

**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
BOARD MEETING**

August 28, 2012, 9:30 A.M.

The Private Occupational Schools Board convened at the Auraria Higher Education Campus, Tivoli Student Center, Room 320, 900 Auraria Parkway, Denver, CO 80204. Lisa Bennison Noll, Chair, called the meeting to order at 9:35 A.M. and greeted guests. The Board members, Division staff and guests were introduced. Board roll call was taken. A quorum and a two-thirds majority of the Board members were present.

Board Members Present:

Lisa Bennison Noll, Chair	Tom Narvaez, Vice Chair	Winnifred Rovig
Buddy Douglass	Arlene Rae Malay	Jennifer Sprague
Steven W. Steele		

Division Staff Present:

Lorna Candler, Director	Georgia Roberts, Deputy Director
Renee Belisle, Program Specialist	Bernadette Esquibel, Program Specialist
Voni Oerman, Program Specialist	Karla Viteri, Program Specialist
Loretta Perez, Administrative Assistant	

Board Counsel Present:

Erica Weston, Assistant Attorney General, Office of the Colorado Attorney General

Guests Present:

Robert L. Terry, Jackson Hewit Tax School – Fort Collins
Janet Fuenmayor, Jante International Skin Care Institute – Denver
Aaron Len Murray, Assist to Succeed Pueblo – Pueblo
Mike Seifert, Ecotech Institute – Aurora
Glenn Willson, Ecotech Institute – Aurora
Stan Hennich, CAD-1, Inc. – Thornton
Warren Geissler, CAD-1, Inc. – Thornton
Janet Perry, At Home Professions – Fort Collins
Jennifer Briggie, At Home Professionals – Fort Collins
Bruce Stassen, LeaderQuest – Colorado Springs and Englewood
Jim Sirko, CAD-1, Inc. – Thornton
Kimberly Krafchak, Mountain Sanctuary Day Spa - Breckenridge

Approval of the July 24, 2012 Board Meeting Public Session Minutes:

The Board reviewed the July 24, 2012 meeting minutes. Mr. Narvaez moved for approval of the minutes as read. The motion was seconded and passed.

Additions / Changes to the Agenda:

Director Candler added under "Other Business" a Board update concerning the Notices of Non Compliance regarding CollegeAmerica, issued to all Colorado locations; and a status update on the two CollegeAmerica -Fort Collins matters.

Director Report /Staff:

Director Candler announced the Board's Annual Planning Meeting Retreat is scheduled for Thursday, November 8, 2012, and that information will be sent to the Board regarding the time and location.

Director Candler also reported that there were no contingency approvals from the previous Board meeting.

1. At Home Professions – Fort Collins

Program Specialist Oerman brought to the Board's attention for review and consideration one new program, Healthcare Document Specialist, proposed by At Home Professions, Fort Collins. School representatives were present. Board member Jennifer Sprague recused herself from this matter only, citing an appearance of a conflict of interest. There was still a majority present on the Board. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced program for At Home Professions, 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 program effective August 28, 2012. The motion was seconded and unanimously passed.

2. Colorado Institute of Massage Therapy – Colorado Springs

Program Specialist Oerman brought to the Board's attention for review and consideration two new stand alone courses: (1) Freeing the Shoulder v.3.0; and (2) Alleviating Piriformis Syndrome v.3.0, proposed by Colorado Institute of Massage Therapy, Colorado Springs. There was no school representative available. Based upon the Board having determined that the above-referenced courses for Colorado Institute of Massage Therapy, 1490 W. Fillmore Street, Colorado Springs, CO 80904 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 courses effective August 28, 2012. The combined motion was seconded and unanimously passed.

3. Jante International Skin Care Institute - Denver

Program Specialist Oerman brought to the Board's attention for review and consideration six new stand alone courses: (1) Ashiatsu Massage; (2) Oncology Facial; (3) Bamboo Massage for the Face; (4) Bamboo Massage; (5) Lymphatic Drainage of the Face; and (6) Lymphatic Drainage of the Body, proposed by Jante International Skin Care Institute. A school representative was present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced courses for Jante International Skin Care Institute, 269 Downing Street, Denver, CO 80209 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 courses effective August 28, 2012,

contingent upon corrections being made as discussed. The combined motion was seconded and unanimously passed.

