

**MINUTES**  
**COLORADO BOARD OF PRIVATE OCCUPATIONAL SCHOOLS**  
**April 23, 2024 at 9:30 a.m.**

<https://highered-colorado-gov.zoom.us/j/86930327994?pwd=dkxZb0E2TTQraWR3d0t2T3R2aVNPUT09>

Meeting ID: 869 3032 7994

Passcode: 842748

Board Members Present:

JoAnn Stevens, Chair;  
Ellen Wamser, Secretary;  
Chad J. Nash;  
Scott Cardona;  
Chris Smith; and  
Jessica Wagner

Division Staff Present:

Chief Occupational Education Officer/Director Lorna Candler;  
Compliance Investigator Lisa Combs;  
Program Specialist Rachel Acosta;  
Program Specialist Martha Torres-Recinos;  
Program Specialist Austin Bentz;  
Program Specialist Kerrie Solis;  
Program Specialist Assistant Bernadette Esquibel; and  
Division Specialist Kristi Connors

Division Staff Absent:

Deputy Director & Compliance Officer Mary Kanaly

Board Counsel Present:

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

Guests Present:

Tammy Kirby, National School of Dental Assisting;  
Tom Bezek, IntelliTec College;  
Tim Gauna, Colorado Crane Operator School;  
Carrie Cathey, International Salon and Spa Academy;  
Stacy Flores, American Institute of Dental Assisting;  
Wayne Zellner, IntelliTec College;  
Kirk Bachman, Auguste Escoffier School of Culinary Arts;  
Kathleen Ahearn, Auguste Escoffier School of Culinary Arts;  
Jennifer Burrell, Auguste Escoffier School of Culinary Arts;  
Donald Cotham, Auguste Escoffier School of Culinary Arts;

Melissa Cannata, The CE Shop;  
Kelsie Dunham, VKMD Institute of Medical Aesthetics;  
Julianaa Satie, The School of Natural Cookery;  
Troy Clark, Colorado Crane Operator School;  
Beverly Sotelo, Lincoln College of Technology;  
Becky Ezzell, Keep Smart Books Academy;  
Meghan Jurado, ACI Learning;  
Cheryl Morris, IntelliTec College;  
Amy Chavez, Colorado School of Healing Arts;  
Jessica Clark, JC Styles Salon Academy;  
Micah McDougale, Paul Mitchell The School Colorado Springs;  
Peggy Rayburn, IntelliTec College;  
Lauren Richardson, Auguste Escoffier School of Culinary Arts;  
Dr. Matthew Dunham, VKMD Institute of Medical Aesthetics;  
Michael Mulholland, Accent Beauty Academy;  
Don Spence, Pilates Career Institute;  
Janet Perry, U.S. Career Institute;  
Tom Twardowski, International Salon and Spa Academy; and  
Veronica Styles, Westland Beauty Academy

Call to Order:

The regularly scheduled meeting of the Private Occupational Schools Board was called to order by JoAnn Stevens, Chair, at 9:33 a.m. The Board members, Division staff, and guests were introduced. Board roll call was taken. A quorum was present.

Consideration of Approval of Minutes:

Following review and consideration of the March 26, 2024 regular and executive session minutes, Board member Smith motioned to approve the minutes as written. The motion was seconded and carried.

Additions / Changes to the Agenda:

COEO/Director Candler reported no additions or changes to the agenda today.

Director / Staff Report

- COEO/Director Candler updated the Board on the progress of the Sunset Bill in the legislature.
- COEO/Director Candler reported that quarterly assessments were due April 15, 2024. Nine schools have not submitted their quarterly assessment reports yet and will be assessed late fees as appropriate.
- COEO/Director Candler reported that program specialists have almost completed all site visits for renewal applications.
- Chair Stevens raised the issue of a possible bill in the legislature to raise the minimum required hours for licensure of Massage Therapists. COEO/Director Candler recommended adding this item to Other Business for further discussion.

New Business/Action Items:

A. Consideration of Approval of Renewal

1. ACI Learning Tech Academy – Centennial – AB

Program Specialist Bentz presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Board member Wagner motioned to conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027 with the requirement to update the program hours for the Project Management courses. The motion was seconded and carried.

2. Colorado Crane Operator School – Frederick – AB

Program Specialist Bentz presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Board member Cardona motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

3. Endura Healthcare Training Phlebotomy Technician Program – Englewood – AB

Program Specialist Bentz presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Secretary Wamser motioned to conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027 with the requirement for year-to-date financials submitted quarterly until profitability and stability are achieved. The motion was seconded and carried.

