

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

August 28, 2007 - 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 9:40 a.m. and greeted guests. Board roll call was taken. The Board members, Division staff and guests were introduced.

Board Members Present:

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| Tom Twardowski, Chair | Jerry Sirbu, Vice Chair | Robert Martin |
| Buddy Douglass | Lisa Bennison Noll | |

Board Members Absent: Thomas Narvaez

Division Staff Present:

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

Board Counsel Present:

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

Guests Present:

Jennifer Overby, The Real Estate School – Boulder
Talismae Allen, Talismae College for Holistic Medical Spa Careers - Denver
Mike Schranz, IntelliTec College - Colorado Springs
Rick Mercado, IntelliTec College - Colorado Springs
Miguel Elain, IntelliTec College – Colorado Springs
Jessica Santi, Advanced Medical Aesthetics Center - Denver
Jeff Raval, Advanced Medical Aesthetics Center - Denver
Ben Lee, Advanced Medical Aesthetics Center - Denver
Debbie Brinkman, Advanced Medical Aesthetics Center - Denver
Theresa Kanan, Advanced Medical Aesthetics Center - Denver
Greg Hill, Eight Branches School of Asian Bodywork – Ft. Collins
Diana Gunderson, Institute of Business and Medical Careers – Ft. Collins
Steve Steele, Institute of Business and Medical Careers – Ft. Collins

Approval of the July 24, 2007 Minutes: The Board reviewed and discussed the Minutes of July 24, 2007 meeting. Mr. Sirbu motioned that the Minutes be approved as read noting one minor correction. The motion was seconded and passed.

Staff Report: Status of Board contingency approvals granted on July 24, 2007 was reported. All contingencies have been met and the records are on file.

New Business Action items:

A. Consideration of Approval of Change of Ownership

1. American Home Inspectors Training Institute - Lakewood

Program Supervisor Belisle brought to the Board's attention for consideration application for a change of ownership for American Home Inspectors Training Institute, Lakewood. A school representative was not present. The school satisfied the Board's inquiry. The Board having determined that the school bond be set in the amount of \$24,430; that the school has complied and submitted a bond in the amount of \$50,000; and that American Home Inspectors Training Institute, 13300 West 6th Avenue, Lakewood, CO 80228 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 change of ownership be granted for the period beginning August 28, 2007 and ending June 30, 2010. The motion was seconded and passed.

2. Artistic Beauty Colleges – Arvada, Aurora, Lakewood, Littleton, Thornton and Westminster

Program Supervisor Belisle brought to the Board's attention for consideration application for a change of ownership involving all six campuses of Artistic Beauty Colleges. It was the will of the Board to consider the change of ownership for all six locations in one combined motion. A school representative was available by telephone. The school satisfied the Board's inquiry and determined that the school bonds for each respective location be set at the following amounts and that the respective schools have complied and submitted bonds in appropriate amounts. Specifically, the Board found that:

Artistic Beauty College, 6520 North Wadsworth Blvd, #209, Arvada, CO 80003 – the bond amount to be set at \$222,687.02 and that the school has submitted a bond in the amount of \$305,806;

Artistic Beauty College, 16800 East Mississippi Avenue, Aurora, CO 80017 – the bond amount to be set at \$128,386.11 and that the school has submitted a bond in the amount of \$180,029;

Artistic Beauty College, 441 Wadsworth Blvd, #100, Lakewood, CO 80226 - the bond amount to be set at \$156,341.45 and that the school has submitted a bond in the amount of \$253,103;

Artistic Beauty College, 8996 West Bowles Avenue #E & F, Littleton, CO 80123 - the bond be set in the amount of \$125,962.63 and that the school has submitted a bond in the amount of \$154,626;

Artistic Beauty College, 3811 East 10th Avenue Thornton, CO 80233 - the bond be set in the amount of \$394,373.57 and that the school has submitted a bond in the amount of \$528,014; and

Artistic Beauty College, 3049 West 74th Avenue #A Westminster, CO 80030 - the bond be set in the amount of \$157,043.53 and that the school has submitted a bond in the amount of \$229,287.

The Board having further found that all six locations 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 the change of ownerships of the six campuses be granted for the period beginning August 28, 2007 and ending June 30, 2008. The combined motion was seconded and passed.

3. Central Bark Academy of Pet Grooming - Littleton

Program Supervisor Belisle brought to the Board's attention for consideration application for a change of ownership for Central Bark Academy of Pet Grooming, Littleton. A school representative was not present. The school satisfied the Board's inquiry. The Board having determined that the school bond be set in the amount of \$7,600; that the school has complied and submitted a bond in the amount of \$8,000; and that Central Bark Academy of Pet Grooming, 1621 West Canal Circle, #109, Littleton, CO 80120 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 change of ownership be granted for the period beginning August 28, 2007 and ending June 30, 2009. The motion was seconded and passed.

B. Consideration of Approval of Provisional Certificate of Approval

1. Advanced Medical Aesthetics Center - Denver

Program Supervisor Esquibel brought to the Board's attention for consideration, Advanced Medical Aesthetics Center, Denver, as a new school with one program and nine stand alone courses. The program is: Basic Esthetician Course + Medical Emphasis. The courses are: Cosmetic Resurfacing Exfoliation Substances; Advanced Cosmetic Resurfacing Exfoliation Substances; Laser Hair Removal/Certified Laser Specialist; Facial Rejuvenation Injectables; Tattoo Removal Class; Laser Vein Reduction Class; Laser Wrinkle/Facial Peel Class; Advanced Acne Course; and Microdermabrasion Training. School representatives Theresa Kanan; Jessica Santi, Jeff Raval, Ben Lee and Debbie Brinkman were present. The school satisfied the Board's inquiry and agreed to change the prerequisites to reflect consistency. 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; 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 a Provisional Certificate of Approval be granted to Advanced Medical Aesthetics Center, 250 Steele Street, Suite 206, Denver, CO 80206, for the period beginning August 28, 2007 and ending June 30, 2009, and to approve the new program and courses contingent upon correction of the prerequisites as discussed. The combined motion was seconded and unanimously passed.

