

**MINUTES**  
**COLORADO BOARD OF PRIVATE OCCUPATIONAL SCHOOLS**  
**July 26, 2022 at 9:30 a.m.**

Join Zoom Meeting

<https://highered-colorado-gov.zoom.us/j/86495435677?pwd=aUJWY3EvZDNWNDZ4Q3RqNm10YkdWUT09>

Board Members Present:

Ryan Minic, Chair;	JoAnn Stevens, Secretary;
Scott Cardona;	Chad J. Nash;
Jessica Wagner;	Barbara Kearns; and
Ellen Wamser	

Division Staff Present:

Chief Occupational Education Officer/Director Lorna Candler;  
Deputy Director & Compliance Officer Mary Kanaly;  
Compliance Investigator Bradlee Uyemura;  
Program Specialist Rachel Acosta;  
Program Specialist Martha Torres-Recinos;  
Program Specialist Austin Bentz;  
Program Specialist Assistant Bernadette Esquibel; and  
Division Specialist Kristi Connors

Board Counsel Present:

Natalie Powell, Senior Assistant Attorney General, Office of the Colorado Attorney General

Guests Present:

Debbi Alberto, Colorado Springs School of Massage;  
Kelly Moore, Lincoln College of Technology;  
Colleen Lott, Lincoln College of Technology;  
Cathy Phillip-Rogers, The Salon Professional Academy;  
Janet Perry, U.S. Career Institute;  
Danielle Johnston, Denver Dental Assistant School;  
Mary Reynolds, United States Truck Driving Schools;  
Charles Hodges, United States Truck Driving Schools;  
Melissa Cannata, American Home Inspectors Training; and  
Michael Mulholland, Accent Beauty Academy

Call to Order:

The regularly scheduled meeting of the Private Occupational Schools Board was called to order by Mr. Ryan Minic, Chair, at 9:31 a.m. The Board members, Division staff, and guests were introduced. Board roll call was taken. A quorum was present.

Consideration of Approval of the June 28, 2022 Minutes:

Following review and consideration of the June 28, 2022 regular and executive session meeting minutes, Board member Kearns motioned to approve the minutes as written. The motion was seconded and carried.

Additions / Changes to the Agenda:

COEO/Director Candler requested to remove Agenda Item B.1 – Rocky Mountain Electrical Training Institute from today's agenda.

Director / Staff Report

COEO/Director Candler reported:

- Announced Ryan Minic will assume the role as Board Chair and JoAnn Stevens will take over as Vice Chair.
- Welcomed new Board member Scott Cardona. Board member Cardona is the Assistant Director for Acute Care Pharmacy Operations at Denver Health.
- Welcomed new Division Program Specialist Austin Bentz who has previous experience working with students and businesses. The Division has also hired a new program specialist to start on Monday, August 1, 2022.
- Reported 100% of schools completed the most recent quarterly assessment filing via DPOS Connect.
- Deputy Director Kanaly reported on the time-savings DPOS Connect is providing for schools and program specialists regarding Annual Filings.
- Deputy Director Kanaly reported on new funding and programs involving apprenticeships around the state and will continue participating in discussions to determine how private occupational schools can take advantage of the new programs.

New Business/Action Items:

A. Consideration of Approval of Change of Ownership

1. Colorado Springs School of Massage – Colorado Springs BE

Program Specialist Esquibel presented to the Board for review and consideration of a Change of Ownership Application. A school representative was present. The Board determined that the school has

adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration, Board member Wagner motioned to approve the change of ownership from Jose and Debi Alberto to 100% ownership by Debi Alberto effective July 26, 2022. The motion was seconded and carried.

## B. Consideration of New Program(s)/Stand-Alone Course(s) or Major Revisions

### 1. Denver Dental Assistant School – Denver – BE

Program Specialist Esquibel presented to the Board for review and consideration of a major revision to the Dental Assistant program changing the method of delivery from classroom only to hybrid/blended. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration, Board member Kearns motioned to approve the previously mentioned major program revision effective July 26, 2022. The motion was seconded and carried.

### 2. U.S. Career Institute – Fort Collins – BE

Program Specialist Esquibel presented to the Board for review and consideration of two new stand-alone courses: EKG Technician and Electrician. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration, Board member Wamser motioned to approve the previously mentioned new courses effective July 26, 2022. The motion was seconded and carried.

### 3. United States Truck Driving School – Fountain - BE

Program Specialist Esquibel presented to the Board for review and consideration of two new programs: Master Tractor – Trailer Driver Program - BTW and Professional Tractor – Trailer Driver Program - BTW. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration, Board member Wamser motioned to approve the previously mentioned new programs effective July 26, 2022. The motion was seconded and carried.

### 4. United States Truck Driving School – Wheat Ridge - BE

Program Specialist Esquibel presented to the Board for review and consideration of two new programs: Master Tractor – Trailer Driver Program - BTW and Professional Tractor – Trailer Driver Program - BTW.

