

**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
BOARD MEETING**

August 26, 2008 9:30 A.M.

The Colorado Private Occupational Schools Board convened at the FirstBank of Lakewood, 550 South Wadsworth Blvd., Lakewood, CO 80226.

Chair Jerry Sirbu called the meeting to order at 9:30 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:

Jerry Sirbu, Chair	Robert Martin, Vice Chair	Lisa Bennison Noll
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	Arla Hamel, Administrative Assistant

Board Counsel Present:

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

Guests Present:

William McAfee, Pikes Peak School of Real Estate – Colorado Springs
Ed Kraus, IntelliTec Colleges - Grand Junction and Pueblo
Tony Portararo, Winning Strategies Books & Seminars, Inc. – Thornton
Debi Portararo, Winning Strategies Books & Seminars, Inc. – Thornton
Sam Pedregon, Pima Medical Institute – Colorado Springs
Michelle Bonny, Mile High Medical Academy – Denver
Stephanie Hom, Mile High Medical Academy – Denver
Linda Easley, Alliance Real Estate Academy – Denver
Leanna Konechne, Pima Medical Institute – Colorado Springs
Amy Brown, Pima Medical Institute – Colorado Springs
Sue Anderson, Pima Medical Institute – Colorado Springs
Linda Gilroy, Peak Real Estate College – Aurora
Nancy Kekos, The National Institute of First Assisting, Inc. – Centennial
Jerry Kekos, The National Institute of First Assisting, Inc. – Centennial
James French, ACRE School - Golden
Nancy Zidonis, Tallgrass Animal Acupressure Institute - Larkspur
Mary Garrard, Arts and Education Hairdressing Academy - Broomfield
Shannon Workman, Rocky Mountain Dental Assisting Institute – Broomfield
Christian Holmsen, United States Truck Driving School, Inc. – Cent
Curtis Hilty, Van Education Center – Boulder
George Griepso, Alliance Real Estate Academy - Denver
Janet Perry, McKinley College – Ft. Collins
Evan Mellman, Kaplan Financial Institute – Denver and Thornton
Evan Mellman, Kaplan Professional Schools – Colorado Springs, Denver and Thornton
Trish Bowen McKinley College – Ft. Collins

Approval of the July 22, 2008 Minutes:

The Board reviewed the Minutes of the July 22, 2008 Board meeting. Mr. Douglass motioned for approval of the minutes as read. The motion was seconded and passed.

Changes / Additions to the Agenda:

1. The Staff Report was presented at the end of the "Notification of School Closings".
2. Everest College - Colorado Springs taken off the Staff Report. There were no contingencies.

New Business Action Items:

A. Consideration of Approval of Provisional Certificate of Approval

1. United States Truck Driving School, Inc. - Centennial

Program Specialist Belisle brought to the Board's attention for consideration, United States Truck Driving School, Inc., Centennial, a new school with one program: Interstate Heavy Duty Truck Driving Program 160 (IHD160) and one stand alone course: Refresher Course proposed, by United States Truck Driving School, Inc., Centennial. 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, Mr. Martin in a combined motion, moved that a Provisional Certificate of Approval be granted to United States Truck Driving School, Inc., 7009 South Jordan Road, Centennial, CO 80212 for the period beginning August 26, 2008 and ending June 30, 2010, and that the program and course before the Board be approved. The combined motion was seconded and unanimously passed.

2. Arts and Education Hairdressing Academy - Broomfield

Program Specialist Esquibel brought to the Board's attention for consideration, Arts and Education Hairdressing Academy, Broomfield a new school with one program: Hairstylist Apprentice, and six stand alone courses: (1) Long Hairdressing; (2) Bridal Services; (3) Inside Out Personal Growth and Public Speaking Workshop; (4) Teacher Training; (5) Transitional Color; and (6) Transitional Cutting, proposed by Arts & Education Hairdressing Academy, Broomfield. School representative Mary Garrard was present. It was the will of the Board to make three separate motions, for Provisional school, the program and the stand alone courses. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$100,000; that the school submitted a bond in the amount of \$100,000; 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, moved that a Provisional Certificate of Approval be granted to Arts and Education Hairdressing Academy, 150 Flatirons Crossing Drive, Broomfield, CO 80021 for the period beginning

August 26, 2008 and ending June 30, 2010. Mr. Douglass moved the one program Hairstylist Apprentice be approved and the motion was seconded and unanimously passed, and Mr. Douglass moved that the six stand-alone courses before the Board be approved, contingent upon the discussed corrections being made and the motion was seconded and unanimously passed.

