

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

September 25 - 9:30 a.m.

The Colorado Private Occupational Schools Board convened at the Auraria Higher Education Center, Tivoli Student Center, Room 640, 900 Auraria Parkway, Denver Colorado 80204.

Chair Tom Twardowski called the meeting to order at 9:35 a.m. and greeted guests. Board roll call was taken. A quorum was present. Board members, Division staff and guests were introduced.

Board Members Present:

Tom Twardowski, Chair Robert Martin Buddy Douglass
Thomas Narvaez

Board Members Absent: Jerry Sirbu and Lisa Bennison Noll

Division Staff Present:

Jim Parker, Director Georgia Roberts, Deputy Director
Renee Belisle, Program Supervisor Bernadette Esquibel, Program Supervisor
Arla Hamel, Administrative Assistant

Board Counsel Present:

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

Guests Present:

Janice Walters, Colorado School of Paramedical Esthetics - Lakewood
Tamara Trujillo, Colorado School of Paramedical Esthetics – Lakewood
Lorna Silva, Colorado School of Paramedical Esthetics - Lakewood
Sherry Gohr, Mile High Medical Academy – Denver
Marla Daniels, Majestic Beauty College - Aurora
Gillian Keiper, Concentric Healing Institute – Boulder
Chalyce Macoskey, Concentric Healing Institute - Boulder
Talismae Allen, Talismae College for Holistic Medical Spa Careers - Denver
Albert Thum, Jackson Hewitt Tax School – Westminster
Lila Thum, Jackson Hewitt Tax School - Westminster
Pam Mills, The Denver School of Hypnotherapy – Aurora
Melody Irvine, Career Coders, LLC – Loveland
Jackie Brown Meyer, Talismae College for Holistic Medical Spa Careers – Denver
Suzanne Carroll, Boulder College of Massage Therapy - Boulder
Janice Combs, Boulder College of Massage Therapy – Boulder
Christian Holmsen, United States Truck Driving School – Longmont
Greg Freedman, Denver School of Hypnotherapy - Aurora

Approval of the August 28, 2007 Minutes: The Board reviewed and discussed the Minutes of August 28, 2007 meeting. Mr. Douglass motioned that the Minutes be approved as read. The motion was seconded and passed.

Staff Report: Status of Board contingency approvals granted on August 28, 2007 was reported. All contingencies have been satisfied and on file at the Division.

New Business Action Items:

A. Consideration of Approval of Provisional Certificate of Approval

1. Jackson Hewitt Tax School - Westminster

Program Supervisor Esquibel brought to the Board's attention for consideration, Jackson Hewitt Tax School, Westminster, as a new school with two stand alone courses. The courses are: Income Tax Course and Income Tax Course – ISG. School representatives Albert and Lila Thum were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$5,000; that the school submitted a bond in the amount of \$25,000; 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 moved that a Provisional Certificate of Approval be granted to Jackson Hewitt Tax School, 4955 West 72nd Avenue Unit C, Westminster, CO 80030, for the period beginning September 25, 2007 and ending June 30, 2009, and that the two new courses be approved contingent upon discussed corrections being made. The combined motion was seconded and unanimously passed.

2. United States Truck Driving School - Longmont

Program Supervisor Belisle brought to the Board's attention for consideration, United State Truck Driving School, Longmont, as a new school with one program. The program is: Interstate Heavy Duty Truck Driving Program 160. School representative Christian Holmsen was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$15,230; that the school submitted a bond in the amount of \$16,000; 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, minimum requirements, Mr. Martin moved that a Provisional Certificate of Approval be granted to United States Truck Driving School, Longmont CO 80504 for the period beginning September 25, 2007 and ending June 30, 2009, and for approval of the new program. The combined motion was seconded and unanimously passed.

