

**MINUTES**  
**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS**  
**October 25, 2016 9:38A.M.**

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

Board Members Present:

Arlene Rae Malay, Chair  
Paul Garibay;  
Ryan Minic;

Shelley Krovitz;  
Robert E. Martin;

Board Members Absent:

Joseph James Wolf, Secretary  
Timothy L. Brooks

Division Staff Present:

Lorna Candler, Director  
Bernadette Esquibel, Program Specialist  
April Cordova, Program Specialist

Mary Kanaly, Deputy Director & Compliance Officer  
Jessica Googins, Program Specialist  
Brad Uyemura, Compliance Officer

Division Staff Present:

Lisa Hill, Program Specialist arrived at 9:50 A.M.

Division Staff Absent:

Loretta Perez, Administrative Assistant III

Board Counsel Present:

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

Guests Present:

Alma Luna, Commercial Vehicle Training Center  
Steven Heany, Commercial Vehicle Training Center  
Rheannon McDonald, Apex College of Veterinary Technology  
Gary Olson, Commercial Vehicle Training Center  
Belay Nega, Commercial Vehicle Training Center  
Michael Euglow, Commercial Vehicle Training Center  
Kelly Moore, Lincoln College of Technology  
Ivan E. Smith, Lincoln College of Technology  
Shannon Dent, IntelliTec College  
Cara Sharpe, Pima Medical Institute  
Karen George, UCH-MHS School of Radiologic Technology  
Sara Adkisson, 360 Academy of Colorado, Inc.  
Wayne Zeller, IntelliTec College  
Mike Grove, IntelliTec College  
Cindy Tusa, The White Magnolia Advance Skin Care Institute  
Mary Cabrera, Aplmed Academy  
Igon Sargeen, Aplmed Academy  
Char Leberer, Nutrition Therapy Institute

Shannon Ackerson, Tuana European Beauty Academy

Call to Order:

The regularly scheduled meeting of the Private Occupational Schools Board was called to order by Arlene Rae Malay, Chair, at 9:38 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 September 27, 2016 Minutes:

Following review and consideration of the September 27, 2016 meeting minutes, a motion was made to approve the minutes as written. The motion was seconded and carried.

Consideration of Approval of the September 27, 2016 Executive Session Minutes:

Following review and consideration of the September 27, 2016 executive session meeting minutes, a motion was made to approve the minutes as written. The motion was seconded and carried.

Update concerning the September 8, 2016 Interim Board Minutes:

The September 8, 2016 Interim Board Minutes have not yet been issued.

Additions / Changes to the Agenda

Ms. Candler announced one change to the Other Business section concerning the addition of the Monthly Report from CollegeAmerica that was received yesterday. Also, there is one hand carry concerning Commercial Vehicle Training Vehicle, a new school Under B. "Consideration of Approval of Provisional Certificate of Approval" number 4.

Director/ Staff Report:

Director Candler introduced our newest industry representative Board Member; Mr. Ryan Minic, Campus Director of Pima Medical Institute.

The Division will hold a stakeholder meeting on Tuesday, October 25, 2016, at 1:00 P.M. at 1560 Broadway, Denver, CO 80202 concerning raising fees and clarifying bond language. Due to the increased cost incurred by the Division of Private Occupational Schools (Division) for the administration of Article 59 of Title 12, C.R.S., including recent actions taken by the U.S. Department of Education which have resulted in school closures and therefore a decrease in Quarterly Student Enrollment/Assessment fees. Federal measures have created compliance responsibilities; which has contributed to the Division's increased rigor and revised processes designed to minimize noncompliance increased student protection resulting increased number of formal actions initiated by the Private Occupational School Board (Board). Consequently, and in order to raise the fees necessary to properly administrate the Division, the Board is considering an increase in all fees as outlined in the fee schedule in Rule II by approximately 10-15%, as well as the addition of new fees.

Furthermore, the Board is considering revisions (for purposes of clarification) to the rules addressing surety instruments as required pursuant to §12-59-115(3), C.R.S.

The Division provided written notice to stakeholders and reminded the public that the stakeholders meeting is open to the public.

The Division reviewed monthly statistics which show that the number of schools we regulate has decreased are decreasing.

New Business/Action Items:

A. Consideration of Approval Programs / Stand Alone Courses

1. Tuana European Beauty Academy – Fort Collins

Program Specialist Googins presented to the Board for review and consideration two new courses: 1. Advance European Color; and 2. Advance European Cutting and Styling. A school representative was present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new programs, Mr. Martin motioned to approve the above-referenced courses effective October 25, 2016. The motion was seconded and carried.

