

**MINUTES**  
**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS**  
**July 25th, 2017 9:33 A.M.**

Auraria Higher Education Campus  
Tivoli Student Center, Room 320  
900 Auraria Parkway, Denver, CO 80204

Board Members Present:

Shelley Krovitz, Chair;	Arlene Rae Malay;
Paul Garibay;	Ryan Minic;
Robert E. Martin (Remotely)	A. Richard Behbehani

Board Members Absent:

Timothy L. Brooks

Division Staff Present:

Lorna Candler, Director	Mary Kanaly, Deputy Director & Compliance Officer
Lisa Hill, Program Coordinator	Jessica Olsen, Program Specialist
April Cordova, Program Specialist	Amy Knoblauch, Data & Research Specialist
Brad Uyemura, Compliance Investigator	Bernadette Esquibel, Program Specialist

Division Staff Absent:

Board Counsel Present:

Jacquelynn Rich Fredericks, Assistant Attorney General, Office of the Colorado Attorney General

Guests Present:

Diana Gunderson- IBMC  
Shawn Burkett- IBMC  
Jeff Coons- Dental Essentials  
Dawn Ewing- AOAB  
Thomas J Twardowski- ISSA  
Rachael Waggoner- AOAB  
Cindy Tusa- The White Magnolia  
Suzanne Scales- CollegeAmerica  
Beth Lefebvre- Jack Zamora MD Aesthetics Institute  
Dani Parsons- Secure Set Academy  
Bret Fund- Secure Set Academy  
Michelle Wibela- CCLP  
Melissa Freeman- ABA

Call to Order:

The regularly scheduled meeting of the Private Occupational Schools Board was called to order by Ms. Shelley Krovitz, 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 the June 27, 2017 Minutes:

Following review and consideration of the June 27, 2017 meeting minutes, a motion was made by Ms. Malay to approve the minutes as written. The motion was seconded and carried.

### Consideration of Approval of the June 27, 2017 Executive Session Minutes:

Following review and consideration of the June 27, 2017 executive session minutes, a motion was made by Ms. Malay to approve the minutes as written. The motion was seconded and carried.

### Additions / Changes to the Agenda

An updated agenda was provided to the Board and located on the DPOS website.

### Director/ Staff Report:

Director Candler reported that DPOS has finished the busy renewal season and will have a detailed report at the August 2017 Board Meeting.

### Monthly Statistics

No monthly statistics to report.

### New Business/Action Items:

#### A. Consideration of Approval Programs/Stand Alone Courses

##### 1. Dental Essentials School of Dental Assisting – Highlands Ranch

Program Specialist Olsen presented to the Board for review and consideration one new program: Expanded Duties Dental Assisting 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 of the new program, Ms. Malay motioned to approve the above-referenced program effective July 25<sup>th</sup>, 2017. The motion was seconded and carried.

##### 2. IBMC College – Fort Collins

Program Coordinator Hill presented to the Board for review and consideration one new course: Chemical Peel Course. 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 of the new course, Ms. Malay motioned to approve the above-referenced course effective July 25<sup>th</sup>, 2017. The motion was seconded and carried.

##### 3. The White Magnolia Advanced Skin Care Institute – Fort Collins

Program Specialist Cordova presented to the Board for review and consideration 9 new programs: 1. Advanced Extractions 2. Advanced Ingredients 3. Advanced Makeup Artistry with Blair Leonard 4. Cosmetologist/Esthetician Esthetics Intensive 5. DORA Class 6. Introduction to High Definition Television and Film Makeup Artistry with Blair Leonard 7. Reiki I 8. Skin Care Ingredients 9. Threading. 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 of the new programs, Ms. Malay motioned to approve the above-referenced programs effective July 25<sup>th</sup>, 2017. The motion was seconded and carried.

#### 4. University of Outdoors- Mesa

Program Specialist Cordova presented to the Board for review and consideration one new program: Western Big Game Guide Program. A school representative was not 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 of the new program, Mr. Minic motioned to approve the above-referenced program effective July 25<sup>th</sup>, 2017. The motion was seconded and carried.

#### B. Consideration of Renewal of Certificate of Approval

##### 1. Bartending and Casino College- Denver

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was not 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 of the renewal, Mr. Garibay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2017 and ending June 30, 2020. The motion was seconded and carried. Mr. Minic motioned to issue a Cease and Desist order to the Colorado Springs location. The motion was seconded and carried.

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

##### 1. Jack Zamora MD Aesthetic Institute- Denver

Program Specialist Olsen presented to the Board for review and consideration a provisional Certificate of Approval and 2 new programs: 1. Advanced Laser 2. Advanced Injectables. 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 of the provisional certificate and new programs, Ms. Malay motioned to conditionally approve the Provisional Certificate of Approval provided that the school revises the course approval form, remove the machine name, differentiate between didactic and clinical hours and to list the hours for the Injectables course within 30 days. The motion was seconded and carried.

