

**MINUTES
STATE BOARD OF PRIVATE CAREER EDUCATION
TUESDAY, JANUARY 29, 2013**

OFFICIAL

BOARD MEMBERS

PRESENT: Josh Blevins Sue Buffalo Wayne Camp Doug Carter
Christopher Comer Mary Harris

ABSENT: None

OTHERS PRESENT: Alana Boles, Arkansas Department of Higher Education
Candace Morgan, Admissions Representative Applicant, Diesel Driving Academy

BOARD STAFF PRESENT Brenda Germann Betty Mitchell Joyce Wilkerson

REQUEST FOR WAIVER OF ADMISSION REPRESENTATIVE'S LICE – Sue Buffalo moved, the motion was seconded, and the Board approved a request for a waiver from denial of licensure for Candace Morgan as an Admissions Representative. Ms. Morgan is on probation for twelve (12) months. At the end of twelve (12) months at which time SBPCE Staff will check with Diesel Driving Academy about her work ethic and she will have to have another background check done. If everything is okay she will be granted the remaining two (2) years of her license.

MINUTES OF THE DECEMBER 18, 2012 BOARD MEETING – Doug Carter moved, the motion was seconded, and the Board approved the Minutes of the December 18, 2012 Board Meeting.

RATIFICATION OF ADMISSIONS REPRESENTATIVES – Sue Buffalo moved, the motion was seconded, and the Board approved ratification of the following licenses issued by the Director for Admissions Representatives:

First Name	Last Name	School	Location City	State
Karen	Reetz	Becker Professional Education - Conway	Conway	AR
Tobey	Quoss	Diesel Driving Academy	Little Rock	AR
Jamie	Council	Remington College	Little Rock	AR
Shannon	Dunnuck	WyoTech Wyoming Campus	Laramie	WY

ORIGINAL SCHOOL LICENSE: Wayne Camp moved, the motion was seconded, and the Board approved five (5) Original School License for the following school to expire on April 30, 2014.

Arkansas Nursing Assistant Academy LLC – Little Rock, AR Perm #562

PROGRAM TITLE	TOTAL HOURS	TOTAL TUITION
Certified Nursing Assistant	112 CL	\$875.00

Dr. Emma K. Rhodes Education Center II – Stuttgart, AR Perm #557

PROGRAM TITLE	TOTAL HOURS	TOTAL TUITION
Medical Billing and Coding	720 CL	\$5000.00
Pharmacy Technician (29-2052)	220 CL	\$4900.00
Physical Therapy Aide	220 CL	\$5000.00

Dr. Emma K. Rhodes Education Center III – Lewisville, AR Perm #564

PROGRAM TITLE	TOTAL HOURS	TOTAL TUITION
Medical Billing and Coding	720 CL	\$5000.00
Pharmacy Technician (29-2052)	220 CL	\$4900.00

Physical Therapy Aide 220 CL \$5000.00

Dr. Emma K. Rhodes Education Center IV – Cotton Plant, AR Perm #565

<u>PROGRAM TITLE</u>	<u>TOTAL HOURS</u>	<u>TOTAL TUITION</u>
Medical Billing and Coding	720 CL	\$5000.00
Pharmacy Technician (29-2052)	220 CL	\$4900.00
Physical Therapy Aide	220 CL	\$5000.00

Markle School of Coding – Jonesboro, AR Perm #561

<u>PROGRAM TITLE</u>	<u>TOTAL HOURS</u>	<u>TOTAL TUITION</u>
ICD 9 to ICD 10 - The Transition	24 CL	\$500.00

NEW PROGRAMS OF STUDY: – Mary Harris moved, the motion was seconded, and the Board approved one (1) new programs of study.

At-Home Professions – Fort Collins, CO Perm #42

<u>PROGRAM TITLE</u>	<u>TOTAL HOURS</u>	<u>TOTAL TUITION</u>
Healthcare Document Specialist	1298 CL	\$2530.00

REAL ESTATE CONTINUING EDUCATION COURSE OUTLINES FOR 2013 – Sue Buffalo moved, the motion was seconded, and the Board approved six (6) Real Estate Continuing Education (RECE) course outlines. The approval will expire as indicated. Wayne Camp abstained from the vote.