2. Apex College of Veterinary Technology – Colorado Springs

Program Specialist Googins presented to the Board for review and consideration two new programs: 1. Veterinary Assisting; and 2. Veterinary Technology. A school representative was present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new programs, Mr. Garibay motioned to approve the above-referenced programs effective October 25, 2016. The motion was seconded and carried.

3. Aplmed Academy - Aurora

Program Specialist Googins presented to the Board for review and consideration one new program: Dental Assisting with Externship. School representatives were present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new program, Mr. Minic motioned to approve the above-referenced program effective October 25, 2016. The motion was seconded and carried.

4. Lincoln College of Technology - Denver

Program Specialist Hill presented to the Board for review and consideration one new program: Collision Repair & Refinishing Technology Program. School representatives were present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new program, Mr. Garibay motioned to approve the above-referenced program effective October 25, 2016. The motion was seconded and carried.

5. UCH-MHS School of Radiologic Technology –Colorado Springs

Program Specialist Cordova presented to the Board for review and consideration two new programs: 1. Radiologic Technology (Interventional Radiology); and 2. Radiologic Technology (Radiography). A school representative was present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new programs, Mr. Martin motioned to approve the above-referenced programs effective October 25, 2016. The motion was seconded and carried.

6. Westline Academy of Barbering – Colorado Springs

Program Specialist Cordova presented to the Board for review and consideration two new programs: 1. Hairstylist to Barber Crossover Program; and 2. Cosmetologist to Barber Crossover Program. A school representative was not present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new programs, Mr. Martin motioned to approve the above-referenced programs effective October 25, 2016. The motion was seconded and carried.

7. LeaderQuest – Colorado Springs & Englewood

Program Specialist Cordova presented to the Board for review and consideration two new programs: 1. Information Security Analyst (ISA); and 2. Technical Support Specialist (TSS); one new course: 1. ITIL v3 Foundations. A school representative was present. The Board determined that the school has adequate surety coverage for both locations.

Following review and consideration of the two programs and one course, Mr. Martin motioned to approve the above-referenced programs and course for both locations effective October 25, 2016. The motion was seconded and carried.

8. Nutrition Therapy Institute - Denver

Program Specialist Esquibel presented to the Board for review and consideration one new program: Oncology Nutrition Therapist. A school representative was present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new program, Mr. Garibay motioned to approve the above-referenced program effective October 25, 2016. The motion was seconded and carried.

B. Consideration of Approval of Provisional Certificate of Approval

1. 360 Academy of Colorado, Inc., - Greenwood Village

Program Specialist Googins presented to the Board for review and consideration a new school with seven new programs and fifty-seven new courses on file with the Division. A school representative was present. The Board determined that the school has adequate surety coverage at this time and can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the new school with programs and courses, Mr. Martin motioned to approve the Provisional Certificate of Approval for the period beginning October 25, 2016, and ending June 30, 2018, and to approve the above-referenced programs and courses. The motion was seconded and carried.

## 2. The White Magnolia Advance Skin Care Institute – Fort Collins

Program Specialist Cordova presented to the Board for review and consideration a new school with one new program: Esthetic; and three new courses; 1. Dermaplaning; 2. Chemical Peels; and Microdermabrasion. A school representative was present. The Board determined that the school has adequate surety coverage at this time and can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the new school with program and courses, Ms. Krovitz motioned to approve the Provisional Certificate of Approval for the period beginning October 25, 2016, and ending June 30, 2018, and to approve the above-referenced program and courses. The motion was seconded and carried.

## 3. Josh Lyons, LLC - Parachute

Program Specialist Esquibel presented to the Board for review and consideration a new school with two new programs: 1. John & Josh Lyons Certificate Program; and 2. Josh Lyons Accreditation Program. A school representative was not present. The Board determined that the school has adequate surety coverage at this time and can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the new school and programs, Mr. Garibay motioned to approve the Provisional Certificate of Approval for the period beginning October 25, 2016, and ending June 30, 2018, and to approve the above-referenced programs. The motion was seconded and carried.

## 4. Commercial Vehicle Training Center - Watkins

Program Specialist Hill presented to the Board for review and consideration a new school with two new programs: 1. OTR Entry Level Commercial Truck Driver CDL A; and 2. Commercial Truck Driver Local CDL A; and one new course; 1. CDL CLASS B OR BUS Certificate Course. School representatives were present. The Board determined that the school has adequate surety coverage at this time and can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the new school with programs and course, Mr. Martin motioned to approve the Provisional Certificate of Approval for the period beginning October 25, 2016, and ending June 30, 2018, and to approve the above-referenced programs and course. The motion was seconded and carried.

