

**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
BOARD MEETING**

September 28, 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.

Robert Martin, Chair called the meeting to order at 9:36 A.M. and greeted guests. Board roll call was taken and a quorum was present.

Board Members Present:

Robert Martin, Chair	Buddy Douglass	Karen Hall
Tom Narvaez		

Board Members Absent:

Lisa Bennison Noll, Vice Chair	Jerry Sirbu	Winnifred Rovig
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Division Staff Present:

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

Division Staff Absent:

Jim Parker, Director

Board Counsel Present:

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

Guests Present:

Ryan Grosnickle, Bartending Academy – Colorado Springs
Nancy Lease, Empire Beauty School – Aurora, Arvada, Lakewood, Littleton, Thornton & Westminster
Victoria Sweet, Keith James Salon & Spa Academy – Loveland
Thomas Hagen, Estrela Bartending School, LLC – Denver
Sarah Hayward, American School of Dental Assisting – Arvada
Trish Bowen, U.S. Career Institute – Fort Collins
Janet Perry, U.S. Career Institute – Fort Collins
Kathie Dolce, Bear Heart School of Massage – Fort Collins
Lenore Brieger, Lemon Head Hair School – Durango
Tim Miller, Lemon Head Hair School – Durango
Breck Tatum, Estrela Bartending School, LLC – Denver
Liza Haworth, Greenway University – Denver
Gus Escamilla, Greenway University – Denver
Charles Houghton, Greenway University – Denver
Rob Allen, Capstone Courses – Highlands Ranch
Evan Mellman, Kaplan College – Thornton
Tom Ryan, Greenway University – Denver

Approval of the August 24, 2010 Board Meeting Minutes:

The Board reviewed the Minutes of August 24, 2010 Meeting. Mr. Douglass motioned for approval of the minutes as read. The motion was seconded and passed.

Approval of the August 24, 2010 Public Rulemaking Minutes:

The Board reviewed the Public Rulemaking Minutes of August 24, 2010 Meeting. Ms. Hall motioned for approval of the minutes as read. The motion was seconded and passed.

Additions / Changes to the Agenda:

There were no changes or additions to the agenda.

Staff and Director Report:

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

New Business /Action Items:

A. Consideration of Approval of Provisional Certificate of Approval

1. Capstone Courses – Highlands Ranch

Program Specialist Oerman brought to the Board's attention for consideration, Capstone Course, Highlands Ranch, a new school with ten proposed stand alone courses: (1) WEBFO-200, Dental Insurance Coding-Web Front Office; (2) WEBFO-201, Dental Treatment Planning/Presentation-Web Front Office; (3) WEBFO-202, Presenting Procedural Information/Explanation Scripting-Web Front Office; (4) WEBFO-203, Perfect Day Scheduling-Web Front Office; (5) WEBFO-204, Course Billing/Patient Account Receivables-Web Front Office; (6) WEBFO-205, Course Tooth Anatomy/Numbering Charting Systems-Web Front Office; (7) WEBFO-206, Course Digital/Paperless Record Keeping-Web Front Office; (8) WEBFO-207, Course Interview Coaching/Resume Writing-Web Front Office; (9) FOM-100, Front Office Management/Finances-6 Week Course; and (10) BCRSE 101-Beginner Course Front Office. 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 \$34,788; 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 in a combined motion, moved that a Provisional Certificate of Approval be granted to Capstone Courses, 10141 Charissglen Lane, Highlands Ranch, CO 80126 for the period beginning September 28, 2010, ending June 30, 2012, and that the courses before the Board be approved. The combined motion was seconded and unanimously passed.

2. Lemon Head Hair School - Durango

Program Specialist Viteri brought to the Board's attention for consideration, Lemon Head Hair School, Durango, a new school with two new programs: (1) Cosmetology; and (2) Hairstyling. School representatives were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required calculated surety in the amount of \$19,700; that the school submitted a letter of credit in the amount of \$19,700; 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. Hall in a combined motion, moved that a Provisional Certificate of Approval be granted to Lemon Head Hair School, 145 E. College Drive, Durango, CO 81301 for the period beginning September 28, 2010, and ending June 30, 2012 and that the new programs before the Board be approved. The combined motion was seconded and unanimously passed.

