

**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
BOARD MEETING**

January 26, 2010 9:30 A.M.

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

Chair Robert Martin called the meeting to order at 9:31 A.M. and greeted guests. The Board members, Division staff and guests were introduced. Board roll call was taken and a quorum was present.

Board Members Present:

Robert Martin, Chair	Lisa Bennison Noll, Vice Chair	Jerry Sirbu
Buddy Douglass	Winnifred Rovig	Karen Hall

Tom Narvaez joined the meeting at 9:41 A.M.

Division Staff Present:

Georgia Roberts, Deputy Director	Renee Belisle, Program Specialist
Bernadette Esquibel, Program Specialist	Voni Oerman, Program Specialist
Loretta Perez, Administrative Assistant	

Jim Parker, Director joined the meeting at 9:55 A.M.

Board Counsel Present:

Lorna Candler, Assistant Attorney General, Office of the Colorado Attorney General

Guests Present:

Dr. Reo Leslie, Jr., Colorado School for Family Therapy – Aurora
Todd Matthews, Intellitec Medical Institute – Colorado Springs
Adriene Patten, Intellitec Medical Institute – Colorado Springs
Sandy Wheeler, Intellitec Medical Institute – Colorado Springs
Brandy Body, Intellitec Medical Institute – Colorado Springs
Evelyn Leslie, Colorado School for Family Therapy – Aurora
Maureen Stepp, Everest College, Colorado Springs
Linda Gilroy, Peak Real Estate College – Aurora
Don Exley, Mortgage Training Institute – Denver
Kimberley Konrardy, American Dream Real Estate School – Northglenn
Ed Kraus, IntelliTec College – Colorado Springs
Dr. Miguel Elias, IntelliTec College – Pueblo
Ed Fronheiser, Colorado Real Estate School – Denver
Evan Mellman, Kaplan Professional Schools – Denver - Colorado Springs - Thornton
Heberto Lima-Villers, Hispanic Media Institute, Inc. – Denver
Janet Perry, U.S. Career Institute – Fort Collins
Latie Little, U.S. Career Institute – Fort Collins
Trish Bowen, U.S. Career Institute – Fort Collins
Curtis Hilty, Van Education Center, LLC - Boulder

Approval of the November 5, 2009 Annual Board Meeting Minutes:

The Board reviewed the Minutes of the November 5, 2009 Annual Board Meeting. Ms. Bennison Noll motioned for approval of the minutes as read. The motion was seconded and passed.

Approval of the December 8, 2009 Executive Session Meeting Minutes:

The Board reviewed the Minutes of the December 8, 2009 Executive Session Meeting Minutes. Ms. Bennison Noll motioned for approval of the minutes as read. The motion was seconded and passed.

Approval of the December 8, 2009 Board Meeting Minutes:

The Board reviewed the Minutes of the December 8, 2009 Board Meeting. Mr. Douglass motioned for approval of the minutes as read. The motion was seconded and passed.

Additions / Changes to the Agenda:

Deputy Director Roberts added an update on Mile High Medical Academy to be given at the end of the agenda, and presented under "Other Business".

Staff Report:

Staff reported that all contingency approvals concerning last month's Board actions have been met; recorded; and are on file.

New Business /Action Items:

A. Consideration of Renewal of Certificate of Approval

1. IntelliTec College – Colorado Springs

Program Specialist Oerman brought to the Board's attention for consideration of renewal IntelliTec College, 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 bond in the amount of \$260,554; that the school submitted a umbrella bond in the amount of \$750,000; 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. Sirbu moved that the Standard Certificate of Approval be granted to IntelliTec College, 2315 E. Pikes Peak Avenue, Colorado Springs, CO 80909, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

2. Tech Skills, LLC – Greenwood Village

Program Specialist Oerman brought to the Board's attention for consideration of renewal Tech Skills, LLC, Greenwood Village. 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 in the amount of \$71,436.93; that the school submitted a bond in the amount of \$76,000; 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 moved that the Standard Certificate of Approval be granted to Tech Skills, LLC, 7000 E. Belleview, Suite 100, Greenwood Village, CO 80111, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

3. Colorado School of Energy Studies - Boulder

Program Specialist Belisle brought to the Board's attention for consideration of renewal Colorado School of Energy Studies, Boulder. No school representative was available. Upon determining that the school is in compliance with the required bond in the amount of \$2,000; 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 moved that the Standard Certificate of Approval be granted to Colorado School of Energy Studies, 100 Arapahoe Avenue, Suite 4, Boulder, CO 80304, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

