

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

October 23, 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 Tom Twardowski called the meeting to order at 9:30 A.M., greeted guests and introduced the newest Board Member to be appointed by the Governor, Winnifred Rovig. Board roll call was taken. The Board members, Division staff and guests were introduced.

Board Members Present:

Tom Twardowski, Chair	Jerry Sirbu, Vice Chair	Robert Martin
Buddy Douglass	Lisa Bennison Noll	Tom Narvaez
Winnifred Rovig		

Board Members Absent: None

Division Staff Present:

Jim Parker, Director	Georgia Roberts, Deputy Director
Renee Belisle, Program Supervisor	Voni Oerman, Program Supervisor
Bernadette Esquibel, Program Supervisor	Arla Hamel, Administrative Assistant

Board Counsel Present:

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

Guests Present:

Laura Whitt, Style Shoppe School of Cosmetology - Ignacio
Cindy Belhumeur, A+ Real Estate School, Inc. – Arvada
Yvonne Williams, At Your Fingertips Career Center, Inc. – Ft. Collins
Steve Steele, Institute of Business and Medical Careers - Greeley
Richard Laub, Institute of Business and Medical Careers – Greeley
Kristin Taylor, The Pilates Center - Boulder
Dan Bump, American Center for Excellence in Surgical Assisting - Greenwood Village
Ramona Bump, American Center for Excellence in Surgical Assisting - Greenwood Village
James Hadley, Everest College – Colorado Springs
Eric Haney, CDL College, LLC – Aurora
Jennifer Overby, The Real Estate School – Boulder
Bruce Pileggi, Everest College - Thornton
Gillian Keiper, Concentric Healing Institute – Boulder
Ellen Holbozck, Everest College - Thornton
John Smith, Everest College – Thornton
Marina Segal, Mile High Medical Academy - Denver
Cori Rivard, Paul Mitchell the School - Colorado Springs
Erik Clinkscales, Mile High Medical Academy - Denver

Approval of the September 25, 2007 Minutes: The Board reviewed and discussed the Minutes of September 25, 2007 meeting. Mr. Martin motioned that the Minutes be approved as read. The motion was seconded and passed.

Staff Report: Status of Board contingency approvals granted on September 24, 2007 was reported. All contingencies have been met and the records are on file.

New Business Action Items:

A. Consideration of Approval of Standard Certificate of Approval

1. Parelli Natural Horsemanship University – Pagosa Springs

Program Supervisor Oerman brought to the Board's attention for consideration of renewal Parelli Natural Horsemanship University, Pagosa Springs. A school representative was available by telephone. Based on the Board having determined that the school bond be set in the amount of \$150,000; that the school has complied and submitted a bond in the amount of \$150,000; and that Parelli Natural Horsemanship University, 7110 Highway 160 West, Pagosa Springs, CO 81147 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 Provisional Certificate of Approval

1. Institute of Business and Medical Careers - Greeley

Program Supervisor Belisle brought to the Board's attention for consideration, Institute of Business and Medical Careers, Greeley, as a new school with six new programs. The programs are: Allied Health Degree-Medical Assistant; Allied Health Degree – Medical Billing and Coding Specialist; Allied Health Degree-Therapeutic Massage; Medical Assistant-Diploma; Medical Billing and Coding Specialist-Diploma; and Therapeutic Massage-Diploma. It was the will of the Board to consider in separate motions the certificate of approval and the new programs. School representatives Richard Laub and Steve Steele were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$55,978; that the school submitted a bond in the amount of \$55,978; 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. Martin moved that the Institute of Business and Medical Careers, 5400 West 11th Street, Greeley, CO 80634 be approved and that a Provisional Certificate of Approval be granted to the school for the period beginning October 23, 2007 and ending June 30, 2009. The motion was seconded and passed. Mr. Sirbu then moved that the programs be approved contingent upon correction of the occupational objective as discussed. The motion was seconded and unanimously passed.

2. At Your Fingertips Career Center, Inc. – Ft. Collins

Program Supervisor Esquibel brought to the Board's attention for consideration, At Your Fingertips Career Center, Inc., Ft. Collins as a new school with four programs. The programs are: Manicurist; Esthetician; Manicurist & Esthetician; and Electric File. It was the will of the Board to consider in separate motions the certificate of approval and the new programs. School representative Yvonne Williams was present. The school substantially satisfied the Board's inquiry. The Board determined that the school had not calculated the required bonding level accurately and had submitted a bond in the amount of \$6,000, which was deemed insufficient. However, the Board determined 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. Narvaez moved that At Your Fingertips Career Center, Inc. 2111-F South College Avenue, Ft. Collins, CO 80525 be approved and that a Provisional Certificate of Approval be granted to the school for the period beginning October 23, 2007 and ending June 30, 2009, contingent upon the bonding level matter be accurately addressed as discussed. The motion was seconded and passed. Mr. Martin then motioned for approval of the new programs. This motion was seconded and unanimously passed.