C. Notification of School Closings / Change of Status (No action required)

1. American Laser University – Centennial
2. PRO~Filers Nail Academy – Colorado Springs
3. Peak Technical Institute - Loveland

The Board was notified of the closing. No action taken.

Other Business:

Director Ms. Candler brought 360 Academy of Colorado to the Board's attention due to their submittal of 60 (sixty) programs and/or courses which created a huge amount of work for the Division. Due to the cost of administering provisional applications, the new proposed fee schedule for provisional schools will only include any combination of 5 programs and/or 5 stand-alone courses.

1. Barber University of Denver – Denver 1:13

Director Candler reminded the Board that when Barber University of Denver was initially approved earlier in 2016 they had qualified instructors and presented a curriculum that appeared to meet the qualifications that they were offering. An investigation was initiated due to complaints received by the Division and DORA which revealed that the instructor, Mr. Feliciano is not licensed and therefore not qualified. The curriculum is not being offered as it was approved. Specifically, the theory portion was happening at home rather than in the classroom and not being delivered by or supervised by qualified instructors. Students were also being allowed offer services for which they had received no instruction on paying customers without supervision. An Interim Board Meeting was held on September 8<sup>th</sup>. Members of the school and students attended. The school was given an opportunity to enter into a stipulation which included an agreement to not operate or train current students or enroll any new students. They appear to have complied with this portion of the stipulation but have not provided documentation that they have licensed, qualified instructors. The Board will move the discussion to Executive Session for legal advice.

2. Notices of Non Compliance regarding Annual Filings and Quarterly Assessments

Director Candler advised the Board asked that we currently have over 130 schools out of approximately 365 schools that have failed to file or failed to file timely and/or completely file their annual reports which were due July 31, 2016. Director Candler requested the Board to delegate the authority to the Division to issue Notices of Noncompliance to these schools. Deputy Director Kanaly also requested delegated authority to issue Notices of Noncompliance to the 25 schools that did not submit or submitted their quarterly assessments. The Board will move the discussion to Executive Session for legal advice.

### 3. Intellitec College – All locations

Director Candler advised the Board that Intellitec has been notified by the US Department of Education that they are on Heightened Cash Monitoring. Secondly, the College was informed that Hartford Insurance Company, the surety for Intelitec College, no longer intends to bond private occupational schools. The Division received notification that Hartford will continue to insure Intellitec College until September of 2017.

Motion made by Mr. Minic to take a five minute break, motion passed.

Ms. Malay motioned to convene in executive session to confer with the Board's attorney and to seek legal advice pursuant to §24-6-402(3) (a) (II), C.R.S, concerning Barber University of Denver, and (IIC) International Institute of Cosmetics and to discuss with the minimum standards specified in 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.

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

No public members were in room during executive session.

The public session tape was turned off at 11:32 A.M.

The public session recorder was turned on and there was no general public.

Ms. Malay, Chair reconvened the public session meeting at 1:20 P.M.

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 what in good faith is believed to be attorney-client privileged matters required to be kept confidential.

#### Other Business:

##### 1. Barber University of Denver – Denver

The board provided guidance for revisions to the stipulation agreement for Barber University. Ms. Krovitz motioned to approve that counsel proceed to revise the stipulation, provide to the school as modified. The motion was seconded and carried.

##### 2. Notices of Noncompliance

Motion made by Ms. Krovitz for staff to provide a notice of noncompliance to the 136 schools for failure to file annual reports or filed inadequately, to the 25 schools for the late payment of assessments due July 31, 2016, and the list of schools to be placed in the minutes. The motion was seconded and carried.

6th Street Hair Salon and Day Spa, Inc.

Academy of Barbering Arts, LLC  
Academy of Natural Therapy  
Acuity Institute LLC  
Aspen Massage Institute  
Assist To Succeed Colorado Springs  
Atma Buti  
Barber University of Denver  
Barnett Bicycle Institute  
Bartending and Casino College  
Bartending School Inc.  
Berkana Institute of Massage Therapy  
Blackfox Training Institute  
Career Development Institute  
Careers World Wide  
Casino Dealers School of Colorado  
Catalyst Academy  
CDL College  
Cloverleaf University  
Colorado Institute of Massage Therapy  
Colorado School of Acting  
Colorado School of Dental Assisting-Broomfield  
Colorado School of Dental Assisting Denver  
Colorado School of Dental Assisting FC  
Colorado School of Dental Assisting Grand Junction  
Connecting Point School of Massage and Spa Therapies  
Dogs Own Grooming  
Eastburn Institute of Hypnosis  
Elite Dental  
Ergun Tercan Advanced Hair Academy  
Heritage College  
Independent Electrical Contractors Rocky Mountain- Denver  
Independent Electrical Contractors Rocky Mountain- Loveland  
Institute for the Psychology of Eating  
IntelliTec College-Colorado Springs  
IntelliTec College-Grand Junction  
IntelliTec College-Pueblo  
International Guide Academy  
International Sommelier Guild  
Jante' International Skin Care Institute, LLC  
Lash Savvy Corporation  
Leaderquest Holdings, Inc.-Englewood  
Leaderquest Holdings, Inc. -Colorado Springs  
Lotus Aesthetics International College  
Montrose Dental Assisting Course  
Mortgage Training Institute  
MountainHeart School of Bodywork and Transformation  
Mr. K's Floral Design School of Denver  
My Coding Mentor



