

**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
BOARD MEETING
December 3, 2013, 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. Tom Narvaez, Chair, 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. A quorum and a two-third majority of the Board members were present.

Board Members Present:

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| Tom Narvaez, Chair | Steven W. Steele, Vice Chair | Joseph James Wolf |
| Winnifred Rovig | Arlene Rae Malay | Richard Semakula |
| Shelley Krovitz | | |

Division Staff Present:

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

Division Staff Absent:

Jim Parker, Interim Deputy Director

Board Counsel Present:

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

Guests Present:

Mark Berkley, Berkleys Upper Cuts – Grand Junction
Michelle Berkley, Berkleys Upper Cuts – Grand Junction
Mike Guerrero, Bartending Academy - Colorado Springs
Kari Murraray, Colorado Academy of Orthodontic Assisting – Greeley
Onofre Leroy Arguello, 5 Star CDL Academy, Inc. – Grand Junction
Patsy Arguello, 5 Star CDL Academy, Inc. – Grand Junction
Charles L. Adams, 5 Star CDL Academy, Inc. – Grand Junction
Hazel Adams, 5 Star CDL Academy, Inc. – Grand Junction
Barbara Abeyta, PRO~Filers Nail Academy – Colorado Springs
Glenn Wilson, Redstone College – East Campus – Denver
Tom Guerrero, Redstone College – East Campus – Denver
Sherri Kananen, Intellitec College – Pueblo
Wayne Zellnes, Intellitec College – Pueblo
Shanna Dent, Intellitec College – Pueblo
Jennifer Overbey, The Real Estate School – Boulder
Jessica Scott, Colorado Institute of Massage Therapy – Colorado Springs
Young Mi Choo, Max International Beauty School – Aurora
Byung Choo, Max International Beauty School – Aurora

Jill Kulanko, My Coding Mentor – Frederick
Peggy Sue Schmoldt, Academy of Cosmetology Arts – Denver
Jae Ahn, JP Beauty College – Aurora
Bryan Jameson, Office of Policy, Research and Regulatory Reform

Approval of the Board Meeting Rule Making Hearing Minutes of October 22, 2013:

The Board reviewed the October 22, 2013, meeting minutes. Mr. Steele moved for approval of the minutes as read. The motion was seconded and passed.

Approval of the October 22, 2013 Board Meeting Public Session Minutes:

The Board reviewed the October 22, 2013, meeting minutes. Ms. Malay moved for approval of the minutes as read. The motion was seconded and passed.

Additions / Changes to the Agenda:

Director Candler reported that there was 2 changed to the Agenda, under "C" Consideration of Approved of Provisional Certificate of Approval, remove "4" Rocky Mountain Electrical Technical Institute, Denver. Also under "D" Change of Ownership, "1" the correct name should be Bartending Academy.

Staff Report:

None

A. Consideration of Approval Programs / Stand Alone Courses

1. JP Beauty College - Aurora

Program Specialist Viteri brought to the Board's attention for review and consideration one new stand-alone course, Board Prep for Cosmetology, proposed by JP Beauty College, Aurora. A school representative was present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced course for JP Beauty College, 2680 S, Havana Street, Unit C, 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. Steele moved to approve the above-referenced course effective December 3, 2013. The motion was seconded and unanimously passed.

2. Redstone College – East Campus - Denver

Program Specialist Belisle brought to the Board's attention for review and consideration five new programs: (1) Industrial Automation (AOS); (2) Electronics Technology (AOS); (3) Energy Technologies (AOS); (4) Wind Energy Technology (AOS); and (5) Avionics (AOS), proposed by Redstone College-East Campus, Denver. School representatives were present. Based upon the Board having determined that the above-referenced courses for Redstone College-East Campus, Denver, CO 80021 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. Malay moved to approve the courses effective December 3, 2013. The motion was seconded and unanimously passed.

3. Concentric Healing Institute - Boulder

Program Specialist Belisle brought to the Board's attention for review and consideration one new stand-alone course, Advanced Makeup Techniques, proposed by Concentric Healing Institute, Boulder. A school representative was not present. Based upon the Board having determined that the above-referenced course for Concentric Healing Institute, 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 with the Division's minimum requirements, Ms. Malay moved to approve the above-referenced course effective December 3, 2013. The motion was seconded and unanimously passed.

4. IntelliTec College – Pueblo

Program Specialist Oerman brought to the Board's attention for review and consideration one new program, Personal Trainer, proposed by IntelliTec College, Pueblo. School representatives were present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced program for IntelliTec College, 3673 Parker Blvd, 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, Ms. Malay moved to approve the above-referenced program effective December 3, 2013. The motion was seconded and unanimously passed.

5. My Coding Mentor - Frederick

Program Specialist Esquibel brought to the Board's attention for review and consideration one new stand-alone course, Introduction to Medical Coding: ICD-9CM, ICD-10 CM, proposed by My Coding Mentor, Frederick. A school representative was present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced course for My Coding Mentor, 425 Pine Street, Frederick, CO 80530 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. Steele moved to approve the above-referenced course effective December 3, 2013. The motion was seconded and unanimously passed.