4. Keep Smart Books Academy LLC – Fort Collins – AB

Program Specialist Bentz presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Secretary Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

5. National School of Dental Assisting – Broomfield – AB

Program Specialist Bentz presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Board member Wagner motioned to conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027 with the requirement to submit program revisions. The motion was seconded and carried.

6. Skin Addict School of Aesthetics – Grand Junction – AB

Program Specialist Bentz presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Board member Cardona motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

7. US Career Institute – Fort Collins – AB

Program Specialist Bentz presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Board member Wagner motioned to conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027 with the requirement to submit revision to the HR Program. The motion was seconded and carried.

8. IntelliTec College – Grand Junction – KS

Program Specialist Solis presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Secretary Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

9. IntelliTec College – Pueblo – KS

Program Specialist Solis presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Secretary Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

10. VKMD Institute of Medical Aesthetics – Colorado Springs – KS

Program Specialist Solis presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Secretary Wamser motioned to conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027 with the requirement for year-to-date financials submitted quarterly until profitability and stability are achieved. The motion was seconded and carried.

11. Auguste Escoffier School of Culinary Arts – Boulder – MR

Program Specialist Recinos presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Secretary Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

12. Paragon Culinary School – Manitou Springs – MR

Program Specialist Recinos presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Secretary Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

13. Pilates Career Institute – Fort Collins – MR

Program Specialist Recinos presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Board member Smith motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

14. The School of Natural Cookery - Boulder – MR

Program Specialist Recinos presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Secretary Wamser motioned to conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027 with the requirement for year-to-date financials submitted quarterly until profitability and stability are achieved. The motion was seconded and carried.

15. Accent Beauty Academy LLC – Denver – RA

Program Specialist Acosta presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Board member Wagner motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

16. American Institute of Dental Assisting – Colorado Springs – RA

Program Specialist Acosta presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Secretary Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

17. Cuttin' Up Beauty Academy – Denver – RA

Program Specialist Acosta presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Board member Wagner motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

18. Paul Mitchell The School – Colorado Springs – RA

Program Specialist Acosta presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board

determined 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 of the renewal, Secretary Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

19. Victoria James Signature Salon Schools – Loveland – RA

Program Specialist Acosta presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Secretary Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

20. Westland Beauty Academy – Lakewood – RA

Program Specialist Acosta presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. The Board determined 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 of the renewal, Secretary Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2024 and ending June 30, 2027. The motion was seconded and carried.

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

1. JC Styles Salon Academy – Aurora – KS

Program Specialist Solis presented to the Board for review and consideration of a major revision to the Cosmetology 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 Wagner motioned to approve the revision to the program previously mentioned effective April 23, 2024. The motion was seconded and carried.

**Other Business:**

A. Legal Update

The Board's Counsel, Senior Assistant Attorney General Natalie Powell, updated the Board on the following items:

1. National Beauty College (no action required)

At its March 28, 2023 meeting, the Board voted to pursue a notice of charges to revoke the School's certificate of approval due to its belief the School was operating in violation of the Board's act. Then, upon receipt of inspection information from another state agency, the Board voted at an interim meeting on April 10, 2023, to summarily suspend the School's certificate to operate.

Counsel filed a Notice of Charges with the Office of Administrative Courts on April 28, 2023. The School did not respond to the Notice of Charges and did not attend the conference to set a hearing date. A hearing has been set for April 29-30, 2024. Counsel's office filed a motion for default. After serving the motion, the School responded by email that it is permanently closed.

The Office of Administrative Courts issued an initial decision upon default, revoking National Beauty College's certificate. National Beauty College did not timely file any exceptions to the initial decision. The Division will issue a final Board order under its delegated authority.

## 2. Springs Truck Driving School (potential action)

At its February 27, 2024 meeting, the Division informed the Board that Springs Truck Driving School still had not turned over required records upon closure. The Board denied the School's renewal application, effectively closing the school as of June 30, 2023. The Division also informed the Board that the School was advertising on its website that it was regulated by the Board.

The Board voted to issue a subpoena duces tecum to the School. Lisa Combs personally served the subpoena on March 19, 2024. The subpoena requests the records in 14 days. A cover letter also demanded the school cease advertising that it is regulated by the Board. The School requested an extension of time until April 15, 2024, to deliver the records, but did not upload the records by that date, requesting additional time. The Board may want to consider potential civil complaint or a referral for criminal prosecution.

## 4. Taylor's CDL Training (no action required)

At its February 27, 2024 meeting, the Division informed the Board of its investigation into Taylors' CDL Training, and that investigation had uncovered that the School was accepting self-pay students, and thus operating a private occupational school without approval. The School subsequently applied for exemption, which the Division denied.