C. Consideration of Approval of Programs / Courses

1. Denver Academy of Court Reporting - Westminster

Program Supervisor Oerman brought to the Board's attention for review and consideration one revised program: Court Reporting proposed by Denver Academy of Court Reporting, Westminster. No school representative was available. Based on the Board having determined that the above-referenced program for Denver Academy of Court Reporting, 9051 Harlan Street, Unit 20, Westminster, CO 80031 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 revised program effective August 28, 2007, approved noting one minor correction. The motion was seconded and passed.

2. IntelliTec College – Colorado Springs

Program Supervisor Oerman brought to the Board's attention for review and consideration one revised program: Automotive Technician proposed by IntelliTec College, Colorado Springs. School representatives Mike Schranz, Rick Mercado, and Miguel Elain were present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced program for IntelliTec College, 2315 East Pikes Peak Avenue, 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. Martin moved to approve the revised program effective August 28, 2007. The motion was seconded and carried unanimously.

3. The Real Estate School - Boulder

Program Supervisor Oerman brought to the Board's attention for review and consideration one new stand alone course: RESPA & Loan Fraud, proposed by The Real Estate School, Boulder. School representative Jennifer Overby was present. The school satisfied the Board's inquiry and agreed to change the prerequisite for consistency. Based on the Board having determined that the above-referenced course for The Real Estate School, 4750 Table Mesa Drive, Boulder, CO 80503 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 August 28, 2007, contingent upon correction of the prerequisite as discussed. The motion was seconded and carried unanimously.

4. The Boulder College of Massage Therapy - Boulder

Program Supervisor Belisle brought to the Board's attention for review and consideration one new stand alone course: Pediatric Massage – Continuing Education Course, proposed by The Boulder College of Massage Therapy, Boulder. No school representative was available. Based on the Board having determined that the above-referenced course for The 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. Douglass moved to approve the new course effective August 28, 2007. The motion was seconded and carried.

5. Eight Branches School of Asian Bodywork – Ft. Collins

Program Supervisor Belisle brought to the Board's attention for review and consideration one new program: Zen Shiatsu; and one revised program: Amma, proposed by Eight Branches School of Asian Bodywork, Ft. Collins. School representative Greg Hill was present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced programs for Eight Branches School of Asian Bodywork, 2900 Valmont Road, Suite H-1, 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. Sirbu moved to approve the new and revised programs effective August 28, 2007. The motion was seconded and carried unanimously.

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

Program Supervisor Belisle brought to the Board's attention for review and consideration one new program: Administrative Assistant Certificate, proposed by Institute of Business & Medical Careers. School representative Diana Gunderson and Steve Steele were present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced program 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 new program effective August 28, 2007. The motion was seconded and carried unanimously.

D. Consideration of Approval of Standard Certificates for Out of State Schools

1. The Risk Management Association - Pennsylvania

Program Supervisor Belisle introduced The Risk Management Association, Pennsylvania for Consideration as an Out of State school. The Board having determined that the school bond be set in the amount of \$50,000 and that The Risk Management Association, 1801 Market St., Suite 3000, Philadelphia, PA 19103 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 minimum requirements of the Division, Mr. Douglass motioned that the Standard Certificate of Approval be granted for the period beginning August 28, 2007 and ending June 30, 2008. The motion was seconded and carried unanimously.

E. Notification of School Closings

1. Advanced Automotive Engines Technical School – Colorado Springs
2. FasTrack Real Estate School - Centennial
3. Hyppo Kampos Professional Institute - Lakewood

F. Student Complaints/Matters of Noncompliance/Legal Action

1. United Beauty College

Director Parker and Deputy Director Roberts presented an update regarding matters of compliance and enforcement concerning the previously continued stipulation agreement. The Board having reviewed the report and after due discussion and deliberation, Mr. Douglass moved that the Division be directed to provide the School with a Notice of Non-compliance and an opportunity to respond to the Board's identified concerns, particularly in respect to student records and an ability to meet minimum standards of recordkeeping and reporting. The motion was seconded and passed.

2. Colorado Outdoor Adventure Guide School

The Division reported that a response was received from the School in respect to the amended Notice of Non-compliance. The Board was provided with a copy. The Division further reported that based on the substance of the school response, additional related information from an independent source was forthcoming. After due deliberation and discussion by the Board, Mr. Sirbu motioned to table the matter until the Board's September meeting. The motion was seconded and passed.

3. Colorado Beauty College

The Division provided to the Board for its review and discussion a draft stipulation agreement and order based upon the Board's direction from the previous meeting. After review and discussion, the Board identified changes to be made in the language concerning custody of student photographs for identification and an inclusion of a requirement to provide written disclosure to students concerning the school's probationary status. Mr. Martin motioned to direct the Division to correct the language of the stipulation agreement and order, accordingly, and to provide to a copy to the school for review and action. The motion was seconded and passed.

4. American College

Director Parker presented the letter of demand and statements of bond claims concerning the school closure. After review and discussion by the Board, Mr. Martin motioned to approve the letter of demand and direct the Division to send the letter to the Great American Insurance Company for a refund of monies to students identified and affected by the closure of the school. The motion was seconded and passed.

G. Adjournment

Having no further business, Mr. Sirbu moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 11:45 a.m.

The next regularly scheduled meeting of the Board is Tuesday, September 25, 2007.