## 2. SecureSet Academy- Colorado Springs

Program Specialist Olsen presented to the Board for review and consideration a provisional Certificate of Approval and 3 new programs: 1. CORE Program 2. CORE Evening Program 3. HUNT Analyst. 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 of the provisional certificate and new programs, Mr. Garibay motioned to approve the Provisional Certificate of Approval for the period beginning July 25<sup>th</sup>, 2017, and ending July 31<sup>st</sup>, 2018, and the above-referenced new program effective July 25<sup>th</sup>, 2017. The motion was seconded and carried.

## 3. Academy of Advanced Beauty, Inc.- Lakewood

Program Coordinator Hill presented to the Board for review and consideration a provisional Certificate of Approval and 1 new program: 1. Nail Technology and 10 new Stand-Alone Courses: 1. Advance Nail Structure & Art Class 2. Classic Eyelash Extensions 3. Advanced Techniques of Volume Lashing 4. Eyelash Extensions Refresher Class 5. Advanced PMU Eyebrow Techniques 6. Eyebrow Shaping 7. Electric File Course 8. Hair Removal by Waxing for Nail Technicians 9. Permanent Makeup 10. Advanced Makeup Training. School representatives were 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 of the provisional certificate and new program and courses, Ms. Malay motioned to conditionally approve the Provisional Certificate of Approval provided that the Nail Tech courses, manicuring and pedicuring, show theory hours and add within 30 days the 132 hour of advanced PMU certification to the prerequisites of the advanced PMU eyebrow techniques course. The motion was seconded and carried.

After consideration and discussion of each of the previous matters mentioned, Mr. Minic motioned to take a break and immediately afterwards, convene in executive session with the Board's attorney to seek legal advice pursuant to §24-6-402(3)(a)(II), C.R.S, regarding World Microblading, Advanced Barbering Academy, CollegeAmerica, Arts and Education Hairdressing, OBC Policy 14, International Salon and Spa Academy ; and in consideration of relevant parts of the Private Occupational School Act, C.R.S. §12-59-101 et seq. and the Rules and Regulations, 8 CCR 1504-1. The motion was seconded and carried. At 11:22 the recorder was turned off.

The Board of Private Occupational Schools convened in executive session with its attorney of record, the Division Director, and division staff as deemed necessary at 11:30 A.M.

After the review and consideration of the matters previously mentioned, Ms. Krovitz resumed open session at 12:30 P.M.

The executive session recorder was turned off.

The public session recorder was turned on and the general public was welcomed back.

Assistant Attorney General Rich Fredericks 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 what is believed to be attorney-client privileged discussions.

The Board resumed discussions of the matters discussed in executive session in the regular session and concluded the remainder of the Board's agenda items.

#### D. Unauthorized Schools

##### 1. World Microblading

Program Coordinator Hill presented to the Board for review and consideration of the unauthorized school, World Microblading. Following review and consideration of the unauthorized school, Mr. Minic motioned to move the matter to Executive Session. The motion was seconded and carried. Upon return, Mr. Minic motioned to issue a Cease & Desist Order. The motion was seconded and carried.

#### E. Notification of School Closing/Change of Status (No action required)

##### 1. Medical Massage International- Centennial

Program Specialist Olsen presented for the Board the school closure of Medical Massage International. The school has not enrolled students since the date of closure and all students have completed training. Effective 7/1/2017, all available student and educational records are on deposit at the Division of Private Occupational Schools, as required by C.R.S. §12-59-119 of the Private Occupational Education Act of 1981.

#### Other Business:

##### 1. Advanced Barbering Academy- Denver

Upon discussing the matter regarding violations made, Mr. Garibay motioned to move the matter to Executive Session. The motion was seconded and carried.

Upon return from Executive Session, Mr. Minic motioned to issue a Notice of Noncompliance with 14 days for the school to respond in writing along with a stipulated agreement that will be reviewed by staff. The Board will review the written response at the September 26<sup>th</sup>, 2017 Board Meeting.

##### 2. CollegeAmerica- All Locations

Director Candler reported the monthly update provided by CollegeAmerica and the school's request to reduce the Letter of Credit. After review and consideration of the change in surety, Mr. Minic motioned to approve the request. The motion was seconded and carried.

3. Arts and Education Hairdressing Academy

Program Specialist Esquibel presented to the Board for approval the request to not renew the school surety. After review and consideration, Ms. Malay moved to deny the request and maintain the bond for an additional year. The motion was seconded and carried.

4. OBC Policy 14

Director Candler reported the status of the new Policy 14 change. Ms. Malay motioned to move the matter to Executive Session.

Upon return from Executive Session, the Board directed staff to consider any individual course within a program submitted with no hours designated, or offerings not recognized by OBC, in addition to any individual course within a program submitted that is greater than 25% to be considered a change in occupational objective and therefore a major change.

5. International Salon and Spa and Academy

Mr. Garibay motioned to table the matter. The motion was seconded and carried.

Adjournment:

Ms. Malay motioned to adjourn the meeting at 12:25 P.M. The motion was seconded and carried.

The next regularly scheduled meeting of the Board is Tuesday August 22nd, 2017, at 9:30 A.M. and will be held at:

Auraria Higher Education Campus  
Tivoli Student Center, Room 320  
900 Auraria Parkway, Denver, CO 80204  
Telephone (303) 862-3001