3. Talismae College for Holistic Medical Spa Careers, LLC - Denver

Program Supervisor Esquibel brought to the Board's attention for consideration, Talismae College for Holistic Medical Spa Careers LLC, Denver, as a new school with six programs and ten stand alone courses. The programs are: 600 Hour Holistic Esthetics Program; 600 Hour Holistic Massage Program; 500 Hour Medi Spa/Advanced Esthetics Instructor Training; 300 Hour Bridge Course in Medical Spa Esthetics; 1000 Hour Medical Massage Program; and an 850 Hour Medical Spa Esthetics Program. The ten stand alone courses are: Microdermabrasion; Advanced Peels; Anti-Aging/Holistic

Detox/Reinvention; Permanent Makeup; Spa Management; Ayurveda; Spiritual Psychology; Hydro Therapy; Eye Lash Extensions; and Hair Removal. School representatives Talismae Allen and Jackie Brown Meyer were present. It was the will of the Board to consider in separate motions, approval of the school and a second motion for programs and courses. The school satisfied the Board's inquiry and the school with assistance from the Division agreed to make all necessary technical corrections as directed by the Board. Upon determining that the school is in compliance with the required bond amount of \$5,000; that the school submitted a bond in the amount of \$5,000; that the school make all necessary technical corrections as directed by the Board, 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 moved that Talismae College for Holistic Medical Spa Careers LLC., 1535 Grant Street, Suite 110, Denver, CO 80203 be approved subject to compliance with technical corrections verified by the Division and that a Provisional Certificate of Approval be granted to the school for the period beginning September 25, 2007 and ending June 30, 2009. The motion was seconded and passed.

Mr. Douglass moved to approve the programs and courses provided that discussed changes be made to the stated occupational objectives, prerequisites and clarification of lessons or credit hours. The motion was seconded and passed contingent upon discussed changes being made.

B. Consideration of Approval of Programs / Courses

1. Colorado School of Paramedical Esthetics - Lakewood

Program Supervisor Esquibel brought to the Board's attention for review and consideration one new program: Master Herbalist, and one new stand alone course: Chinese Face, Tongue, & Nail Analysis proposed by Colorado School of Paramedical Esthetics, Lakewood. School representatives Janice Walters, Tamara Trujillo, and Lorna Silva were present. Based on the Board having determined that the above-referenced new program and course for Colorado School of Paramedical Esthetics, 735 South Xenon Court, Lakewood, CO 80226 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 new program and new course effective September 25, 2007, noting one minor correction to the stated occupational objective. The motion was seconded and passed.

2. Boulder College of Massage Therapy - Boulder

Program Supervisor Belisle brought to the Board's attention for review and consideration two revised programs: Associate of Occupational Studies in Massage Therapy Degree and 1,000 Hour Massage Therapy Certificate Program; and one new course: Chi Kung Healing-Continuing Education Course proposed by Boulder College of Massage Therapy, Boulder. School representatives Jan Combs and Suzanne Carroll were present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced programs and course for Boulder College of Massage Therapy, 6255 Longbow Drive, Boulder, CO 80301 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 moved to approve the revised programs and new course effective September 25, 2007. The motion was seconded and carried unanimously.

3. Concentric Healing Institute – Boulder

Program Supervisor Belisle brought to the Board's attention for review and consideration three new stand alone courses: Ayurvedic Facial; Nutrition of the Skin; and Essential Oils Foundation proposed by Concentric Healing Institute, Boulder. School representatives Gillian Keiper and Chalyce Macoskey were present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced courses for Concentric Healing Institute, 5330 Manhattan Circle, Unit 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 in compliance with the Division's minimum requirements, Mr. Douglass moved to approve the new courses effective September 25, 2007. The motion was seconded and carried unanimously.

4. The Denver School of Hypnotherapy - Aurora

Program Supervisor Belisle brought to the Board's attention for review and consideration one new program: Medical Hypnotherapy proposed by The Denver School of Hypnotherapy, Aurora. School representatives Pam Mills and Greg Freedman were present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced program for The Denver School of Hypnotherapy, 1450 South Havana #308 Aurora, CO 80012 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 moved to approve the new program effective September 25, 2007. The motion was seconded and carried unanimously.