Because the Board had issued a cease-and-desist letter to a prior iteration of the School (Randy Lopez CDL, which was owned by Mark Taylor's father), the Board voted to pursue a preliminary injunction against the School. The Board also approved issuing a subpoena duces tecum to the School to seek additional records.

The subpoena duces tecum was served on Friday March 15, 2024, and the School has 14 days to respond. The attorney general's office is also currently preparing a complaint for an injunction. An attorney for the School has reached out as well and Board Counsel recommends discussing the matter in executive session given the potential for future litigation and the ongoing investigation.

## 5. International Salon and Spa Academy/TAF (potential action)



At its February 27, 2024 meeting, the Division informed the Board of some issues related to the International Salon and Spa's bond, which the school indicated was covered through the TAF Fund. Due to concerns that the TAF Fund did not satisfy the Board's statutory requirements for bonds, the Board voted to issue a Notice of Noncompliance to the School.

The School responded to the Notice of Noncompliance on March 20, 2024, which is provided to the Board for consideration. The School has also indicated that it now has a surety bond in place but asked the Board to consider the TAF as an alternative surety.

#### 6. Northwest Phlebotomy

At its last meeting, the Board denied the School's provisional application and voted to issue a Notice of Noncompliance with a deadline of 14 days for the School to respond. The School did not provide any response to the Notice. The Board will need to make a motion to uphold the denial if it chooses to.

Secretary Wamser motioned to uphold the denial of the school's provisional application. The motion was seconded and carried.

#### B. International Salon and Spa Academy/TAF

Board Council summarized the school's follow-up response to the Notice of Noncompliance which included a decision to withdraw TAF as an alternative surety instrument and the school has obtained a traditional bond.

#### C. Springs Truck Driving School

Board Council summarized the school's response to the subpoena issued. Board member Wagner motioned to move Springs Truck Driving School to executive session. The motion was seconded and carried.

#### D. Taylor's CDL Training

Board Council recommended discussion of possible legal action to executive session. Board member Wagner motioned to move Taylor's CDL Training to executive session. The motion was seconded and carried.

#### E. Conditional Board Approvals Update

Division Specialist Connors provided an update on conditional Board approvals granted this past year. Four schools have met the conditions placed on their approvals: Solar Energy International, McIntosh Real Estate School, Inc., Cosmo Beauty Academy, and Lotus Education Institute.

#### F. Senate Bill 24-201

Senate Bill 24-201 is being considered in the legislature to increase the hours required for licensure from 500 to 650 hours effective July 1, 2024. This bill was put forward by the Association of Bodywork and

Massage Professionals and the Federation of State Massage Therapy Board. The bill passed the first hearing and is moving through the legislative process.

Following review and consideration of the previous matters discussed during the regular portion of the meeting, Secretary Wamser motioned to convene in executive session with the Board's Counsel to seek legal advice pursuant to C.R.S. §24-6-402(3)(a)(II), on the following matters: Springs Truck Driving and Taylor's CDL Training in consideration of relevant parts of the Private Occupational School Act, C.R.S. §23-64-101 et seq. and the Rules and Regulations, 8 CCR 1504-1. The motion was seconded and carried. The public session recorder was turned off at 11:15 a.m.

The Board of Private Occupational Schools convened in executive session with its attorney of record, the Division Director, and Division staff at 11:25 a.m.

#### Summary of Return to Regular Session:

After the review and consideration of the matter previously mentioned, Chair Stevens resumed regular session at 11:52 a.m. The executive session recorder was turned off. The public session recorder was turned on and the general public was welcomed back.

Senior Assistant Attorney General Natalie Powell, affirmed for the record that this executive session was for the sole purpose of providing legal advice to the Board and to otherwise engage in good faith in what is believed to be attorney-client privileged discussions.

Following executive session, the Board resumed its agenda as follows:

#### Springs Truck Driving

Following discussion regarding the school's lack of response to Board actions and communications from the Division, Board member Wagner motioned to direct Board Counsel to file a civil complaint for injunction and a Cease & Desist order. The motion was seconded and carried.

#### Taylor's CDL Training School

Board Counsel provided an update during executive session and no further action is needed at this time.

#### Adjournment:

Board member Wagner motioned to adjourn the meeting at 12:00 p.m. The motion was seconded and carried.

The next regularly scheduled meeting of the Board is Tuesday, May 28, 2024, 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: [highered.colorado.gov/dpos](https://highered.colorado.gov/dpos).