; and Thornton

Program Specialist Belisle brought to the Board's attention for review and consideration one new stand alone course applicable to all three locations: (1) Appraising Green Properties, proposed by Kaplan Professional Schools, Colorado Springs, Denver, and Thornton. It was the will of the Board to consider the new program for all locations as one combined matter. A school representative was present. The school satisfied the

Board's inquiry. Upon determined that the above-referenced program for Kaplan Professional Schools, 1919 North Union Boulevard, Colorado Springs, CO 80909; Kaplan Professional Schools, 2150 South Cherry Street, Denver, CO 80222; and Kaplan Professional Schools, 500 East 84th Avenue, 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 with the Division's minimum requirements, Mr. Narvaez moved to approve the above-referenced new course effective July 28, 2009. The combined motion was seconded and unanimously passed.

8. A Cut Above Beauty Academy - Cortez

Program Specialist Oerman brought to the Board's attention for review and consideration one new program, Hairstylist, proposed by A Cut Above Beauty Academy, Cortez. A school representative was available by telephone. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced program for A Cut Above Beauty Academy, 10964 Road 26, Suite 201, Cortez, CO 81321, 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 July 28, 2009. The motion was seconded and unanimously passed.

9. Love Christian Fellowship - Denver

Program Specialist Oerman brought to the Board's attention for review and consideration one new program, Renewable Energy Training Program, proposed by Love Christian Fellowship, Denver. School representatives were present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced program for Love Christian Fellowship, 4651 Tulsa Court, Denver, CO 80239, 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 new program effective July 28, 2009, contingent upon the discussed corrections being made. The motion was seconded and unanimously passed.

10. TechSkills – Greenwood Village

Program Specialist Oerman brought to the Board's attention for review and consideration eight new programs: (1) Microsoft Certified Application Specialist (MCAS); (2) Microsoft Certified IT Professional: Database Designer (MCITP:DD); (3) Microsoft Certified IT Professional: Database Administrator (MCITP:DBA); (4) Microsoft Certified Technical Specialist – Web Applications (MCTS-WebApps); (5) Microsoft Certified Technical Specialist – Windows Applications (MCTS-WinApps); (6) Microsoft Certified Technical Specialist – SQL (MCTS-SQL); (7) Oracle10g Certified Associate (OCA10g); (8) Oracle10g Certified Database Administrator (O10gDBA); and two stand alone courses (1) Cisco Certified Entry Network Technician (CCENT); and (2) Microsoft Certified Technical Specialist – Single (MCTS-1), proposed by TechSkills, Greenwood Village. School representatives were present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced new programs and stand alone courses for TechSkills, 7000 East 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 with the Division's minimum requirements, Mr. Narvaez moved to approve the above-referenced new programs and stand alone courses effective July 28, 2009, contingent upon the discussed corrections being made. The motion was seconded and unanimously passed.

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

Program Specialist Oerman brought to the Board's attention for review and consideration one new program, Associate of Applied Science Paralegal, proposed by U.S. Career Institute, Fort Collins. A school representative was available by telephone. Based upon the Board having determined that the above-referenced program 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, Ms. Rovig moved to approve the above-referenced new program effective July 28, 2009. The motion was seconded and unanimously passed.

12. **McKinley College – Fort Collins**

Program Specialist Oerman brought to the Board's attention for review and consideration one new program, Associate of Applied Science Paralegal, proposed by McKinley College, Fort Collins. A school representative was available by telephone. Based upon the Board having determined that the above-referenced program for McKinley College, 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, Ms. Rovig moved to approve the above-referenced new program effective July 28, 2009. The motion was seconded and unanimously passed.

13. **Westland Beauty Academy - Golden**

Program Specialist Oerman brought to the Board's attention for review and consideration one revised program, Manicuring, proposed by Westland Beauty Academy, Golden. A school representative was present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced program for Westland Beauty Academy, 1270 North Ford Street, Golden, CO 80403, 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 revised program effective July 28, 2009. The motion was seconded and unanimously passed.

A. Consideration of Approval of Provisional Certificate of Approval

1. **Beyond Massage - Aspen**

Program Specialist Esquibel brought to the Board's attention for consideration, the earlier tabled matter, Beyond Massage, Aspen, a new school with fifteen proposed courses: (1) Thai on the Table; (2) Enhancing Your Practice with Trager; (3) Clinical Treatment of Spine and Pelvis; (4) Knowing the Neck: Anatomy Review; (5) Clinical Treatment of Neck; (6) Myofascial Release; (7) Shiatsu and Qi Massage; (8) Somatic Patterning and the Postural Muscles; (9) Hot Stone Massage; (10) NeuroKinetic Therapy

Strains, Sprains & Adhesion; (11) Clinical Treatment of the Shoulder and Arm; (12) Evaluation & Treatment of Orthopedic/Sports Injuries; (13) Thai Massage; (14) Clinical Treatment of Lower Extremities; and (15) Knowing the Shoulder: Anatomy Review. 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 \$6,286; that the school submitted a bond in the amount of \$6,286; 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 Beyond Massage, 3127 Maroon Creek Road #10, Aspen, CO 81611 for the period beginning July 28 2009 and ending June 30, 2011, and that the above-referenced new courses before the Board be approved. The combined motion was seconded and unanimously passed.

C. Bond Claims and Demand on Surety

1. John Robert Powers – Denver

Director Parker and Assistant Attorney General, Candler brought before the Board for consideration and review of student claims on the surety bond in respect to the closing of John Roberts Powers – Denver. Mr. Sirbu asked that the Board go into Executive Session for the sole purpose of seeking legal advice concerning previous matters of non-compliance still pending and the options available to the Board in respect to action on the bond claims.

The Board duly adjourned the Public Meeting and entered into Executive Session at 10:25 A.M with its legal counsel physically present. No member of the public was in attendance; the public recording ceased; and the Executive Session recorder commenced, as prescribed.

The Board adjourned the Executive Session and reconvened the Public Meeting at 10:36 A.M. with the appropriate recordation of such. 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.

After due deliberation, Ms. Bennison Noll motioned that the Board direct the Division Director to submit all student claims as presented to the bond company in order to make demand for refund on all claims determined to be correct and accurate pursuant to sections 12-59-115(7)(b), and 12-59-115(6), of the Colorado Revised Statutes. Ms. Bennison Noll further motioned and resolved that should the principal or surety fail to or refused to pay the claims due, that the Board also authorizes the commencement of an action on such bond for the demand of all claims due and that the Office of the Attorney General is authorized on behalf of the Board and otherwise directed to file the appropriate legal action in a court of competent jurisdiction pursuant to §12-59-115(9), C.R.S. to enforce compliance. The motion was seconded by Mr. Sirbu and passed unanimously.

D. Notification of School Closing

The Board was notified of the following school closure:

1. Talismae College for Holistic Medical Spa Careers – Lakewood

Other Business:

A. Director Parker informed and invited the Board to attend the Distance Education Presentation, hosted by the Division on September 9, 2009. Michael P. Lambert, with Distance Education and Training Council (DETC), a non-profit educational organization that works to ensure quality and student rights within distance education institutions is the guest speaker.

B. Adjournment

Having no further business, Mr. Narvaez moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 10:44 A.M.

The next regularly scheduled meeting of the Board is Tuesday, August 25, 2009, 9:30 A.M. and will be held at:

Auraria Higher Education Campus
Tivoli Student Center, Room 640
900 Auraria Parkway
Denver, CO 80204
Telephone: (303) 866-2723