B. Consideration of Approval of Programs / Courses

1. Alliance Real Estate Academy - Denver

Program Specialist Belisle brought to the Board's attention for review and consideration four new programs and three new stand alone courses. The programs are: (1) Licensed Appraiser Prelicensing Education; (2) Mortgage Brokers Prelicensing Education Course; (3) Certified Appraiser Prelicensing Education; and (4) Registered Appraiser Prelicensing Education. The three stand alone courses are: (1) Supervising Beginning Appraisers: (2) Plan for Success FHA & VA Appraiser: Thriving & Surviving; and (3) Mortgage Fraud proposed, by Alliance Real Estate Academy, Denver. School representatives Linda Easley and George Griepso were present. Based upon the Board having determined that the above-referenced new programs and courses for Alliance Real Estate Academy, 1333 West 120th Avenue, Suite 308, Denver, CO 80234 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 above referenced new programs and courses effective August 26, 2008, contingent upon the discussed corrections being made. The combined motions was seconded and unanimously passed.

2. Kaplan Financial Institute - Denver

(See #3 Below)

3. Kaplan Financial Institute - Thornton

Program Specialist Belisle brought to the Board's attention for review and consideration in a combined motion for both schools one new stand alone course: Colorado Long Term Care proposed, by Kaplan Financial Institute, Denver and Kaplan Financial Institute, Thornton. School representative Evan Mellman was present. Based upon the Board having determined that the above-referenced new course for Kaplan Financial Institute, 2150 South Cherry Street, Denver CO 80222 and Kaplan Financial Institute, 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. Martin moved to approve the above referenced new course effective August 26, 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 Supervisor Belisle brought to the Board's attention for review and consideration three new stand alone courses: (1) Data Analysis in a Declining Market; (2) Sustainable Housing & Building Green: What Agents Should Know; and (3) Zoning and Covenants: Tips & Tricks proposed, by Kaplan Professional Schools, for Colorado Springs, Denver and Thornton. It was the Board's will to consider approval of the courses for all three school locations in one combined discussion and action. School representative Evan Mellman was present. The School satisfied the Board's inquiry. Based on the Board having determined that the above-referenced courses 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. Narvaez moved to approve the new courses for all three locations effective August 26, 2008. The combine motion was seconded and unanimously passed.

7. Pikes Peak School of Real Estate

Program Specialist Belisle brought to the Board's attention for review and consideration seven new courses: (1) Short Sale Process; (2) HUD Settlement Statement; (3) Contract to Buy and Sell Real Estate; (4) Water and Mineral Rights; (5) Advanced Foreclosure and Short Sale; (6) The Basics of Title and Escrow; and (7) Do's and Don'ts of the Foreclosure Protection Act proposed, by Pikes Peak School of Real Estate, Colorado Springs. School representative Bill McAfee was present. Based upon the Board having determined that the above-referenced new courses for Pikes Peak School of Real Estate, 5755 Mark Dabling Blvd, Suite 110, Colorado Springs, CO 809191 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 August 26, 2008. The 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: Massage & Bodywork and one stand alone course: Preparation for the National and/or State Licensing Exam 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. Bennison Noll moved to approve the above referenced new program and course effective August 26, 2008, contingent upon the discussed correction being made. The motion was seconded and unanimously passed.