3. Paul Mitchell the School - Colorado Springs

Agenda item was moved to the end of the programs/courses for discussion.

4. Style Shoppe School of Cosmetology - Ignacio

Program Supervisor Oerman brought to the Board's attention for consideration, Style Shoppe School of Cosmetology, Ignacio as a new school with four programs. The programs are: Cosmetologist; Hairstylist; Esthetician; and Manicurist. School representative Laura Whitt was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount of \$16,725; that the school submitted a certificate of deposit in the amount of \$17,000; 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, minimum requirements, Mr. Douglass moved that Style Shoppe School of Cosmetology, 390 Goddard Avenue, Ignacio, CO 81137 be approved and that a Provisional Certificate of Approval be granted to the school for the period beginning October 23, 2007 and ending June 30, 2009, and to also approve the new programs, contingent upon the correction of the stated occupational objective and the proposed date of implementation, as discussed. The combined motion was seconded and unanimously passed.

C. Consideration of Approval of Programs / Courses

1. American Center for Excellence In Surgical Assisting – Greenwood Village

Program Supervisor Belisle brought to the Board's attention for review and consideration one new program: Operating Room Basic Sciences Program proposed by American Center for Excellence in Surgical Assisting, Greenwood Village. School representatives

Ramona and Dan Bump were present. Based on the Board having determined that the above-referenced new program for American Center for Excellence in Surgical Assisting, 4950 S. Yosemite St. F2 #343, Greenwood Village, CO 80111 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. Sirbu moved to approve the new program effective October 23, 2007. The motion was seconded and unanimously passed.

2. Concentric Healing Institute - Boulder

Program Supervisor Belisle brought to the Board's attention for review and consideration one new course: Raindrop Essential Oils proposed by Concentric Healing Institute, Boulder. School representative Gillian Keiper was present. Based on the Board having determined that the above-referenced new program for Concentric Healing Institute, 5330 Manhattan Circle, Suite D, Boulder, CO 80303 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 new program effective October 23, 2007, contingent upon a minor correction being made to the stated occupational objective, as discussed. The motion was seconded and unanimously passed.

3. Everest College – Colorado Springs

Program Supervisor Belisle brought to the Board's attention for review and consideration one new program: Medical Assisting program proposed by Everest College, Colorado Springs. School representative James Hadley was present. The school satisfied the Board's inquiry. Based on 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 in compliance with the Division's minimum requirements, Mr. Douglass moved to approve the new program effective October 23, 2007. The motion was seconded and unanimously passed.

4. Everest College - Thornton

Program Supervisor Belisle brought to the Board's attention for review and consideration one new program: Medical Insurance Billing and Coding program proposed by Everest College, Thornton. School representatives Bruce Pileggi, Ellen Holbozck, and John Smith were present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced program for Everest College, 9065 Grant Street, 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 in compliance with the Division's minimum requirements, Mr. Martin moved to approve the new program effective October 23, 2007. The motion was seconded and unanimously passed.

5. The Pilates Center - Boulder

Program Supervisor Belisle brought to the Board's attention for review and consideration one program: The Pilates Center Teacher Training Masters Program and five courses.

The courses are: Pilates Lost Treasures; Cuing With Precision; Partnering and Visual Assessment Skills; Weight Bearing through the Upper Limbs and Seeing Beyond; and Exploring within the Choreography proposed by The Pilates Center, Boulder. School representative Kristin Taylor was present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced program and courses for The Pilates Center, 4800 Baseline Road, D-206, Boulder, CO 80303 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. Noll moved to approve the program and courses effective October 23, 2007. The combined motion was seconded and unanimously passed.

6. Mile High Medical Academy - Denver

Program Supervisor Esquibel brought to the Board's attention for review and consideration one program: Medical Administration Certificate Program, and six courses. The courses are: Medical Terminology-MED-100; Introduction to Phamacology-MED-200; Medical Office Procedures-MED-300; Business Communications-Med-400; Medical Billing and Coding-MED-500; and Computerized Medical Office Management-MED-600 proposed by Mile High Medical Academy, Denver. School representatives Marina Segal and Erik Clinkscales were present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced program and courses for Mile High Medical Academy, 10200 E. Girard Avenue, Building C-350, Denver, CO 80231 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 to approve the program and courses effective October 23, 2007. The combined motion was seconded and unanimously passed.

