

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

January 22, 2008 9:30 A.M.

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

Chair Jerry Sirbu called the meeting to order at 9:38 A.M. and greeted guests. The Board members, Division staff and guests were introduced. Board roll call was taken. A quorum was present.

Board Members Present:

Jerry Sirbu, Chair	Robert Martin, Vice Chair	Lisa Bennison Noll
Tom Twardowski	Tom Narvaez	Buddy Douglass
Winnifred Rovig		

Division Staff Present:

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:

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

Guests Present:

Monica Adams, Regency Beauty Institute – Lakewood, Ft. Collins, Westminster
Bob Cotner, Associated Training Services of Colorado, LLC - Parker
Tony Portararo, Winning Strategies Books & Seminars, Inc. - Thornton
Debbie Portararo, Winning Strategies Books & Seminars, Inc. - Thornton
Zachary Colescott, CAE Aviation Training - Denver
Pam Mills, Denver School of Hypnotherapy - Aurora
Kristen Engelke, New Horizons Computer Learning Center – Broomfield, Colorado Springs, Denver, Englewood, Loveland
Marty Carlo, New Horizons Computer Learning Center – Broomfield, Colorado Springs, Denver, Englewood, Loveland
Jordyn Johns, Oriental Healing Arts Institute - Centennial
Jennifer Overbey, The Real Estate School - Boulder
Helen Grigg, Healing Spirits Massage Therapy – Boulder
Dale LeMonds, Aveda Institute - Denver
Adam Lannits, Aveda Institute - Denver
Evan Mellman, Kaplan Professional Schools – Colorado Springs, Denver, Thornton
Eric Clinkscales, Mile High Medical Academy - Denver

Changes / Additions to the Agenda:

1. Division Director's Quarterly Report was added to the agenda, to be considered as "Other Business" toward the end of the meeting.

Staff Report: Status of seven Board contingency approvals granted on December 4, 2007 was reported. All contingencies have been met, recorded and on file. Staff also updated the Board concerning the contingency approval of The Paul Mitchell School, Colorado Springs, granted on October 23, 2007.

New Business Action Items:

A. Consideration of Approval of Standard Certificate of Approval

1. Colorado Institute of Taxidermy Training – Canon City

Program Supervisor Oerman brought to the Board's attention for consideration of renewal Colorado Institute of Taxidermy Training, Canon City. No school representative was available. The Board had no questions for the school. The Board having determined that the school bond be set in the amount of \$ 14,000; that the school has complied and submitted a bond in the amount of \$15,000; and that Colorado Institute of Taxidermy Training, 708 Royal Gorge Blvd., Canon City, CO 81212 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. Twardowski moved that the Standard Certificate of Approval be granted for the period beginning July 1, 2008 and ending June 30, 2011. The motion was seconded and unanimously passed.

2. Mountain Heart School of Bodywork and Transformation Therapy – Crested Butte

Program Supervisor Oerman brought to the Board's attention for consideration of renewal Mountain Heart School of Bodywork and Transformation Therapy, Crested Butte. No school representative was available. The Board had no questions for the school. Based on the Board having determined that the school bond be set in the amount of \$10,951.20; that the school has complied and submitted a bond in the amount of \$15,000; and that Mountain Heart School of Bodywork and Transformation Therapy, 719 5th, #1 Upstairs, Crested Butte, CO 81224 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 Standard Certificate of Approval be granted for the period beginning July 1, 2008 and ending June 30, 2011. The motion was seconded and unanimously passed.

3. Oriental Healing Arts Institute - Centennial

Program Supervisor Oerman brought to the Board's attention for consideration of renewal Oriental Healing Arts Institute, Centennial. School representative Jordyn Johns was present. The school satisfied the Board's inquiry. Based on the Board having determined that the school bond be set in the amount of \$5,000; that the school has complied and submitted a letter of credit in the amount of \$5,000; and that Oriental Healing Arts Institute, 7700 E. Arapahoe Road, #275, Centennial, 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 in compliance with the Division's minimum requirements, Mr. Douglas moved that the Standard Certificate of

Approval be granted for the period beginning July 1, 2008 and ending June 30, 2011. The motion was seconded and unanimously passed.

4. **The Real Estate School - Boulder**

Program Supervisor Oerman brought to the Board's attention for consideration of renewal The Real Estate School, Boulder. School representative Jennifer Overbey was present. The school satisfied the Board's inquiry. Based on the Board having determined that the school bond be set in the amount of \$5,000; that the school has complied and submitted a certificate of deposit in the amount of \$5,000; and that The Real Estate School, 5750 Table Mesa Drive, Boulder, CO 80305 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 Standard Certificate of Approval be granted for the period beginning July 1, 2008 and ending June 30, 2011. The motion was seconded and unanimously passed.