3. American School of Dental Assisting - Arvada

Program Specialist Esquibel brought to the Board's attention for consideration, American School of Dental Assisting, Arvada, a new school with one proposed program, Dental Assisting. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with its calculated surety level in the amount of \$5,000; 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, Mr. Narvaez in a combined motion, moved that a Provisional Certificate of Approval be granted to American School of Dental Assisting, 7913 Allison Way, #203, Arvada, CO 80005 for the period beginning September 28, 2010, ending June 30, 2012, and that the program before the Board be approved. The combined motion was seconded and unanimously passed.

B. Consideration of Approval Programs/Stand Alone Courses

1. Kaplan College - Thornton

Program Specialist Belisle brought to the Board's attention for review and consideration one new program, Medical Assistant, proposed by Kaplan College, Thornton. A school representative was present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced program for Kaplan College, 500 East Eighty-Fourth Avenue, Suite W-200, 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 September 28, 2010. The motion was seconded and unanimously passed.

2. Bear Heart School of Massage – Fort Collins

Program Specialist Belisle brought to the Board's attention for review and consideration one new stand alone course, HypnoBirthing, proposed by Bear Heart School of Massage, Fort Collins. A school representative was present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced course for Bear Heart

School of Massage, 530 S. College Avenue, Suite 3, Fort Collins, CO 80524 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 September 28, 2010. The motion was seconded and unanimously passed.

3. Keith James Salon and Spa Academy - Loveland

Program Specialist Belisle brought to the Board's attention for review and consideration one new program, Esthetician; and one new stand alone course, Microdermabrasion, proposed by Keith James Salon and Spa Academy, Loveland. A school representative was present. Based upon the Board having determined that the above-referenced program and course for Keith James Salon and Spa Academy, 1120 N. Lincoln, 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. Narvaez moved to approve the above-referenced new program and new course effective September 28, 2010. The combined motion was seconded and unanimously passed.

4. U.S. Career Institute – Fort Collins

Program Specialist Oerman brought to the Board's attention for review and consideration one new program, Small Business Start-up, proposed by U.S. Career Institute, Fort Collins. School representatives were present. The school satisfied the Board's inquiry. Based upon the Board having determined that the above-referenced program 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 program effective September 28, 2010. The motion was seconded and unanimously passed.

5. Greenway University, Inc. - Denver

Program Specialist Oerman brought to the Board's attention for review and consideration two new stand alone courses: (1) Cultivation 101; and (2) Introduction to Cultivation, proposed Greenway University, Denver. School representatives were present. Based upon the Board having determined that the above-referenced courses for Greenway University, Inc., 1400 16th Street, Suite 400, Denver, CO 80202 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 September 28, 2010. The combined motion was seconded and unanimously passed.

6. Estrela Bartending School, LLC - Denver

Program Specialist Esquibel brought to the Board's attention for review and consideration one new program and four new stand alone courses. The program is (1) Casino Dealing. The four stand alone courses are: (1) Roulette Dealing; (2) Poker Dealing; (3) Craps

Dealing; and (4) Blackjack Dealing, proposed by Estrela Bartending School, LLC, Denver. School representatives were present. Based upon the Board having determined that the above-referenced program and courses for Estrela Bartending School, LLC, 925 South Niagara Street, Suite 510, Denver, CO 80224, 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 courses effective September 28, 2010. The combined motion was seconded and unanimously passed.

C. Consideration of Change of Ownership

1. Bartending Academy – Colorado Springs

Program Specialist Oerman brought to the Board's attention for consideration application for a change of ownership for Bartending Academy, Colorado Springs. A school representative was present. The school satisfied the Board's inquiry. The Board having determined that the school calculated surety level be set in the amount of \$4,784; that the school complied and submitted a certificate of deposit in the amount of \$5,000; and that Bartending Academy, 6551 N. Academy Blvd., Colorado Springs, CO 80918 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 change of ownership be granted for the period beginning September 28, 2010 and ending June 30, 2013. The motion was seconded and unanimously passed.

D. Notification of School Closings

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

1. MJM Institute of Cosmetology – Grand Junction
2. Eastern Colorado School of Cosmetology & Related Arts - Longmont
3. Crazy Needle Tattoo/Body Art School - Denver

Other Business:

Deputy Director Roberts briefly reported about the upcoming Annual Board Meeting.

Adjournment:

Having no further business, Mr. Narvaez moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 10:03 A.M.

The next regularly scheduled meeting of the Board is Tuesday, October 26, 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