

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

**December 4, 2007 9:30 A.M.**

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

Chair Jerry Sirbu called the meeting to order at 9:34 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                      Tom Twardowski                      Winnifred Rovig

Buddy Douglass (present until 10:50 A.M.; later excused due to a scheduling conflict).

Lisa Bennison Noll joined meeting at 11:00 A.M. via telephone conference to preserve a quorum.

Board Members Absent: Robert Martin and Tom Narvaez

Division Staff Present:

Jim Parker, Director                      Georgia Roberts, Deputy Director  
Renee Belisle, Program Supervisor                      Voni Oerman, Program Supervisor  
Bernadette Esquibel, Program Supervisor

Division Staff Absent:

Arla Hamel, Administrative Assistant

Board Counsel Present:

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

Guests Present:

Tamara Trujillo, Colorado School of Paramedical Esthetics – Lakewood  
Kathleen LaMonica, Colorado School of Paramedical Esthetics - Lakewood  
Susan Anderson, Pima Medical Institute – Denver  
Doug Dodds, Empire Real Estate School – Ft. Collins  
Vicki McIntosh, Academy of Medical & Health Science - Pueblo  
Terri Sandoval, Academy of Medical & Health Science - Pueblo  
Caroline Litwaski, Van Education Center - Boulder  
Ashley Smith, i to i, Inc., - Denver  
Kitty Victor, The Salon Professional Academy – Colorado Springs  
Genesis Skawski, The Salon Professional Academy – Colorado Springs  
Mindy Arbuckle, Green Mountain School of Yoga – Arvada  
John Barnett, Barnett Bicycle Institute – Colorado Springs  
Jennifer Barnett, Barnett Bicycle Institute – Colorado Springs  
Janet Perry, McKinley College – Ft. Collins  
Trish Bowen, U. S. Careers – Ft. Collins

Victor Matthews, Paragon Culinary School, Inc. - Colorado Springs  
Curtis Hilty, Van Education Center, LLC – Boulder  
Ian Creager, Profesiones sin Barreras – Westminster  
Liset Sanchez, Profesiones sin Barreras – Westminster  
Hansa, Prana Yoga and Ayurveda Mandala Training Center – Denver

Changes / Additions to the Agenda:

1. Approval of the October and November 2007 Minutes moved to the end of the Agenda, to be considered after section F. Student Complaints/Matters of Noncompliance/Legal Action.
2. Staff Report moved to the end of the Agenda, to be considered after Approval of the Minutes.
3. Mr. Twardowski requested as a follow-up to the Board's annual planning meeting that there be a brief discussion added to the Agenda following the Staff Report, concerning the presented form/format of some schools' "occupational objectives".

**New Business Action Items:**

**A. Consideration of Approval of Standard Certificate of Approval**

**1. Pima Medical Institute - Denver**

Program Supervisor Esquibel brought to the Board's attention for consideration of renewal Pima Medical Institute, Denver. School representative Susan Anderson was present. The school satisfied the Board's inquiry concerning the bond level. Based on the Board having determined that the school bond be set in the amount of \$816,323; that the school has complied and submitted a bond in the amount of \$816,323; and that Pima Medical Institute, 7475 Dakin Street, Denver, CO 80221 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. Barnett Bicycle Institute – Colorado Springs**

Program Supervisor Oerman brought to the Board's attention for consideration of renewal Barnett Bicycle Institute, Colorado Springs. School representatives John and Jennifer Barnett were present. The school satisfied the Board's inquiry. Based on the Board having determined that the school bond be set in the amount of \$11,340; that the school has complied and submitted a bond in the amount of \$17,000; and that Barnett Bicycle Institute, 2725 Ore Mill Road, #23, 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 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. The motion was seconded and unanimously passed.

3. **Empire Real Estate School – Ft. Collins**

Program Supervisor Oerman brought to the Board's attention for consideration of renewal Empire Real Estate School, Ft. Collins. School representative Doug Dodds was present. Based on the Board having determined that the school bond be set in the amount of \$14,175; that the school has complied and submitted a certificate of deposit in the amount of \$15,680.79; and that Empire Real Estate School, 702 West Drake Road, Ft. 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 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.

4. **i to i, Inc., - Denver**

Program Supervisor Oerman brought to the Board's attention for consideration of renewal i to i, Inc., Denver. School representative Ashley Smith 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 \$4,350; that the school has complied and submitted a bond in the amount of \$5,000; and that i to i, Inc., 190 East 9<sup>th</sup> Avenue, #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 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. The motion was seconded and unanimously passed.