5. **CAE Denver Aviation Training Center - Denver**

Program Supervisor Belisle brought to the Board's attention for consideration of renewal CAE Denver Aviation Training Center, Denver. School representative Zachary Colescott was present. The school satisfied the Board's inquiry. Based on the Board having determined that the school bond be set in the amount of \$28,500; that the school has complied and submitted a bond in the amount of \$40,000; and that CAE Denver Aviation Training Center, 4501 Airport Way, Gateway Park, Denver, CO 80239 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. Twardowski moved that the Standard Certificate of Approval be granted for the period beginning July 1, 2008 and ending June 30, 2011. The motion was seconded and unanimously passed.

6. **Denver School of Hypnotherapy - Aurora**

Program Supervisor Belisle brought to the Board's attention for consideration of renewal Denver School of Hypnotherapy, Aurora. School representative Pam Mills was present. The school satisfied the Board's inquiry. Based on the Board having determined that the school bond be set in the amount of \$15,000; that the school has complied and submitted a bond in the amount of \$20,000; and that Denver School of Hypnotherapy, 1450 S. 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 that the Standard Certificate of Approval be granted for the period beginning July 1, 2008 and ending June 30, 2011. The motion was seconded and unanimously passed.

7. **Regency Beauty Institute - Lakewood**

Program Supervisor Belisle brought to the Board's attention for consideration of renewal Regency Beauty Institute, Lakewood. School representative Monica Adams was present. The school satisfied the Board's inquiry. It was the Board's preference to consider this

and the affiliated Westminster school in the same combined motion. Based on the Board having determined that the school bond be set in the amount of \$131,634; that the school has complied and submitted a bond in the amount of \$132,000; and that Regency Beauty Institute, 98 Wadsworth Blvd., Suite 115, 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 in compliance with the Division's minimum requirements, Mr. Douglass moved in a combined motion that the Standard Certificate of Approval be granted for the period beginning July 1, 2008 and ending June 30, 2011, as well as that for the Westminster school. The motion was seconded and unanimously passed.

8. Regency Beauty Institute - Westminster

Program Supervisor Belisle brought to the Board's attention for consideration of renewal Regency Beauty Institute, Westminster. School representative Monica Adams was present. The school satisfied the Board's inquiry. It was the Board's preference to consider this and the affiliated Lakewood school in the same combined motion. Based on the Board having determined that the school bond be set in the amount of \$200,916; that the school has complied and submitted a bond in the amount of \$201,000; and that Regency Beauty Institute, 6755 West 88th Avenue, Unit A, 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 in compliance with the Division's minimum requirements, Mr. Douglass moved that the Standard Certificate of Approval be granted for the period beginning July 1, 2008 and ending June 30, 2011, as well as that for the Lakewood school. The motion was seconded and unanimously passed.

B. Consideration of Approval Renewal of Certificate of Approval with Programs/Courses

1. International Salon and Spa Academy - Colorado Springs

Program Supervisor Oerman brought to the Board's attention for consideration four new stand alone courses, proposed by International Salon and Spa Academy, Colorado Springs. The stand alone courses are: Cosmetic Resurfacing Exfoliation Substances; Electric Microdermabrasion; Waxing, and Electric Nail File. School representative/Board member Tom Twardowski recused himself from the Board discussion and voting, but was present to answer questions as the school owner. The school satisfied the Board's inquiry. Based on the Board having determined that the school bond be set in the amount of \$108,612; that the school has complied and submitted a bond in the amount of \$108,612; and that International Salon and Spa Academy, 5707 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. Bennison Noll in a combined motion, moved that the courses be approved and that the Standard Certificate of Approval be granted for the period beginning July 1, 2008 and ending June 30, 2011. The motion was seconded and unanimously passed.

C. Consideration of Approval of Change of Ownership

1. Institute of Therapeutic Massage of Western Colorado – Grand Junction

Program Supervisor Belisle brought to the Board's attention for consideration application for a change of ownership for Institute of Therapeutic Massage of Western Colorado, Grand Junction. A school representative was available by telephone. The school satisfied the Board's inquiry. The Board having determined that the school bond be set in the amount of \$11,000; that the school has complied and submitted a bond in the amount of \$20,000; and that Institute of Therapeutic Massage Western Colorado, 1938 North 1st Street, #6, Grand Junction, CO 81501 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. Twardowski moved that the change of ownership be granted for the period beginning January 22, 2008 and ending June 30, 2009. The motion was seconded and unanimously passed.