B. Consideration of Renewal of Certificate of Approval

1. The Real Estate School – Boulder

Program Specialist Oerman brought to the Board's attention for consideration of renewal The Real Estate School, Boulder. 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 \$5,618.46; that the school submitted a saving account in the amount of \$5,618.46; 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. Steele moved that the Standard Certificate of Approval be granted to The Real Estate School, 4750 Table Mesa Drive, Boulder, CO 80305, for the period beginning July 1, 2014 and ending June 30, 2017. 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 consideration of renewal Colorado Institute of Massage Therapy, Colorado Springs. 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 \$49,069.25; 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 moved that the Standard Certificate of Approval be granted to Colorado Institute of Massage Therapy, 1490 W. Fillmore Street, Colorado Springs, CO 80904, for the period beginning July 1, 2014 and ending June 30, 2017. The motion was seconded and unanimously passed.

3. LeaderQuest Holdings – Colorado Springs

Program Specialist Oerman brought to the Board's attention for consideration of renewal LeaderQuest Holdings, Colorado Springs. No school representative was present. Upon determining that the school is in compliance with the required surety level in the amount of \$82,387; that the school submitted a bond in the amount of \$160,000; 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. Steele moved that the Standard Certificate of Approval be granted to LeaderQuest Holdings, 7222 Commerce Center Drive, Suite 235, Colorado Springs, CO 80919, for the period beginning July 1, 2014 and ending June 30, 2017. The motion was seconded and unanimously passed.

4. Academy of Cosmetology Arts - Denver

Program Specialist Oerman brought to the Board's attention for consideration of renewal Academy of Cosmetology Arts, Denver. 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 \$3,600; that the school submitted a bond in the amount of \$10,000; 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 moved that the Standard Certificate of Approval be granted to Academy of Cosmetology Arts, 1060 Bannock Street, Suite 320, Denver, CO 80204, for the period beginning July 1, 2014 and ending June 30, 2017. The motion was seconded and unanimously passed.

5. CDL Certifiers/CDL Trainers – Grand Junction

Program Specialist Oerman brought to the Board's attention for consideration of renewal CDL Certifiers/CDL Trainers, Grand Junction. School representative was available by telephone. Upon determining that the school is in compliance with the required surety level in the amount of \$14,000; that the school submitted a bond in the amount of \$14,000; 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. Steele moved that the Standard Certificate of Approval be granted to CDL Certifiers/CDL Trainers, 225 Meeka Court, Grand Junction, CO 81503, for the period beginning July 1, 2014 and ending June 30, 2017. The motion was seconded and unanimously passed.

6. TMD Equine University - Loveland

Program Specialist Oerman brought to the Board's attention for consideration of renewal TMD Equine University, Loveland. No school representative was present. Upon determining that the school is in compliance with the required surety level in the amount of \$25,000; that the school submitted a letter of credit 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. Steele moved that the Standard Certificate of Approval be granted to TMD Equine University, 2457 ½ South Country Road 19, Loveland, CO 80537, for the period beginning July 1, 2014 and ending June 30, 2017. The motion was seconded and unanimously passed.

C. Consideration of Approval of Provisional Certificate of Approval

1. PRO~Filers Nail Academy – Colorado Springs

Program Specialist Viteri brought to the Board's attention for consideration, PRO~Filers Nail Academy, Colorado Springs, a new school with one proposed program, and two new stand-alone courses. The program is: (1) Manicurist. The courses are: (1) Electric File; and (2) Manicurist Hair Removal by Waxing. 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 \$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, Ms. Rovig in a combined motion moved that a Provisional Certificate of Approval be granted to PRO~File Nail Academy, 4738 Barnes Road, Colorado Springs, CO 80917 for the period beginning December 3, 2013, ending June 30, 2015, and that the program and stand-alone courses before the Board be approved. The combined motion was seconded and unanimously passed.

2. Asbestos Training & Safety Consulting, LLC - Aurora

Program Specialist Belisle brought to the Board's attention for consideration, Asbestos Training & Safety Consulting, LLC - Aurora, a new school with two new programs: (1) Asbestos Contractors/Supervisor Initial; and (2) Asbestos Worker - Initial. 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 \$6,000; that the school submitted a bond in the amount of \$10,000; 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. Steele in a combined motion moved that a Provisional Certificate of Approval be granted to Asbestos Training & Safety Consulting, LLC, 3538 Peoria Street, Suite 504, Aurora, CO 80010 for the period beginning December 3, 2013, ending June 30, 2014, and that the programs before the Board be approved. The combined motion was seconded and unanimously passed.

3. Colorado Academy of Orthodontics Assisting - Greeley

Program Specialist Oerman brought to the Board's attention for consideration Colorado Academy of Orthodontics Assisting, Greeley, a new school with one proposed stand alone course, Orthodontic Assisting Level 1. 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 \$16,000; that the school submitted a saving account in the amount of \$21,897.46; 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. Semakula in a combined motion moved that a Provisional Certificate of Approval be granted to Colorado Academy of Orthodontic Assisting, 1825 56th Avenue, Suite A, Greeley, CO 80634 for the period beginning December 3, 2013, ending June 30, 2015, and that the course before the Board be approved. The combined motion was seconded and unanimously passed.