5. **McKinley College – Ft. Collins**

Program Supervisor Oerman brought to the Board's attention for consideration of renewal McKinley College, Ft. Collins. School representatives Janet Perry and Trish Bowen were present. The school satisfied the Board's inquiry. Based on the Board having determined that the school bond be set in the amount of \$34,039; that the school has complied and submitted a bond in the amount of \$50,000; and that McKinley College, 2001 Lowe Street, Ft. 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 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. The motion was seconded and unanimously passed.

B. **Consideration of Approval of Change of Ownership**

1. **The Face Place Salon & Institute – Glenwood Springs**

Program Supervisor Belisle brought to the Board's attention for consideration application for a change of ownership for The Face Place Salon & Institute, Glenwood Springs. School representatives for school and new owners were available by telephone. The school satisfied the Board's inquiry. The Board having determined that the school bond be set in the amount of \$7,600; that the school has complied and submitted a bond in the amount of \$15,000; and that The Face Place Salon & Institute, 313 14<sup>th</sup> Street,

Glenwood Springs, CO 81601 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 December 4, 2007 and ending June 30, 2008. The motion was seconded and unanimously passed.

### **C. Consideration of Approval of Provisional Certificate of Approval**

#### **1. Green Mountain School of Yoga - Arvada**

Program Supervisor Esquibel brought to the Board's attention for consideration, Green Mountain School of Yoga, Arvada as a new school with one program: Integrated Methods of Hatha Yoga Teacher Training Program and one course: Prenatal Yoga. School representative Mindy Arbuckle was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$9,000; 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. Douglass motioned that a Provisional Certificate of Approval be granted to Green Mountain School of Yoga, 8566 Five Parks Drive, Arvada, CO 80005, for the period beginning December 4, 2007 and ending June 30, 2009, and that program and course before the board be approved. The combined motion was seconded and unanimously passed.

#### **2. Profesiones sin Barreras - Westminster**

Program Supervisor Belisle brought to the Board's attention for consideration, Profesiones sin Barreras, Westminster as a new school with four programs: Careers in Construction; Medical Office Assistant; Start Your Own Business; and Sales and Customer Service. School representatives Ian Creager and Liset Sanchez were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$12,600; that the school submitted a bond in the amount of \$12,600; 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. Twardowski motioned that a Provisional Certificate of Approval be granted to Profesiones sin Barreras, 3489 West 72<sup>nd</sup> Avenue, Suite 209, Westminster CO 80030, for the period beginning December 4, 2007 and ending June 30, 2009, and that the four programs be approved contingent upon the discussed changes being made. The combined motion was seconded and unanimously passed.

### **D. Consideration of Approval of Programs / Courses**

#### **1. Academy of Medical & Health Science, Inc. - Pueblo**

Program Supervisor Oerman brought to the Board's attention for review and consideration one program: Practical Nurse, proposed by Academy of Medical & Health Science, Inc., Pueblo. School representatives Vicki McIntosh and Teri Sandoval were present. Program Director Mark Merrill and Nurse Education Specialist Roberta Hills of the Colorado State Board of Nursing ("BON") joined the meeting from 10:00 A.M. –

10:20 A.M., for this agenda item only, via telephone conferencing. Merrill and Hills provided general information of the BON's curriculum/licensure four-stage approval process, including clarification that a school after "stage two" approval may commence marketing to and enrollment of students into its program. Based on the Board having determined that the above-referenced new program for Academy of Medical & Health Science, 1339 South Pueblo Blvd, Suite 100, Pueblo, CO 81105 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 new program effective December 4, 2007. The motion was seconded and unanimously passed.

## **2. Career Coders - Loveland**

Program Supervisor Esquibel brought to the Board's attention for review and consideration one program: Medical Office Administration; and one course: Hospital Billing and Facility Case Studies, proposed by Career Coders, Loveland. School representative Melody Irvine was available by telephone. Based on the Board having determined that the above-referenced program and course for Career Coders, LLC, 2240 West 1<sup>st</sup> Street, Loveland, CO 80537 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 program and course effective December 4, 2007, contingent upon the discussed changes being made. The motion was seconded and unanimously passed.

## **3. Colorado Coaching and Hypnotherapy Training Institute - Longmont**

Program Supervisor Oerman brought to the Board's attention for review and consideration one program: Hypnotic-Coaching™ Life Skills Practitioner Certification and two courses: HYP403 Marketing Bootcamp for Hypnotherapists; and HYP502 Sport Hypnosis for Peak Performance Specialty Certificate, proposed by Colorado Coaching and Hypnotherapy Training Institute, Longmont. A school representative was available by telephone. Based on the Board having determined that the above-referenced new program and courses for Colorado Coaching and Hypnotherapy Training Institute, 200 Lincoln Street, Longmont, CO 80501 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 new program and courses effective December 4, 2007, contingent upon the discussed changes being made. The combined motion was seconded and unanimously passed.