D. Consideration of Approval of Provisional Certificate of Approval

1. Regency Beauty Institute – Ft. Collins

Program Supervisor Belisle brought to the Board's attention for consideration, Regency Beauty Institute, Ft. Collins as a new school with one program: Cosmetology. School representative Monica Adams was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$127,016; that the school submitted a bond in the amount of \$128,000; 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 Regency Beauty Institute, 2236 E. Harmony Road, Ft. Collins, CO 80528, for the period beginning January 22, 2008 and ending June 30, 2009, and that the program before the board be approved. The combined motion was seconded and unanimously passed.

2. Greater Pueblo Dental Assisting School - Pueblo

Program Supervisor Esquibel brought to the Board's attention for consideration, Greater Pueblo Dental Assisting School, Pueblo as a new school with one program: Dental Assisting. A school representative was available by telephone. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$4,800; 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. Douglass in a combined motion, moved that a Provisional Certificate of Approval be granted to Greater Pueblo Dental Assisting School, 1407 West 29th Street, Pueblo, CO 81008 for the period beginning January 22, 2008 and ending June 30, 2009, and that the program before the board be approved. The combined motion was seconded and unanimously passed.

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

Program Supervisor Esquibel brought to the Board's attention for consideration, Winning Strategies Books & Seminars, Inc., Thornton as a new school with one stand alone course: Negotiation: The Complete Story. School representatives Tony and Debbie Portararo were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$750; 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. Noll in a combined motion, moved that a Provisional Certificate of Approval be granted to Winning Strategies Books & Seminars Inc., 11385 Jersey Drive, Thornton, CO 80233 for the period beginning January 22, 2008 and ending June 30, 2009, and that the stand alone course before the Board be approved. The combined motion was seconded and unanimously passed.

E. Consideration of Approval of Programs / Courses

1. Aveda Institute - Denver

Program Supervisor Oerman brought to the Board's attention for review and consideration fifteen stand alone courses: Aromaology I; Aromaology II; Acupressure Intro; Chair Massage; Chakra Massage; Deep Tissue Inferior Body; Deep Tissue Superior Body; Elemental Nature; Lymphatic Drainage; Myofascial Massage; Pregnancy Massage; Reflexology Intro; Sports massage; Trigger Points; and Denver Academy of Make-up, proposed by Aveda Institute, Denver. School representatives Dale LeMonds and Adam Lannits were present. The School satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced new courses for Aveda Institute – Denver, 700 16th Street, Denver, CO 80202 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. Twardowski moved to approve the above referenced new courses effective January 22, 2008, contingent upon the discussed changes being made. The motion was seconded and unanimously passed.

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

Program Supervisor Belisle brought to the Board's attention for review and consideration one new program: Colorado Licensed Appraiser Program, proposed by Kaplan Professional Schools, for Colorado Springs, Denver and Thornton. It was the Board's will to consider approval of the program 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 program 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, Ms. Bennison Noll moved to approve the new program for all three

locations effective January 22, 2008. The combine motion was seconded and carried unanimously.

3. Healing Spirits Massage Training Program - Boulder

Program Supervisor Belisle brought to the Board's attention for review and consideration three stand alone courses: Healing Trauma Through the Body; Sports Massage and Myofascial Release, proposed by Healing Spirits Massage Training Program, Boulder. School representative Helen Grigg was present. The School satisfied the Board's inquiry. Based on the Board having determined that the above-referenced new courses for Healing Spirits Massage Training Program, 550 Mohawk Drive #65, 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, Mr. Martin moved to approve the new courses effective January 22, 2008. The motion was seconded and unanimously passed.

4. New Horizons Computer Learning Centers – Broomfield, Colorado Springs, Denver, Englewood, and Loveland

Program Supervisor Belisle brought to the Board's attention for review and consideration five new programs: Office 2007; Citrix; Exchange 2007; Cisco; and Visual Studios 2005, proposed by New Horizons Computer Learning Centers for Broomfield, Denver, Colorado Springs, Englewood, and Loveland. It was the Board's will to consider approval of the new program for all five school locations in one combined discussion and action. School representatives Kristen Engelke and Marty Carlo were present. The School satisfied the Board's inquiry. Based on the Board having determined that the above-referenced programs for New Horizons Computer Learning Centers located at: 10333 E Dry Creek Road, Suite 100, Englewood CO 80112; 11001 West 120th Avenue, Suite 100, Broomfield CO 80021; 1625 Broadway, Suite 2500, Denver CO 80202; 1755 Telstar Drive, Suite 200, Colorado Springs, CO 80920; and 5250 Hahns Peak Drive, Suite 100, Loveland CO 80538 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. Bennison Noll moved to approve the new programs for all five locations effective January 22, 2008. The combined motion was seconded and carried unanimously.