A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration, Board member Kearns motioned to approve the previously mentioned new programs effective July 26, 2022. The motion was seconded and carried.

#### 6. Lincoln college of Technology – Denver - MR

Program Specialist Recinos presented to the Board for review and consideration of two new programs: Electrical and Electronic Systems Technology Service Management Associate Degree program and Electrical and Electronic Systems Technology program. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration, Board member Kearns motioned to approve the previously mentioned new programs effective July 26, 2022. The motion was seconded and carried.

#### H. Conditional Board Approvals Update

##### 1. The Bartending School

Conditional approval requirement included incorporating the student attendance/withdrawal policy and submit a change of ownership application. COEO Candler reported that the school has updated the policy, but is still working on the change of ownership to submit by the next Board meeting.

##### 2. Executive Security International

Conditional approval requirement to submit compiled financials to the Division by this Board meeting. Board member Wamser motioned to extend the conditional approval requirement deadline to next Board meeting. The motion was seconded and carried.

##### 3. Rocky Mountain Electrical Institute

Conditional approval requirement to submit change of location application and four major program revisions by this Board meeting. Change of location application was approved by the Division, but the school submitted only one major program revision to change the method of delivery. Board member Kearns motioned to extend deadline to submit the major program revisions to the next Board meeting. The motion was seconded and carried.

##### 4. Skill Distillery

Conditional approval requirement to provide date from CPA when compiled financials would be completed. School provided date of August 12 to submit compiled financials to the Division. Board member Wamser motioned to extend deadline in order to provide time for review of compiled financials to the next Board meeting. The motion was seconded and carried.

##### 5. American Real Estate College

Conditional approval requirements included scheduled site visits at three and six months which will be completed by the Division.

6. Academy of Advanced Beauty

Conditional approval requirement to submit compiled financials to the Division by September 1, 2022. School is working toward complying with the deadline.

7. Colorado Springs School of Massage

All requirements of conditional approval have been met.

**Other Business:**

1. Legal Update

The Board's Counsel, Natalie Powell, updated the Board on the following items:

a. Mr. K's School of Floral Design

At its March 2022 meeting, the Board voted to issue a Final Agency Order revoking Mr. K's certificate of approval. Deputy Director Kanaly met with the school owner to obtain the school's Certificate to Operate and scheduled a date to retrieve the student records.

b. Rock Creek Laser & Esthetics

On June 30, 2021, the school owner signed the Affidavit of Voluntary Surrender of its Certificate of Approval. The school had 60 days to provide electronic copies of required records to the Division. The school provided some of the requested records, but not all. Board Counsel has been in communication with the Boulder D.A.'s office, where the school was located before it closed, to pursue a potential criminal complaint. Board Counsel learned through our process server that Ms. Young likely moved out of state to Wisconsin, so a civil action has been filed in Denver District Court, and Board Counsel has requested an extension of time to serve her in Wisconsin.

c. Perfect Massage

At its October 26, 2021 meeting, the Board denied an application for a provisional certificate of approval based on information presented by the Division and issued a notice of noncompliance. At its January 25, 2022 meeting, the Board considered the school's response and voted to uphold the denial. On February 22, 2022, the school timely requested a hearing on the Board's denial of its application. Board Counsel filed a Notice of Denial with Office of Administrative Courts and school has 30 days to file a response and a hearing will be set.

d. Colorado Springs School of Massage

At its June 2022 meeting, the Board voted to conditionally approve the school's renewal application. The school has met all conditions as requested.

e. Colorado School for Guides and Outdoorsman

At its June 2022 meeting, the Division informed the Board that Colorado School for Guides and Outdoorsman was continuing to operate as a private occupational school even though it has not had a valid Certificate of Approval since June 30, 2019. Based on information presented by the Division, the Board voted to issue a Cease and Desist Order to the School. On July 20, 2022, the Division sent the Order to the School via email and U.S. Mail, certified return receipt.

f. CDL Safety School

At its June 2022 meeting, the Board voted to issue CDL Safety School a Notice of Noncompliance and Nonrenewal because the School did not submit its financial documents reviewed by a CPA to the Division. In further correspondence with the School, the School owner indicated he may be willing to voluntarily close the School to public students. As a result, Board Counsel drafted and sent an Affidavit of Voluntary Surrender to the School to consider. If the School does not want to execute the Affidavit, Board Counsel will prepare the Notice of Noncompliance and Nonrenewal.

Board discussed possible voting for a new Board secretary and decided to hold the vote at the November Board retreat.

Adjournment:

Board Secretary Stevens motioned to adjourn the meeting at 10:30 a.m. The motion was seconded and carried.

The next regularly scheduled meeting of the Board is Tuesday, August 23, 2022, at 9:30 a.m. and will be held via the web conference application, Zoom; meeting details will be posted on the Division's website: [higherred.colorado.gov/dpos](https://higherred.colorado.gov/dpos).