4. Berkleys Upper Cuts – Grand Junction

Program Specialist Oerman brought to the Board's attention for consideration, Berkleys Upper Cuts, Grand Junction, a new school with four new programs: (1) Manicurist/Nail

Technician; (2) Hairstyling; (3) Cosmetology; and (4) Esthetician. School representatives were 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 \$4,998; 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. Steele in a combined motion moved that a Provisional Certificate of Approval be granted to Berkleys Upper Cuts, 2695 Paterson Avenue, #4, Grand Junction, CO 81506 for the period beginning December 3, 2013, ending June 30, 2014, and that the programs before the Board be approved. The combined motion was seconded and unanimously passed.

5. Max International Beauty School - Aurora

Program Specialist Esquibel brought to the Board's attention for consideration, Max International Beauty School, Aurora, a new school with five proposed programs, and five new stand-alone courses. The programs are: (1) Esthetician; (2) Hairstylist; (3) Barber; (4) Cosmetology; and (5) Manicurist. The courses are: (1) Cosmetic Resurfacing Exfoliating; (2) Electric File; (3) Microdermabrasion; (4) Permanent Makeup; and (5) Waxing Hair Removal. School representatives were 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 \$6,300; that the school submitted a bond in the amount of \$6,300; 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 Max International Beauty School, 2720 S. Havana Street, #G, Aurora, CO 80246 for the period beginning December 3, 2013, ending June 30, 2015, and that the programs and stand-alone courses before the Board be approved. The combined motion was seconded and unanimously passed.

D. Consideration of Change of Ownership

1. Bartending Academy – Colorado Springs

Program Specialist Oerman brought to the Board's attention for consideration application for a change of ownership for Bartending Academy, Colorado Springs. 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 \$6,578; that the school submitted a bond in the amount of \$10,000; and that Bartending Academy, 6551 N. Academy Blvd., Colorado Springs, CO 80918 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 change of ownership be granted for the period beginning December 3, 2013 and ending June 30, 2016. The motion was seconded and unanimously passed.

2. 5 Star CDL Academy, Inc., - Grand Junction

Program Specialist Esquibel brought to the Board's attention for consideration application for a change of ownership for 5 Star CDL Academy, Inc., Grand Junction. 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 \$9,030; that the school submitted a bond in the amount of \$10,000; and that 5 Star CDL Academy, Inc., 2591 Legacy Way, Grand, Junction, CO 81503 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 change of ownership be granted for the period beginning December 3, 2013 and ending June 30, 2016. The motion was seconded and unanimously passed.

E. Consideration of Approval of Out of State School

1. Dynasty School – Hacienda Heights, CA

Program Supervisor Belisle brought to the Board's attention for consideration an application for one out-of-state school Dynasty School, Hacienda Heights, CA. The Board after determining that the out-of-state school meets the minimum requirements as set forth in 12-59-111(2), C.R.S.; that the school's bond be set in the amount of the statutory minimum of \$50,000; that the out-of-state school demonstrate compliance with the bond requirements pursuant to 12-59-115(8), C.R.S.; and that it 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. Semakula motioned that the out-of-state school, Dynasty School, 2373 S. Hacienda Blvd., Hacienda Heights, CA 91745, be granted the Standard Certificate of Approval for the period beginning December 3, 2013 and ending June 30, 2014. The motion was seconded and unanimously passed.

F. Notification of School Closings (no action required)

As an informational item only the Director reported the closing of two schools: The Xavier School for Healing Bodywork, Denver; and Colorado CDL Training School, Trinidad. Staff confirmed that there were no enrolled students at the time, and that student records and certificates of approval have been submitted to the Division.

Other Business:

1. CollegeAmerica – Colorado Springs – Denver - Fort Collins - Colorado Springs South

Director Candler presented the school's request for a surety bond reduction concerning its Colorado locations. It was the will of the Board to consider the surety bond reduction request for all Colorado locations as one matter. After due deliberation the board has the authority to approve the bond reduction, Director Candler will keep the Board informed of the bond calculations that are submitted to the Division, for their approval.

Director Report:

Director Candler reported that there will be a Senior Board Retreat on December 19, & 20, 2013, off site.

Director Candler thanked the Board for attending the Annual Board Meeting also for the response on the evaluation and comments.

Director Candler also discussed State Authorization Reciprocity Agreement (SARA) and Western Interstate Commission for Higher Education (WICHE). She will keep the Board updated on these matters as they progress.

Adjournment:

There being no other business, Ms. Rovig motioned to adjourn the Board meeting. The motion was seconded and duly passed. The Board of Private Occupational Schools' Meeting of December 3, 2013, adjourned at 10:45 A.M.

The next regularly scheduled meeting of the Board is Tuesday January 28, 2014, 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