5. Associated Training Services of Colorado - Parker

Program Supervisor Esquibel brought to the Board's attention for review and consideration four stand alone courses: Machine Specific Training - Bulldozers; Machine Specific Training – Backhoes; Machine Specific Training – Loaders; and Machine Specific Training - Excavators, proposed by Associated Training Services of Colorado, Parker. School representative Bob Cotner was present. The School satisfied the Board's inquiry. Based on the Board having determined that the above-referenced new courses for Associated Training Services of Colorado, 12900 Stroh Ranch Place #221, Parker, CO 80134 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 courses effective January 22, 2008. The motion was seconded and unanimously passed.

6. Mile High Medical Academy - Denver

Program Supervisor Esquibel brought to the Board's attention for review and consideration four programs (two new and two revised): (New) Echocardiography Certificate Program, and Echocardiography Diploma Program; (revised) Diagnostic Medical Sonography Certificate Program and Diagnostic Medical Sonography Diploma Program, proposed by Mile High Medical Academy, Denver. School representative Eric Clinkscales was not present during Board consideration and action; however he arrived soon after the Board had completed its action on the matter. Based on the Board having determined that the above-referenced new and revised programs for Mile High Medical Academy, 10200 East Girard Avenue Bldg., C-350, Denver, CO 80203 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 and revised programs effective January 22, 2008. The motion was seconded and unanimously passed.

F. Notification of School Closings

Staff reported to the Board the following voluntary school closures:

1. Century 21 Universal Academy – Aurora
2. Hairtage School of Braiding and Natural Hair Care – Aurora
3. Jackson Hewitt Tax School Academy – Colorado Springs
4. TEKSystems TEKnologh Training Services – Englewood

G. Consideration of Approval of Out of State Schools

Program Supervisor Belisle brought to the Board's attention for review and consideration of approval to operate as an out-of state-school, WyoTech, FL. Based on the Board having determined that the above-referenced school 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 WyoTech, FL to operate as an out-of state school, effective January 22, 2008. The motion was seconded and unanimously passed.

The Board took a short break, recessing at 10:22 A.M. It reconvened at 10:35 A.M.

H. Student Complaints/Matters of Noncompliance/Legal Action

1. **American College** and Student Statement of Bond Claims

Director Jim Parker briefly reported to the Board that both the principal and surety had failed to respond to the Demand Notice on the bond and recommended that pursuant to statute the matter be referred to the Attorney General's Office to commence legal action to protect the rights of those students earlier determined to have claims under the bonding process. Ms. Bennison Noll motioned to refer the matter to the Colorado Attorney General's Office to pursue the appropriate legal action as determined by statute. The motion was seconded and passed unanimously.

2. Barbizon School of Modeling and non-compliance with instructional staff criminal background checks

Director Parker reported that the School has failed to fully comply with statutorily required criminal background check process for instructional staff of minor students. After due deliberation and discussion, recognizing that but for due process rights the Board would have summarily suspended the school's approval to operate in order to protect the minor students, Mr. Narvaez motioned to issue a Notice of Non-Compliance in the matter and provide the School with not more than ten days from the date of issuance of said Notice to report to the Division compliance with instructional staff criminal background checks, including strongly recommending to the school to suspend any instructor not in compliance until such time compliance is achieved, and any failure upon the School not to obtain compliance with criminal background check requirements within the 10-days would result in a special meeting of the Board to consider further action against the school necessary to protect the public. The motion was seconded and passed unanimously.

3. Colorado Outdoor Adventure Guide School

Mr. Martin motioned that the Board move into executive session for the sole purpose of conferring with its legal counsel, Assistant Attorney General Monica Aldridge, of the Colorado Attorney General's Office. The motion was seconded and the Board asked the general public and Division staff to physically leave the meeting temporarily while the Board seeks confidential legal advice; the electronic tape recording of the Board's Public meeting was temporarily shut off and the tape replaced for the recording of the Executive Session minutes at 11:01 A.M.

The Board ended Executive Session and returned to the Public meeting at 11:42 A.M. The tapes were switched back for continued recordation of the Public session.

I. Other

1. Division Quarterly Report

Director Parker presented the Quarterly Report of Division activities. Also provided for the Board's edification was a list of the currently regulated Private Occupational Schools listed by occupational group.

J. Adjournment

Having no further business, Mr. Twardowski moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 11:44 A.M.

The next regularly scheduled meeting of the Board is Tuesday, February 26, 2008.