## **4. Colorado School of Paramedical Esthetics and Massage Therapy- Lakewood**

Program Supervisor Oerman brought to the Board's attention for review and consideration one program: Laser Training proposed by Colorado School of Paramedical Esthetics and Massage Therapy, Lakewood. School representatives Tamara Trujillo and Kathleen LaMonica were present. Based on the Board having determined that the above-referenced new program for Colorado School of Paramedical Esthetics and Massage Therapy, 735 South Xenon Court, Suite 101, Lakewood, CO 80228 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 new program effective December 4, 2007, contingent upon the discussed changes being made. The motion was seconded and unanimously passed.

The Board took a brief recess at 10:50 A.M. Buddy Douglass was excused from the rest of the meeting, due to a prior commitment, and at 11:00 A.M. board member Lisa Bennison Noll joined the meeting, via telephone conference. A quorum was preserved and the Board reconvened at 11:08 A.M.

#### **5. U.S. Career Institute – Ft. Collins**

Program Supervisor Oerman brought to the Board's attention for review and consideration two new courses: Culinary Arts and Insurance Claims Adjuster, proposed by U. S. Career Institute, Ft. Collins. School representatives Trish Bowen and Janet Perry were present. Based on the Board having determined that the above-referenced new courses for U. S. Career Institute, 2001 Lowe Street, Ft. 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, Mr. Twardowski moved to approve the new courses effective December 4, 2007, contingent upon a minor correction to the occupational objective being made. The motion was seconded and unanimously passed.

#### **6. Paragon Culinary School, Inc. – Colorado Springs**

Program Supervisor Belisle brought to the Board's attention for review and consideration five programs: 21 Saturdays; Culinary Instructor; Master Cook; Master Pastry Cook; and "Hell's Kitchen" proposed by Paragon Culinary School, Inc., Colorado Springs. School representative Victor Matthews was present. Based on the Board having determined that the above-referenced new programs for Paragon Culinary School, Inc., 3125 Sinton Road, Colorado Springs, CO 80907 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. Noll moved to approve the five new programs effective December 4, 2007. The motion was seconded and unanimously passed.

#### **7. Prana Yoga and Ayurveda Mandala Training Center - Denver**

Program Supervisor Belisle brought to the Board's attention for review and consideration six programs: (1) Foundations Of Yoga Cikitsa: Yoga And Anatomy Basics; (2) Foundations Of Yoga Cikitsa: The Classical Texts; (3) Yoga Tools and Cikitsa Application; (4) Anatomy, Physiology, Pathology and The Therapeutic Application Of Yoga; (5) Yoga Cikitsa: The Therapeutic Application Of Yoga Certification; and (6) Sanskrit for Yogis: Teacher Training Certification. Also, presented were two stand alone courses: Introduction to Sanskrit- Part I and Introduction to Sanskrit- Part II, proposed by Prana Yoga and Ayurveda Mandala Training Center, Denver. School representative Hansa was present. Based on the Board having determined that the above-referenced new programs and courses for Prana Yoga and Ayurveda Mandala Training Center, 3333 Federal Blvd, Denver, CO 80211 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. Noll moved to approve the new programs and courses effective December 4, 2007, contingent upon discussed

changes having been made. The combined motion was seconded and unanimously passed.

**8. The Salon Professional Academy – Colorado Springs**

Program Supervisor Belisle brought to the Board's attention for review and consideration two new courses: Waxing for Manicurist; and Electric File, proposed by The Salon Professional Academy, Colorado Springs. School representatives Kitty Victor and Genesis Skawski were present. Based on the Board having determined that the above-referenced new courses for The Salon Professional Academy, 4388 Austin Buffs Parkway, Colorado Springs, CO 80917 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 new courses effective December 4, 2007, contingent upon the discussed changes being made. The motion was seconded and unanimously passed.

**9. Van Education Center, LLC - Boulder**

Program Supervisor Oerman brought to the Board's attention for review and consideration three new courses: Real Estate Short Sale Basics; Transportation Planning; and Residential Environmental Hazards, proposed by Van Education Center, LLC, Boulder. School representatives Curtis Hilty and Caroline Litwaski were present. Based on the Board having determined that the above-referenced new courses for Van Education Center, LLC, 4801 Riverbend Road, Suite 203, Boulder, CO 80301 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. Noll moved to approve the three new courses effective December 4, 2007. The motion was seconded and unanimously passed.