5. Kaplan Professional Schools – Colorado Springs, Denver and Thornton

Program Supervisor Belisle brought to the Board's attention for review and consideration one new stand alone: Mortgage Fraud & Predatory Lending, proposed by Kaplan Professional Schools, for Colorado Springs, Denver and Thornton. It was the Board's will to consider approval of the one stand alone 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 at 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, Mr. Douglass moved to approve the new course for all three locations effective September 25, 2007. The motion was seconded and carried unanimously.

6. Kaplan Professional Schools/ITA - Denver

Program Supervisor Belisle brought to the Board's attention for review and consideration two new stand alone courses: Enhanced Infrared & Acoustic Home Inspection; and Getting Started in Infrared & Acoustical Home Inspection proposed by Kaplan Professional Schools/ITA, Denver. A school representative was available by telephone. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced courses for Kaplan Professional Schools/ITA, 2150 South Cherry Street, Denver, CO 80222 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 moved to approve the new courses effective September 25, 2007. The motion was seconded and carried unanimously.

7. Institute of Business & Medical Careers – Ft. Collins

Program Supervisor Belisle brought to the Board's attention for review and consideration two revised stand alone courses: Medical Terminology; and Legal Terminology, proposed by Institute of Business & Medical Careers. A school representative was available by telephone. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced courses for Institute of Business & Medical Careers, 1609 Oakridge Drive, Ft. 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 in compliance with the Division's minimum requirements, Mr. Martin moved to approve the revised courses effective September 25, 2007. The motion was seconded and carried unanimously.

8. Career Coders, L.L.C. - Loveland

Program Supervisor Esquibel brought to the Board's attention for review and consideration one new course: Basic Medical Anatomy, proposed by Career Coders, L.L.C., Loveland. School representative Melody Irvine was present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced course for Career Coders, L.L.C., 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, Mr. Douglass moved to approve the new course effective September 25, 2007, noting one minor correction to the stated occupational objective. The motion was seconded and carried unanimously.

9. Mile High Medical Academy - Denver

Program Supervisor Esquibel brought to the Board's attention for review and consideration two new programs: Diagnostic Medical Sonography-Certificate; and Diagnostic Medical Sonography-Diploma proposed by Mile High Medical Academy, Denver. School representative Sherry Gohr was present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced programs for Mile High Medical Academy, 1022 East Girard Avenue, Bldg. C. #350, 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 in compliance with the Division's minimum requirements, Mr. Narvaez moved to approve the new programs effective September 25, 2007. The motion was seconded and carried unanimously.

10. **Majestic Beauty College - Aurora**

Program Supervisor Belisle brought to the Board's attention for review and consideration two stand alone courses: Professional Make Up; and Waxing for Manicurists, proposed by Majestic Beauty College, Aurora. School representative Marla Daniels was present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced courses for Majestic Beauty College, 13122 East Mississippi Avenue, Aurora CO 80012 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 to approve the new courses effective September 25, 2007. The motion was seconded and carried unanimously.

C. Notification of School Closings

1. Golden Institute of Massage – Golden
2. Nail Care Company, LLC – Aurora
3. Seven Bowls - Longmont

D. Student Complaints/Matters of Noncompliance/Legal Action

1. **Everest College**

The Division informed the Board that the matter has been tentatively resolved. The School has represented to the Division its intent to waive any balance due and write a letter confirming this to the collection agency, student and copy to the Division. This item was removed from the agenda for consideration.

2. **Colorado Beauty College**

The Board approved a Stipulation regarding Colorado Beauty College that places the school's Certificate of Approval on probation for two-years from the effective date of the Stipulation.

E. Adjournment

Having no further business, Mr. Narvaez moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 11:10 a.m.

The next regularly scheduled meeting of the Board is Tuesday, October 23, 2007.