9. Van Education Center, LLC - Boulder

Program Specialist Belisle brought to the Board's attention for review and consideration one new stand alone course: The Law of Planning proposed, by Van Education Center, LLC, Boulder. School representative Curtis Hilty was present. Based upon the Board

having determined that the above-referenced new course for Van Education Center, LLC, 4801 Riverbend Road, Suite 203, 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 with the Division's minimum requirements, Ms. Rovig moved to approve the above referenced new course effective August 26, 2008, contingent upon the discussed correction being made. The motion was seconded and unanimously passed.

10. **ACRE School - Golden**

Program Specialist Esquibel brought to the Board's attention for review and consideration one new program and four new stand alone courses. The program is: Mortgage Broker Pre-Licensing Program. The four new stand alone courses are: (1) Mortgage Broker Federal Law Course; (2) Mortgage Broker State Law Course; (3) Mortgage Broker Mortgage 101 Course; and (4) Mortgage Broker Business and Trade Practices proposed, by ACRE School, Golden. School representative James French was present. Based upon the Board having determined that the above-referenced new program and courses for ACRE School, 54 Pine Road, Golden, CO 80401 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 and new courses effective August 26, 2008. The motion was seconded and unanimously passed.

11. **Advanced Medical Aesthetics Center - Denver**

Program Specialist Esquibel brought to the Board's attention for review and consideration one revised stand alone course: Laser Hair Reduction/Certified Laser Specialist proposed, by Advanced Medical Aesthetics Center, Denver. A school representative was available by telephone. Based upon the Board having determined that the above-referenced revised course for Advanced Medical Aesthetics Center, 250 Steele Street, Suite 206, 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. Martin moved to approve the above referenced revised course effective August 26, 2008. The motion was seconded and unanimously passed.

12. **Mile High Medical Academy - Denver**

Program Specialist Esquibel brought to the Board's attention for review and consideration two new programs: (1) Pharmacy Technician Certificate Program; and (2) Phlebotomy Technology Certificate Program proposed, by Mile High Medical Academy, Denver. School representatives Michelle Bonny and Stephanie Hom were present. Based upon the Board having determined that the above-referenced new programs for Mile High Medical Academy, 10200 East Girard Avenue, Suite C350, 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. Narvaez moved to approve the above referenced new programs effective August 26, 2008, contingent upon the discussed correction being made. The motion was seconded and unanimously passed.

13. **National Institute of First Assisting, Inc. - Centennial**

Program Specialist Esquibel brought to the Board's attention for review and consideration four new stand alone courses: (1) Medical Terminology 101 for the Health Care Professionals; (2) Microbiology 101 for the Health Care Professionals; (3) Pathophysiology 101 for the Health Care Professionals; and (4) Pharmacology 101 for the Health Care Professionals proposed, by National Institute of First Assisting, Inc., Centennial. School representatives Nancy and Jerry Kekos were present. Based upon the Board having determined that the above-referenced new courses for National Institute of First Assisting, Inc., 12354 East Caley Avenue, Suite 108, Centennial, 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, Ms. Bennison Noll moved to approve the above referenced new courses effective August 26, 2008. The motion was seconded and unanimously passed.

14. **Pima Medical Institute – Colorado Springs**

Program Specialist Esquibel brought to the Board's attention for review and consideration one new program: Respiratory Therapy proposed, by Pima Medical Institute, Colorado Springs. School representatives Sam Pedregon, from Colorado Springs campus; and Sue Anderson, Leanna Konechne, and Amy Brown from Denver campus were present. Based upon the Board having determined that the above-referenced new program for Pima Medical Institute, 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 with the Division's minimum requirements, Ms. Bennison Noll moved to approve the above referenced new program effective August 26, 2008, contingent upon the discussed correction being made. The motion was seconded and unanimously passed.

15. **Rocky Mountain Dental Assisting Institute - Broomfield**

Program Specialist Esquibel brought to the Board's attention for review and consideration one new stand alone course: Dental Radiology proposed, by Rocky Mountain Dental Assisting Institute, Broomfield. School representative Shannon Workman was present. Based upon the Board having determined that the above-referenced new course for Rocky Mountain Dental Assisting Institute, 13605 Xavier Lane, Suite C, Broomfield, CO 80023 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 course effective August 26, 2008. The motion was seconded and unanimously passed.