7. The A+ Real Estate School, Inc. - Arvada

Program Supervisor Oerman brought to the Board's attention for review and consideration two revised courses: Brokerage Administration Course; and 2008 Commission Update Course proposed by A+ Real Estate School, Inc., Arvada. School representative Cindy Belhumeur was present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced courses for A- Plus Real Estate School, Inc., 7878 Wadsworth Blvd, Suite 240, Arvada, CO 80003 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. Martin moved to approve the revised courses effective October 23, 2007, contingent upon a minor correction to the stated occupational objective being made, as discussed. The motion was seconded and unanimously passed.

8. CDL College, LLC - Aurora

Program Supervisor Oerman brought to the Board's attention for review and consideration one revised program: Entry Level Commercial Motor Vehicle Operator - 160; and one new course: Class A Commercial Drivers License Course proposed by CDL College, LLC, Aurora. School representative Eric Haney was present. The school

satisfied the Board's inquiry. Based on the Board having determined that the above-referenced program and course for CDL College, LLC, 14800 Smith Road, 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 in compliance with the Division's minimum requirements, Mr. Sirbu moved to approve the revised program and new course effective October 23, 2007. The combined motion was seconded and unanimously passed.

9. The Real Estate School - Boulder

Program Supervisor Oerman brought to the Board's attention for review and consideration eight stand alone courses: Creative Financing I; Creative Financing II; Technology; Seven Deadly Snares; Advanced Contracts; Working with Sellers; Working with Buyers; and Contracts proposed by The Real Estate School, Boulder. School representative Jennifer Overby was present. The school satisfied the Board's inquiry. Based on the Board having determined that the above-referenced courses for The Real Estate School, 4750 Table Mesa Drive, Boulder, CO 80305 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. Narvaez moved to approve the new courses effective October 23, 2007, contingent on the correction of the proposed date of implementation, as discussed. The motion was seconded and unanimously passed.

B. Consideration of Approval of Provisional Certificate of Approval (continued from earlier)

1. Paul Mitchell the School – Colorado Springs

Program Supervisor Esquibel brought to the Board's attention for consideration, Paul Mitchell the School, Colorado Springs as a new school with one program. The program is: Cosmetology. School representative Cori Rivard was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required minimum bond \$5000; that the school submitted a bond in the amount of \$50,000; 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. Narvaez moved that Paul Mitchell the School, 118 West Colorado Avenue, Colorado Springs, CO 80903 be approved and that a Provisional Certificate of Approval be granted to the school for the period beginning October 23, 2007 and ending June 30, 2009, and to approve the new program, contingent upon a correction in the occupational objective be made, as discussed and contingent upon a physical inspection of the school facilities at completion of construction to be completed on or about November 27, 2007. The combined motion was seconded and unanimously passed.

D. Notification of School Closings

1. Day of Miracles-School of Integrative Healing – Denver
2. Unibell Real Estate Academy, Inc. - Boulder

E. Student Complaints/Matters of Noncompliance/Legal Action

1. United Beauty College – Response to September 25, 2007, Notice of Compliance

Upon review and after due deliberation Mr. Martin motioned that the compliance/enforcement matter be closed and, the school be notified that it is released from the terms of the earlier Stipulation and Order, having been found in reasonable compliance. The motion was seconded and passed.

2. Alliance Real Estate School

Upon review and after due deliberation concerning a matter of late annual reporting by the school, Mr. Douglass motioned that Division on behalf of the Board issue a Notice of Non-compliance to the school with an opportunity to respond. The motion was seconded and passed.

3. Rita B Institute for Cosmetology

Upon review and after due deliberation concerning a matter of late annual reporting by the school, Mr. Narvaez motioned that Division on behalf of the Board issue a Notice of Non-compliance to the school with an opportunity to respond. The motion was seconded and passed.

F. Other Business

1. Directors Quarterly Report of Division Activities was presented to the Board for the period of July 1- September 30, 2007 (1st Otr./FY08).
2. Annual Board Meeting discussed

G. Adjournment

Having no further business, Mr. Narvaez moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 11:05 a.m.

The next regularly scheduled meeting of the Board is Tuesday, December 4, 2007.