National Institute of First Assisting, Inc.  
National Personal Training Institute Colorado Springs  
National Personal Training Institute-Lakewood  
NuAge Para-Medical Esthetics and Laser College  
Oriental Healing Arts Institute  
Parelli Natural Horsemanship University  
Professional Beauty School and Spa  
Pueblo School of Cosmetology  
Real Estate College of Colorado Colorado Springs  
Real Estate College of Colorado Durango  
Regency Beauty Institute Westminster  
Skill Distillery  
Springs Truck Driving School  
Starkey International Institute for Household Management  
Tallgrass Animal Acupressure Institute  
Tave's Nail Academy  
TMD Equine University  
Tresses Studio  
University of Outdoors  
Westland Beauty Academy Lakewood  
Academy of Massage Essentials  
Advanced Therapy Institute of Touch  
American International Beauty college  
American Real Estate College  
American School of Dental Assisting- Arvada  
American School of Dental Assisting- Ft. Collins  
American School of Dental Assisting- Denver  
Armbrust Real Estate Institute  
Barbizon School of Modeling and Personal Improvement  
Birth Institute  
Center Beauty College  
CHC Training  
Colorado Academy of Veterinary Technology  
Denver School of Hypnotherapy  
Hair Fusion Salon and School  
Hollywood Hair Academy  
Institute of Therapeutic Massage of Western Colorado  
Love Christian Fellowship Educational Center  
Midwest Dental Assistants School Colorado Springs  
Midwest Dental Assistants School Denver  
Myofascial Release Seminars  
National Beauty College  
NoCo School of Real Estate  
Nutrition Therapy Institute  
Palmer School of Floral Design  
Phlebotomy Learning Center of Denver, Inc.  
Accounting and Business School of the Rockies  
Advanced Barbering Academy

At-Home Professions  
Beauty Mark  
Colorado School for Guides, LLC  
Cuttin' Up Beauty Academy  
Dental Careers of Colorado, LLC  
Dental Essentials School of Dental Assisting  
Ferrara Aesthetics  
Glenwood Beauty Academy  
Homeopathy School International  
Integrative Earth Medicine  
J P Beauty College  
Living Arts Massage and Bodywork School  
LSO Training  
McKinley College  
Medical Massage International  
Medical Sales College  
Modern Institute of Reflexology  
Path Home Shamanic Arts School  
Paul Mitchell The School Colorado Springs  
Premier School of Dental Assisting  
Real Estate Training Center  
Rocky Mountain Electrical Training Institute  
Smile Department School of Dental Careers  
Snowmass Village Salon, Inc.  
Stacey James Institute  
Studio Be Academy  
The New Colorado Outdoor Adventure Guide School  
The Salon Professional Academy Colorado Springs  
The Salon Professional Academy Grand Junction  
Tuana European Beauty  
U.S. Career Institute  
Xenon International Academy  
Asbestos Training and Safety Consulting, LLC  
Lizzie's Beauty Shop  
Paragon Culinary School  
She She University  
Spa Education Center  
Spark Classes

3. International Institute of Cosmetics (IIC) - Denver

Motion made by Ms. Krovitz that staff place a Cease & Desist Order on the door and a notice that there is no bond or financial security available for students in the manner required by statute. The motion was seconded and carried.

4. Regency Beauty Institute – Fort Collins and Westminster

Motion made by Mr. Martin that this matter be tabled until the next board meeting on December 6, 2016. The motion was seconded and carried.

5. Modern Institute of Reflexology – Wheat Ridge

Motion made by Mr. Martin that this matter be tabled until the next board meeting on December 6, 2016. The motion was seconded and carried.

Adjournment:

Ms. Krovitz motioned to adjourn the meeting at 1:29 P.M. The motion was seconded and carried.

The next regularly scheduled meeting of the Board is Tuesday December 6, 2016, 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