4. LeaderQuest – Colorado Springs

See # 5 below

5. LeaderQuest – Colorado Springs and Englewood

Program Specialist Oerman brought to the Board's attention for review and consideration three new stand alone courses applicable to the Colorado Springs location: (1) CompTIA Cloud Essentials; (2) CompTIA Healthcare IT Technician; and (3) CompTIA Strata IT Fundamentals; and six new stand alone courses applicable to the Englewood location: (1) CompTIA Strata IT Fundamentals; (2) CompTIA Cloud Essentials; (3) CompTIA Healthcare IT Technician; (4) #10774 Querying Microsoft SQL Server 2012; (5) #10775 Administering Microsoft SQL Server 2012 Database; and (6) #10777 Implementing Data Warehouse With SQL Server 2012, proposed by LeaderQuest, Colorado Springs and Englewood. It was the will of the Board to consider the new stand alone courses for both locations as one combined matter. A school representative was present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced courses for LeaderQuest, 7222 Commerce Center Drive, Suite 235, Colorado Springs, CO 80919; and LeaderQuest, 6825 S Galena Street, Suite 100, Englewood, CO 80112 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 for the cited locations effective August 28, 2011. The combined motion was seconded and unanimously passed.

6. EcoTech Institute - Aurora

Program Specialist Esquibel brought to the Board's attention for review and consideration one new program, Business Administration - Sustainability, proposed by Ecotech Institute, Aurora. School representatives were present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced program for Ecotech Institute, 1400 South Abilene Street, 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 with the Division's minimum requirements, Mr. Douglass moved to approve the above-referenced program effective August 28, 2012. The motion was seconded and unanimously passed.

7. Modern Institute of Reflexology – Wheat Ridge

Program Specialist Esquibel brought to the Board's attention for review and consideration one new stand alone course, Choosing the Correct Reflexology Microcosm, proposed by Modern Institute of Reflexology, Wheat Ridge. A school representative was available by telephone. Based upon the Board having determined that the above-referenced course Modern Institute of Reflexology, 4086 Youngfield Street, Wheat Ridge, CO 80033 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 course effective August 28, 2012. The motion was seconded and unanimously passed.

B. Consideration of Approval of Provisional Certificate of Approval

1. CAD-1, Inc. - Thornton

Program Specialist Viteri brought to the Board's attention for consideration CAD -1 Inc., Thornton, a new school with four (4) programs and nineteen (19) stand alone courses. The programs are: (1) General CAD Technologies; (2) Civil Engineering CAD Technologies; (3) Architectural CAD Technologies – Auto CAD Specialization; and (4) Architectural CAD Technologies – Revit Specialization. The nineteen stand alone courses are: (1) Auto CAD Fundamentals Part 1; (2) Auto CAD Fundamentals Part 2; (3) Auto CAD 3D; (4) Auto CAD Architecture Fundamentals; (5) Civil 3D Fundamentals; (6) Survey Field to Finish; (7) Civil 3D Styles; (8) Pipe Network & Part Builder in Civil 3D; (9) Hydrology and Hydraulic in Civil 3D; (10) Grading in Civil 3D; (11) Revit Architecture Fundamentals; (12) Revit MEP Fundamentals; (13) Revit Structure Fundamentals; (14) Revit Productivity; (15) Revit Architecture Advanced; (16) Navisworks Essentials; (17) Auto CAD Advance; (18) Auto CAD Update; and (19) CAD to GIS. School representatives were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum surety level in the amount of \$19,425; that the school presented a bond in the amount of \$20,000; 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 the Provisional Certificate of Approval be granted CAD-1, Inc., 12130 Pennsylvania Street, Suite 101, Thornton, CO 80241 for the period beginning August 28, 2012 and ending June 30, 2014, and the above-referenced new programs and stand alone courses be approved effective August 28, 2012, contingent upon a correction being made as discussed. The combined motion was seconded and unanimously passed.

