

**MINUTES
STATE BOARD OF PRIVATE CAREER EDUCATION
TUESDAY, OCTOBER 30, 2012**

OFFICIAL

BOARD MEMBERS

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

ABSENT: Christopher Comer

OTHERS PRESENT: Andrea Alford, Associate Executive Director, Arkansas Real Estate Commission
Gary Isom, Executive Director, Arkansas Real Estate Commission
Mark Ohrenberger, Attorney General's Office

BOARD STAFF: Brenda Germann Sara Hill Betty Mitchell Joyce Wilkerson

DISCUSSION WITH ARKANSAS REAL ESTATE COMMISSION STAFF – Gary Isom, Executive Director and Andrea Alford, Associate Executive Director of the Arkansas Real Estate Commission attended the meeting to discuss legislative plans to move Real Estate Education under the jurisdiction of the Commission. Arkansas is one of the few states where education requirements are not the responsibility of the Commission. They explained that students would be protected by the use of the Real Estate Recovery Fund very similar to the way SBPCE uses the Student Protection Fund. Instructor approval and real estate licenses will be tied together in that if one is lost the other could also be affected. The Arkansas Realtors Association is supporting this move.

MINUTES OF THE SEPTEMBER 25, 2012 BOARD MEETING - Mary Harris moved, the motion was seconded, and the Board approved the Minutes of the September 25, 2012 Board Meeting.

RATIFICATION OF ADMISSIONS REPRESENTATIVES – Wayne Camp 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
Ana	Hunt	Baptist Health Schools Little Rock	Little Rock	AR
Loral	Hahn	Remington College - Little Rock Campus	Little Rock	AR
John	Grant	WyoTech Wyoming Campus	Laramie	WY

ORIGINAL SCHOOL LICENSE: Josh Blevins moved, the motion was seconded, and the Board approved an Original School License for the following two (2) schools to expire on April 30, 2013.

Lucky Bella Tattoos – North Little Rock, AR Perm #556

<u>PROGRAM TITLE</u>	<u>TOTAL HOURS</u>	<u>TOTAL TUITION</u>
Tattoo	375 CL	\$0
Piercing	375 CL	\$0

Arkansas College of Health Careers – Little Rock, AR Perm #553

<u>PROGRAM TITLE</u>	<u>TOTAL HOURS</u>	<u>TOTAL TUITION</u>
Medical Assistant Training	960 CL	\$10,150.00

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

Dr. Emma K. Rhodes Education Center– License #488– Little Rock, AR

PROGRAM TITLE	TOTAL HOURS	TOTAL TUITION
Physical Therapy Aide	220 CL	\$5,000.00

REAL ESTATE CONTINUING EDUCATION COURSE OUTLINES FOR 2012 - Josh Blevins moved, the motion was seconded, and the Board approved thirteen (13) Real Estate Continuing Education (RECE) course outline. The approval will expire as indicated.

SCHOOL	COURSE	EXPIRATION	CE HOURS	METHOD OF DELIVERY
SUCCESS SCHOOL OF REAL ESTATE LITTLE ROCK	Agent & Broker Responsibility	December 31, 2012	6	Classroom
SUCCESS SCHOOL OF REAL ESTATE LITTLE ROCK	From Contracts to Closing	December 31, 2012	6	Classroom
SUCCESS SCHOOL OF REAL ESTATE LITTLE ROCK	Practical Applications of Agency & Disclosure	December 31, 2012	6	Classroom
SUCCESS SCHOOL OF REAL ESTATE LITTLE ROCK	Real Estate Contracts	December 31, 2012	6	Classroom
SUCCESS SCHOOL OF REAL ESTATE LITTLE ROCK	Real Estate Policies & Procedures	December 31, 2012	6	Classroom
SUCCESS SCHOOL OF REAL ESATE ROGERS	Agent & Broker Responsibility	December 31, 2012	6	Classroom
SUCCESS SCHOOL OF REAL ESATE ROGERS	From Contracts to Closing	December 31, 2012	6	Classroom
SUCCESS SCHOOL OF REAL ESATE ROGERS	Practical Applications of Agency & Disclosure	December 31, 2012	6	Classroom
SUCCESS SCHOOL OF REAL ESATE ROGERS	Real Estate Contracts	December 31, 2012	6	Classroom
SUCCESS SCHOOL OF REAL ESATE ROGERS	Real Estate Policies & Procedures	December 31, 2012	6	Classroom
SUCCESS SCHOOL OF REAL ESATE ROGERS	Ethics-Laws-Regs-Hearings with 2012 AREC REQUIRED TOPIC	December 31, 2012	6	Classroom
CLARK, LONG SCHOOL OF REAL ESTATE	Property Management Everything You Wanted and Didn't Want to Know	December 31, 2012	3	Classroom
CLARK, LONG SCHOOL OF REAL ESTATE	The Unauthorized Practice of Law	December 31, 2012	3	Classroom

BAIL BONDSMEN EDUCATION – Josh Blevins moved, the motion was seconded, and the Board approved five (5) Continuing Education and four (4) pre-license outlines. The programs will be effective upon final approval by the Bail Bonds Licensing Board. The outlines will be transmitted to the Bail Bond Board prior to November 1.