SCHOOL	COURSE	EXPIRATION	CE HOURS	METHOD OF DELIVERY
ARKANSAS REALTORS ASSOCIATION	Ethics and Professional Standards	December 31, 2013	6	Classroom
ARKANSAS REALTORS ASSOCIATION	Finance	December 31, 2013	6	Classroom
ARKANSAS REALTORS ASSOCIATION	GRI - 102 Customer and Client Services	December 31, 2013	6	Classroom
ARKANSAS REALTORS ASSOCIATION	Anti-Trust and Misrepresentation	December 31, 2013	6	Classroom
ARKANSAS REALTORS ASSOCIATION	GRI 201 Brokerage Relationships/Environmental Issues	December 31, 2013	6	Classroom
ARKANSAS REALTORS ASSOCIATION	Real Estate Investments	December 31, 2013	6	Classroom

REQUEST FOR RENEWAL OF EXEMPTION FROM LICENSURE: Doug Carter moved, the motion was seconded, and the Board approved one (1) request for Renewal of Exemption from Licensure.

Anglican School of Ministry – Little Rock, AR - The exemption is renewed to offer training in the field of Graduate Certificate in Anglican Studies.

REQUEST FOR EXEMPTION FROM LICENSURE: Doug Carter moved, the motion was seconded, and the Board approved two (2) requests for Exemption from Licensure.

Christian Foundations for Ministry – Little Rock, AR - The exemption is granted to offer training in the field of Spiritual Growth. The school is exempt under Arkansas Code Annotated § 6-51-603 “(5) Schools operated solely to provide programs of study in theology, divinity, religious education, and ministerial training.”

Forge on the Ridge Blacksmith Shop – Jonesboro, AR - The exemption is granted to offer training in the field of Basics of Blacksmithing. The school is exempt under Arkansas Code Annotated § 6-51-603 “(4) Programs of

study offered by institutions or individuals for personal improvement, avocational or recreational, if designated through media or other sources, as not for the purpose of enhancing an occupational objective.”

REQUEST OF DENIAL EXEMPTION FROM LICENSURE: Doug Carter moved, the motion was seconded, and the Board denied the approval of one (1) request for Exemption from Licensure.

Partners in Leadership of Temecula, CA - The request was to offer training in the field of Leading Culture Change in Organization. The Board determined that the school **did not** provide the documentation to prove it is exempt under Arkansas Code Annotated § 6-51-603 “(4) Programs of study offered by institutions or individuals for personal improvement, avocational or recreational, if designated through media or other sources, as not for the purpose of enhancing an occupational objective.”

The curriculum submitted with the request for exemption from licensure included the following course: accountability training. Based on the documentation we received, it did not provide proof the training is avocational in nature. In a letter from Mr. John Jacobsen dated December 7, 2012 under 4(b), it stated “...but are not avocational in nature.”

Z WARRANTS – Mary Harris moved, the motion was seconded, and the Board approved the Z Warrants for October 1, 2012 – December 31, 2012 as submitted. Z Warrants report is attached.

REQUEST FOR EXPENDITURE FROM TCS - Doug Carter moved, the motion was seconded, and the Board approved the expenditure from the TCS fund not to exceed \$7,500 during FY13. This expenditure is in accordance with Arkansas Code Annotated § 6-51-607“(f) Any amounts in the fund above the required five hundred thousand dollars (\$500,000) may be used with the approval of the board to provide for travel expenses and registration fees to send staff or board members to accrediting meetings, seminars, or meetings relating to the school sector;”. The fund currently has over \$1 million dollars.

OTHER BUSINESS – Brenda Germann shared that she had been working with the Health Department and body artists on proposed legislation for this session. This will be industry carried legislation.

Ms. Germann announced that hearings need to be held for two Certified Nursing Assistant training programs. A school review was done in association with the Department of Long Term Care at for both schools.

INFORMATIONAL ITEMS

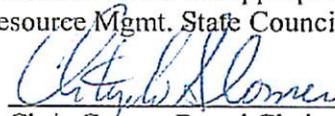
DECISION TO CEASE OPERATIONS - The following school has presented the necessary information to cease operation in Arkansas.

<u>SCHOOL NAME</u>	<u>LOCATION</u>
Grant It!	Maumelle, Arkansas

EXPIRED EXEMPTIONS - The Exemption from Licensure expired on December 31, 2012 for the following organizations:

Full Gospel Restoration Bible College - Bentonville, AR cannot be located. An attempt was made by mail to have the exemption request renewed, but the document was returned as unclaimed and unable to forward.

Arkansas Society of Human Resource Mgmt. State Council, Inc. – Little Rock, AR. An attempt was made by mail to have the exemption request renewed. The attorney for the group called and spoke with Brenda Germann. He explained they are no longer offering the training. She asked them to complete and return the appropriate paperwork, but the office received no correspondence from Arkansas Society of Human Resource Mgmt. State Council, Inc.


Chris Comer, Board Chair