2. Jackson Hewitt Tax School – Fort Collins

Program Specialist Viteri brought to the Board's attention for consideration, Jackson Hewitt Tax School, Fort Collins, a new school with one proposed stand alone course, Basic Income Tax 1, 2 & 3. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required surety level in the amount of \$1,000; 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. Narvaez in a combined motion, moved that a Provisional Certificate of Approval be granted to Jackson Hewitt Tax School, 2716 South College Avenue, Fort Collins, CO 80525 for the period beginning August 28, 2012, ending June 30, 2014, and that the course before the Board be approved. The combined motion was seconded and unanimously passed.

3. Mountain Sanctuary Day Spa - Breckenridge

Program Specialist Viteri brought to the Board's attention for consideration, Mountain Sanctuary Day Spa, Breckenridge, a new school with three new programs: (1) Manicurist; (2) Aesthetics; and (3) Massage Therapist. A school representative was present. The

school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum surety level in the amount of \$5,000; that the school presented 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, Ms. Malay moved that the Provisional Certificate of Approval be granted to Mountain Sanctuary Day Spa, 100 N. Main Street, Suite 104, Breckenridge, CO 80424 for the period beginning August 28, 2012 and ending June 30, 2014, and the above-referenced programs be approved effective August 28, 2012. The combined motion was seconded and unanimously passed.

4. Assist to Succeed Pueblo - Pueblo

Program Specialist Oerman brought to the Board's attention for consideration, Assist to Succeed Pueblo, Pueblo, a new school with one proposed program, Dental Assisting 101. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required surety level in the amount of \$60,000; that the school submitted a bond in the amount of \$60,000; 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. Malay in a combined motion, moved that a Provisional Certificate of Approval be granted to Assist To Succeed Pueblo, 141 S. Purcell Blvd., #120, Pueblo, CO 80525 for the period beginning August 28, 2012, ending June 30, 2014, and that the program before the Board be approved. The combined motion was seconded and unanimously passed.

Other Business:

Director Candler introduced Erica Weston as the Board/Division's newly assigned Assistant Attorney General.

Director Candler and Ms. Weston reported that on August 10, 2012, CollegeAmerica, Fort Collins filed a request for mediation with the Office of Administrative Courts; that a response to the request is due September 10, 2012; and that if the matters go to hearing it is anticipated that this would be in early 2013. Assistant Attorney General Weston added that based on recent communication with the School's legal counsel, the School seemed somewhat unclear about the legal action the Board has taken against the Fort Collins location regarding the findings of Noncompliance in the two student complaint matters, and that additional clarification has been provided.

After due deliberation and discussion, Mr. Narvaez motioned to have Ms. Weston inquire, on behalf of the Board, what the School's legal counsel is seeking through the meditation process; and that Weston report back to the Board prior to its September 25, 2012 meeting, if possible. The motion was seconded and passed.

Director Candler also advised the Board that Notices of Noncompliance regarding the advertising issue by Denver, Colorado Springs, Southern Colorado Springs and Fort Collins CollegeAmerica campuses were mailed on August 27, 2012, with responses due to the Division by not later than 5:00 P.M. on September 9, 2012. Director Candler provided an

explanation to Chair Bennison Noll's question about the delay in issuing the Notices to the School.

Adjournment:

There being no other business, Mr. Narvaez motioned to adjourn the Board meeting. The motion was seconded and duly passed. The Board of Private Occupational Schools' Meeting of August 28, 2012, adjourned at 10:56 A.M.

The next regularly scheduled meeting of the Board is Tuesday, September 25, 2012, at 9:30 A.M. and will be held at:

Auraria Higher Education Campus
Tivoli Student Center, Room 320
900 Auraria Parkway, Denver, CO 80204
Telephone: (303) 866-2723