4. Hispanic Media Institute, Inc. - Denver

Program Specialist Belisle brought to the Board's attention for consideration of renewal Hispanic Media Institute, Inc., Denver. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond in the amount of \$4,250; that the school submitted a bond in the amount of \$20,000; 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 moved that the Standard Certificate of Approval be granted to Hispanic Media Institute, Inc., 1582 South Parker Road, Suite 303, Denver, CO 80231, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

5. Modern Institute of Reflexology - Wheat Ridge

Program Specialist Belisle brought to the Board's attention for consideration of renewal Modern Institute of Reflexology, Wheat Ridge. No school representative was available. Upon determining that the school is in compliance with the required surety level in the amount of \$2,640; that the school submitted a certificate of deposit 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 moved that the Standard Certificate of Approval be granted to Modern Institute of Reflexology, 4086 Youngfield Street, Wheat Ridge, CO 80033, for the period beginning July 1, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

B. Consideration of Approval Programs/Stand Alone Courses

1. IntelliTec College - Pueblo

Program Specialist Oerman brought to the Board's attention for review and consideration one new program, Cosmetologist, proposed by IntelliTec, Pueblo. A school representative was present. 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. Rovig moved to approve the above-referenced new program effective January 26, 2010. The motion was seconded and unanimously passed.

2. A Plus Real Estate School, Inc. - Thornton

Program Specialist Oerman brought to the Board's attention for review and consideration four new stand alone courses: (1) The Art of Persuasion, How To Get What You Want; (2) Short Payoffs, Foreclosures & Dealing With Lenders; (3) CREC Annual Commission Update Courses; and (4) Negotiations: The Complete Story, proposed by A Plus Real Estate School, Inc., Thornton. No school representative was available. Based upon the Board having determined that the above-referenced courses for A Plus Real Estate School, Inc., 11385 Jersey Drive, Thornton, CO 80233 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. Bennison Noll moved to approve the above-referenced new course effective January 26, 2010, contingent upon the discussed corrections being made. The combined motion was seconded and unanimously passed.

3. U. S. Career Institute – Fort Collins

Program Specialist Oerman brought to the Board's attention for review and consideration three new programs: (1) Graphic Design Course; (2) Advertising Sales Agent Course; and (3) Occupational Therapy Aide Course, proposed by U. S. Career Institute, Fort Collins. School representatives were present. Based upon the Board having determined that the above-referenced programs for U. S. Career Institute, 2001 Lowe Street, Fort 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. Douglass moved to approve the above-referenced new programs effective January 26, 2010. The combined motion was seconded and unanimously passed.

4. Intellitec College – Colorado Springs

Program Specialist Oerman brought to the Board's attention for review and consideration two new programs and one new stand alone course. The programs are (1) Medical Assistant Certificate Program (MA-C01); and (2) Phlebotomy Technician Certificate Program. The one stand alone course is MA-101B Introduction to Business in the Medical Field II, proposed by Intellitec College, Colorado Springs. School representatives were present. Based upon the Board having determined that the above-referenced programs and course for IntelliTec College, 2345 North Academy Blvd., Colorado Springs, CO 80909, 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. Narvaez moved to

approve the above-referenced new programs and course effective January 26, 2010. The combined motion was seconded and unanimously passed.

5. Peak Real Estate College - Aurora

Program Specialist Oerman brought to the Board's attention for review and consideration one new stand alone course, HUD Bids and Contacts, proposed by Peak Real Estate College, Aurora. A school representative was present. Based upon the Board having determined that the above-referenced course for Peak Real Estate College, 3091 South Jamaica Court, Suite 120, 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. Narvaez moved to approve the above-referenced new course effective January 26, 2010. The motion was seconded and unanimously passed.

6. Colorado Institute of Massage Therapy - Colorado Springs

Program Specialist Oerman brought to the Board's attention for review and consideration one new stand alone course, Isometric Muscle and Body Balancing I, proposed by Colorado Institute of Massage Therapy, Colorado Springs. A school representative was available by telephone. Based upon the Board having determined that the above-referenced course for Colorado Institute of Massage Therapy, 1490 West Fillmore, 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 with the Division's minimum requirements, Ms. Rovig moved to approve the above-referenced new course effective January 26, 2010. The motion was seconded and unanimously passed.

7. Mortgage Training Institute - Denver

Program Specialist Oerman brought to the Board's attention for review and consideration one new program, 20 Hour SAFE Comprehensive Course; and one new stand alone course, RESPA Rules and GFE/HUD-1 for 2010, proposed by Mortgage Training Institute, Denver. A school representative was present. Based upon the Board having determined that the above-referenced program and course for Mortgage Training Institute, 4155 E. Jewell Avenue, Suite #104, Denver, CO 80222 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. Narvaez moved to approve the above-referenced new program and new courses effective January 26, 2010, contingent upon the discussed corrections being made. The combined motion was seconded and unanimously passed.