**E. Notification of School Closings**

**1. TeckWise Training, LLC – Colorado Springs**

**F. Student Complaints/Matters of Noncompliance/Legal Action**

**1. Colorado Outdoor Adventure Guide School, Inc. – Victor and Change of Ownership Application**

Director Jim Parker briefly reported to the Board that a Change of Ownership Application was received and was currently before the Board for consideration of approval. Neither the current nor prospective school owner(s) were available. The Board acknowledged pending legal action in respect to the previously noticed Board's Intent to Deny Renewal of a Certificate of Approval to Operate.

Ms. Noll motioned that the Board table any further consideration of the Application for Change of Ownership of the Colorado Outdoor Adventure Guide School until such time as the current underlying issue of the Board's Intent to not Renew is decided through the scheduled Administrative Hearing or related process. The motion was seconded and unanimously passed.

## **2. Alliance Real Estate School and Notice of Noncompliance**

Director Parker reported that the school was closing, has no students and currently was working with the Division to transfer student records. Upon Division recommendation, and a determination that no students would be adversely affected, Ms. Noll motioned that the Board take no further action in respect to the previously issued Notice of Noncompliance, and to consider the noncompliance matter closed. The motion was seconded and unanimously passed.

## **3. Rita B. Institute for Cosmetology and Notice of Noncompliance**

Director Jim Parker reported that the School's response to the most recent Notice of Noncompliance had been received. The Board reviewed the response to the Board's October 23, 2007, Notice of Noncompliance. After due deliberation of the facts identifying the school's on-going pattern of noncompliance with statutory requirements and Board rules, as set forth in the Notice of Noncompliance; additional information made available in this matter; the aggravating factor that the school has demonstrated a continuing pattern of noncompliance in properly and timely submitting to the Division required annual filings, Mr. Twardowski moved that the Board impose an administrative fine in the amount of \$500 for violation of Section 12-59-106(1)(e), and Board Rule III.E.2.i, regarding required filing of annual instructional staff and further motioned to impose an administrative fine in the amount of \$500 for violation of Section 12-59-115(3), and Board Rule V.A., regarding annual filing requirements of a bond proposal for a total administrative fine to be imposed by the Board in the monetary amount of \$1,000 upon the Rita B Institute of Cosmetology, in accordance to the Board's authority to impose such fines as contained in section 12-59-125, of the Colorado Revised Statutes. The combined motion imposing a total fine of \$1,000 against the school for cause, specifically the demonstrated violations of two statutory requirements and attendant Board rules was seconded and unanimously passed.

## **4. American College (fka/Ideal) and Amended Bond Demand Letter**

Director Jim Parker submitted to the Board for its review and consideration an amended bond claim demand letter in respect to the closing of American College (fka/Ideal) and its surety Bond No. 493 32 93. The Director briefly reported that the Division had recalculated the students' respective claims based on additional information received. Upon review and due consideration, Ms. Rovig motioned to approve the amended surety bond claim demand letter and to instruct the Director to send this letter to the appropriate bonding company and principal, in substitute of the initial demand letter, previously tendered. The motion was seconded and unanimously passed.

## **Approval of Minutes**

**Approval of the October 23, 2007 Minutes:** The Board reviewed and discussed the minutes of October 23, 2007 meeting. Mr. Twardowski motioned that the Minutes be approved as read. The motion was seconded and unanimously passed.

**Approval of the November 8, 2007 Annual Planning Meeting Minutes:** The Board reviewed and discussed the Minutes of November 8, 2007 annual planning meeting. Mr. Twardowski motioned that the Minutes be approved as read. The motion



was seconded and unanimously passed.

**Staff Report:** Status of Board contingency approvals granted on October 23, 2007 was reported. All contingencies have been met and the records are on file.

**Board Discussion: Present form/format of “occupational objective”**

Noting the different ways in which schools’ presented the respective occupational objectives, the Board discussed standardization; form and formatting; and purpose of this information in the current internal reporting document as compared to respective school catalogues. After due deliberation the Board by consensus identified that so long as a school presents its occupational objectives in a narrative form in the school catalog and other materials made available to the general public, the Board will accept either a narrative or “check box” format in the internal Division/Board work document communicating this information.

**G. Adjournment**

Having no further business, Mr. Twardowski moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 12:05 P.M.

The next regularly scheduled meeting of the Board is Tuesday, January 22, 2008.