16. **Tallgrass Animal Acupressure Institute - Larkspur**

Program Specialist Esquibel brought to the Board's attention for review and consideration one revised program: Equine or Small Animal Acupressure Massage and one new course: Equine Pathology proposed by Tallgrass Animal Acupressure Institute, Larkspur. School representative Nancy Zidonis was present. Based upon the Board having determined that the above-referenced revised program and new course for Tallgrass Animal Acupressure Institute, 4559 Red Rock Drive, Larkspur, CO 80118 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 revised program and new course effective August 26, 2008. The motion was seconded and unanimously passed.

17. Winning Strategies Books & Seminars, Inc. - Thornton

Program Specialist Esquibel brought to the Board's attention for review and consideration two new stand alone courses: (1) The Art of Persuasion, How To Get What You Want – Four Hours; (2) and The Art of Persuasion, How to Get What You Want – Six Hours proposed, by Winning Strategies Books & Seminars Inc., Thornton. School representatives Tony and Debi Portararo were present. Based upon the Board having determined that the above-referenced new courses for Winning Strategies Books & Seminars, 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 courses effective August 26, 2008. The motion was seconded and unanimously passed.

18. IntelliTec College - Grand Junction

Program Specialist Oerman brought to the Board's attention for review and consideration seven revised programs: (1) Administrative Professional; (2) Dental Assistant; (3) Medical Coding and Transcription; (4) Medical Assistant; (5) Mechanical Drafting; (6) Automotive Technician; and (7) Architectural/Structural Drafting proposed, by IntelliTec College, Grand Junction. School representative Ed Krause was present. Based upon the Board having determined that the above-referenced revised programs for IntelliTec College, 772 Horizon Drive, Grand Junction, CO 81506 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 above referenced revised programs effective August 26, 2008. The motion was seconded and unanimously passed.

19. IntelliTec College - Pueblo

Program Specialist Oerman brought to the Board's attention for review and consideration two revised programs: (1) Medical Assistant; and (2) Administrative Technology proposed by IntelliTec College, Pueblo. School representative Ed Krause was present. Based upon the Board having determined that the above-referenced revised programs for IntelliTec College, 3673 Parker Blvd., Suite 250, Pueblo, CO 81008 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 above referenced revised programs effective August 26, 2008. The motion was seconded and unanimously passed.

20. McKinley College - Ft. Collins

Program Specialist Oerman brought to the Board's attention for review and consideration four new programs: (1) Associate of Applied Science Entrepreneurship;

(2) Associate of Applied Science E-Commerce; (3) Associate of Applied Science Financial Services Management; and (4) Associate of Applied Science Business Management proposed, by McKinley College, Ft. Collins. School representatives Janet Perry, and Trish Bowen, were present. Based upon the Board having determined that the above-referenced programs for McKinley College, 2001 Lowe Street, 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 with the Division's minimum requirements, Ms. Rovig moved to approve the above referenced new programs effective August 26, 2008. The motion was seconded and unanimously passed.

21. Peak Real Estate College

Program Specialist Oerman brought to the Board's attention for review and consideration one new program: Mortgage Broker Pre-License proposed, by Peak Real Estate College, Aurora. School representative Linda Gilroy was present. Based upon the Board having determined that the above-referenced new program for Peak Real Estate College, 3091 South Jamaica Street, 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. Martin moved to approve the above referenced new program effective August 26, 2008, contingent upon the discussed correction being made. The motion was seconded and unanimously passed.

C. Notification of School Closings

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

1. DPT Business School – Denver
2. Salon Blue Wave School - Durango

D. Staff Report:

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

E. Other Business:

The Board's Annual Meeting is scheduled for November 6, 2008.

F. Adjournment

Having no further business, Mr. Narvaez moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 10:25 A.M.

The next regularly scheduled meeting of the Board is Tuesday, September 23, 2008, 9:30 A.M. at its new meeting location of:

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