8. Cross Country Education – Brentwood, TN

Program Specialist Esquibel brought to the Board's attention for review and consideration two new stand alone courses: (1) Effective Techniques for Total Body Strengthening; and (2) HIPAA Compliance after the Stimulus Package: Including Medical Records and the Final Privacy and Security Rules, proposed by Cross Country Education, Brentwood, TN. No school representative was available. Upon the Board having determined that the above-referenced courses for Cross Country Education, 9020 Overlook Blvd., Suite 140, Brentwood, TN 37027, 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 above-referenced new courses effective January 26, 2010. The combined motion was seconded and unanimously passed.

9. Everest College – Colorado Springs

Program Specialist Belisle brought to the Board's attention for review and consideration one new program Business, AAS, proposed by Everest College, Colorado Springs. A school representative was present. Based upon the Board having determined that the above-referenced program for Everest College, 1815 Jet Wing Drive, Colorado Springs, CO 80916 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. Sirbu moved to approve the above-referenced new program effective January 26, 2010, contingent upon the discussed corrections being made. The combined motion was seconded and unanimously passed.

10. American Dream Real Estate School - Northglenn

Program Specialist Belisle brought to the Board's attention for review and consideration ten new stand alone courses: (1) Buyers Representation in RE; (2) Foreclosure, Short Sales, REO's and Auctions; (3) Homes for All: Serving People with Disabilities; (4) Understanding Credit & Improving Credit Scores: What you Need to Know; (5) Understanding 1031 Tax-Free Exchanges; (6) The Truth About Mold; (7) Red Flags: Property Inspection Guide; (8) Mortgage Fraud/Predatory Lending: What Every Agent Should Know; (9) Investment Property Practice & Management; and (10) Introduction to Commercial RE Sales, proposed by American Dream Real Estate School, Northglenn. A school representative was present. Based upon the Board having determined that the above-referenced courses for American Dream Real Estate School, 11152 Huron Street, Suite 207, Northglenn, CO 80234 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. Bennison Noll moved to approve the above-referenced new courses effective January 26, 2010. The combined motion was seconded and unanimously passed.

11. Van Education Center, LLC - Boulder

Program Specialist Belisle brought to the Board's attention for review and consideration four new stand alone courses: (1) Foundations in Sustainability; (2) Land Conservation – PIC; (3) Real Estate Auctions – Crushing the Myth; and (4) Permission to Build - PIC, proposed by Van Education Center, LLC, Northglenn. A school representative was present. Based upon the Board having determined that the above-referenced 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. Bennison Noll moved to approve the above-referenced new courses effective January 26, 2010. The combined motion was seconded and unanimously passed.

12. Colorado Real Estate School - Denver

Program Specialist Belisle brought to the Board's attention for review and consideration one new stand alone course Colorado Water What the Realtor Should Know, proposed by Colorado Real Estate School, Denver. A school representative was present. Based upon the Board having determined that the above-referenced course for Colorado Real Estate School, 7743 East Bayaud Avenue, Suite 150, Denver, CO 80230 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. Bennison Noll moved to approve the above-referenced new course effective January 26, 2010. The motion was seconded and unanimously passed.

13. **The Colorado School for Family Therapy - Aurora**

Program Specialist Belisle brought to the Board's attention for review and consideration one new program Certificate in Behavioral Health and Criminal Justice, proposed by The Colorado School for Family Therapy, Aurora. A school representative was present. Based upon the Board having determined that the above-referenced program for The Colorado School for Family Therapy, 12101 East Second Avenue, Suite 101, Aurora, CO 80011 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 above-referenced new program effective January 26, 2010. The motion was seconded and unanimously passed.

14. **Rocky Mountain Institute of Healing Arts - Durango**

Program Specialist Belisle brought to the Board's attention for review and consideration one new stand alone course, Massage Therapy Protocols for Women After Breast Cancer, proposed by Rocky Mountain Institute of Healing Arts, Durango. No school representative was available. Based upon the Board having determined that the above-referenced course for Rocky Mountain Institute of Healing Arts, 98 Everest Street, Suite F, Durango, CO 81303 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 above-referenced new course effective January 26, 2010. The motion was seconded and unanimously passed.

15. **Kaplan Professional Schools – Denver**

See # 17 below

16. **Kaplan Professional Schools – Thornton**

See # 17 below

17. **Kaplan Professional Schools – Colorado Springs; Denver; and Thornton**

Program Specialist Belisle brought to the Board's attention for review and consideration one new program applicable to all three locations: (1) Mortgage Loan Originator Licensing Program, proposed by Kaplan Professional Schools, Colorado Springs, Denver, and Thornton. It was the will of the Board to consider the new program for all locations as one combined matter. A school representative was present. The schools at all

locations satisfied the Board's inquiry. Upon determined that the above-referenced program for Kaplan Professional Schools, 1919 North Union Boulevard, Colorado Springs, CO 80909; Kaplan Professional Schools, 2150 South Cherry Street, Denver, CO 80222; and Kaplan Professional Schools, 500 East 84th Avenue, 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 with the Division's minimum requirements, Mr. Douglass moved to approve the above-referenced new program effective January 26, 2010. The combined motion was seconded and unanimously passed.

18. **The CE Shop – Fargo, ND**

Program Specialist Belisle brought to the Board's attention for review and consideration one new stand alone course, Sellers Representative Specialist (SRS), proposed by The CE Shop, Fargo, ND. No school representative was available. Based upon the Board having determined that the above-referenced stand alone course for The CE Shop, 23 Broadway N. Suite 300, Fargo, ND 58102 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. Narvaez moved to approve the above-referenced new stand alone course effective January 26, 2010. The motion was seconded and unanimously passed.

19. **Anthem College – Phoenix, AZ**

Program Specialist Belisle brought to the Board's attention for review and consideration two new programs: (1) Paralegal, A.A.S; and (2) Accounting Technology, A.A.S, proposed by Anthem College, Phoenix, AZ. No school representative was available. Based upon the Board having determined that the above-referenced programs for Anthem College, 16404 N. Black Canyon Highway, Suite 180, Phoenix, AZ 85053, 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. Bennison Noll moved to approve the above-referenced new programs effective December 8, 2009. The combined motion was seconded and unanimously passed.

C. Notification of School Closings

The Division informed the Board of the following recent school closure:

1. Colorado School of Paramedical Esthetics - Lakewood

Other Business:

D. Student Complaints/Matters of Non Compliance/Legal Action

1. **Mile High Medical Academy – Denver**

Director Parker and Assistant Attorney General Candler updated the Board concerning the school and a settlement agreement whereby Mile High Medical Academy agreed to surrender its Certificate of Approval to Operate in lieu of proceeding to a scheduled administrative hearing in regard to matters of non-compliance and a summary suspension. Candler asked the Board consider ratifying the agreement.

Mr. Sirbu recused himself from Board participation in this particular agenda item, citing a concern about an appearance of a conflict of interest. After the recusal, Mr. Sirbu left the room. A two-thirds majority of the board was still present.

The Board indicating it would like to consult its legal counsel before further discussion or action, Mr. Martin, Chair, called for a motion to convene in executive secession pursuant to §24-6-402(3) (a)(II), C.R.S., to confer with the Board's attorney regarding legal options available concerning Mile High Medical Academy and to receive legal advice on specific questions related thereto, and pursuant to §24-6-402(3)(a)(III); to discuss student and personnel data required to be kept confidential pursuant to section §12-59-105.4. Ms. Bennison Noll so motioned; it was seconded; and duly passed. Members of the general public left the meeting room. The regular public board meeting recorder was turned off, and the Board of Private Occupational School duly convened into executive session at 10:22 A.M., for the purposes described above as requiring confidentiality. No member of the general public was present. The executive session recorder was turned on.

Executive session having concluded, the public session of the Board meeting reconvened at 11:14 A.M. The executive session recorder was stopped and the regular public meeting recorder was turned on. Members of the general public and school representatives were invited to once again attend.

Assistant Attorney General Candler affirmed for the public record that the Executive Session was for the sole purpose of providing legal advice to the Board and to otherwise engage in what in good faith is believed to be an attorney-client privileged discussion or student complaint matters required to be kept confidential.

After due deliberation and discussion, Ms. Bennison Noll motioned to ratify the Settlement Agreement and to direct the Division to continue to pursue a train-out option for students of Mile High Medical Academy. The combined motion was seconded and unanimously passed.

Adjournment

Having no further business, Mr. Narvaez moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 11:20 P.M.

The next regularly scheduled meeting of the Board is Tuesday, February 23, 2010, 9:30 A.M. and will be held at:

Auraria Higher Education Campus
Tivoli Student Center, Room 640
900 Auraria Parkway
Denver, CO 80204