Real Estate Institute for Career Advancement (The) – License #195 – Hot Springs, AR

PROGRAM TITLE	TOTAL HOURS	TOTAL TUITION
Bail Bondsman Pre-Licensing Course	8 CL	\$200.00
Bail Bondsman Continuing Education	6 CL	\$200.00
Bail Bondsman Continuing Education Distance Learning	6 CL	\$200.00

Law office of Lisa Douglas, PLLC – License #461 – North Little Rock, AR

PROGRAM TITLE	TOTAL HOURS	TOTAL TUITION
Professional Bail Bond Beginning Education	8 CL	\$200.00
Continuing Education for Bail Bondsmen	6 CL	\$200.00

TMC, INC – License #463 – Fayetteville, AR

<u>PROGRAM TITLE</u>	<u>TOTAL HOURS</u>	<u>TOTAL TUITION</u>
Bail Bond Agent Pre-Licensure Education Course	8 CL	\$200.00
Bail Bond Agent Continuing Education	6 CL	\$200.00

Central Arkansas Bail Bond School – License #531 – Jacksonville, AR

<u>PROGRAM TITLE</u>	<u>TOTAL HOURS</u>	<u>TOTAL TUITION</u>
Arkansas Bail Bond Beginning Education	8 CL	\$200.00
Arkansas Bail Bond Continuing Education	6 CL	\$200.00

REQUEST FOR EXEMPTION FROM LICENSURE: Sue Buffalo moved, the motion was seconded, and the Board approved one (1) request for Exemption from Licensure.

Denver Seminary - Littleton, CO - The exemption is granted to offer training in the field of Ministerial Training. 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.”

2013 BOARD MEETING DATES - Wayne Camp moved, the motion was seconded, and the Board approved the following meeting dates for 2013.

2013 MEETING DATES

**DATE INFORMATION MUST
BE COMPLETED TO BE
CONSIDERED FOR THE
CURRENT MONTHS**

**BOARD MEETING
AGENDA DATES**

**TYPE OF
MEETING**

JANUARY 2, 2013	JANUARY 29, 2013	TELEPHONE
FEBRUARY 1, 2013	FEBRUARY 26, 2013	TELEPHONE
MARCH 1, 2013	MARCH 26, 2013	TELEPHONE
APRIL 1, 2013	APRIL 30, 2013	LITTLE ROCK
MAY 1, 2013	MAY 21, 2013 (Third Tuesday)	TELEPHONE
JUNE 3, 2013	JUNE 25, 2013	TELEPHONE
JULY 1, 2013	JULY 30, 2013	TELEPHONE
AUGUST 1, 2013	AUGUST 27, 2013	TELEPHONE
SEPTEMBER 3, 2013	SEPTEMBER 24, 2013	TELEPHONE
OCTOBER 1, 2013	OCTOBER 29, 2013	LITTLE ROCK
NOVEMBER 1, 2013	NOVEMBER 26, 2013	TELEPHONE
DECEMBER 2, 2013	DECEMBER 31, 2013	TELEPHONE

Z WARRANTS – Sue Buffalo moved, the motion was seconded, and the Board approved The Z Warrants for July 1, 2012 – September 30, 2012 as submitted.

Z Warrants report is attached.

APPROVAL FOR FOOD ASSOCIATED WITH MEETINGS AND TRAINING -

Wayne Camp moved, the motion was seconded, and the Board grants approval to the Director regarding the purchase of food for meetings and training sessions. This authorization shall cover expenditures for the fiscal year 2013. This is a requirement we were informed of by State Procurement on September 17, 2012.

RISK ASSESSMENT –Josh Blevins moved, the motion was seconded, and the Board tabled approval of the 2012 Risk Assessment Report until the November meeting.

A copy of the Risk Assessment Report is being mailed to the Board Members.

OTHER BUSINESS

Brenda Germann shared with the Board that she, Joyce Wilkerson, and Sara Hill had attended the United States Department of Education Regional meeting in Dallas, Texas on October 16, 2012. This was an opportunity to learn about recent changes in the Federal Financial Aid programs and how various States were dealing with the issues

Brenda also attended the fall meeting of the National Association of State Administrators and Supervisors of Private Schools in New Orleans, Louisiana on October 10 – 12, 2012. The meeting consisted of round table discussions on how states were dealing with issues such as closed school records, complaints, records management, new programs of study, school visits, distance education, etc. The 2014 annual meeting will be held in Little Rock. Ms. Germann is serving as a member of the Conference Planning Committee from 2012-2015.

Ms. Germann reported that the moving of Cosmetology Schools under the supervision of SBPCE is being researched and considered for the 2013 General Assembly.

Arkansas Tattoo Association (ATA) has scheduled four meetings around the State to discuss issues facing the Body Art industry. The meetings are opened to all Body Artist not just members. Ms. Germann has attended the meetings in Newport, Fort Smith, and Arkadelphia. This has provided an opportunity to discuss how our Board and the Body Art Industry can work together to strengthen the programs.

Brenda Germann let the Board know that former member Norman Adamson was home from hospice and resting comfortably.

INFORMATIONAL ITEM

DECISION TO CEASE OPERATIONS

The following schools have presented the necessary information to cease operation in Arkansas.

<u>SCHOOL NAME</u>	<u>LOCATION</u>
Professional Dental System #430	Fort Smith, Arkansas
Integrity Healthcare Providers #495	Pine Bluff Arkansas
Western Arkansas School of Body Art #496	Fort Smith Arkansas



Doug Carter, Board Vice Chair

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Z Warrants 7-1-12-9-30-12

Warrant	Posting Date	Reference	Vendor Name	Source Document	G/L Account	Commitment Item	Warrant Amount	Date Cleared Treasury
Payroll	7/13/2012	ARKPR00247		0007408755	5010001000	501:00:00	\$ 8,730.97	
Payroll	7/13/2012	ARKPR00247		0007408755	5010001900	501:00:00	\$ 120.00	
Payroll	7/13/2012	ARKPR00247		0007408755	5010002000	501:00:01	\$ 860.49	
Payroll	7/13/2012	ARKPR00247		0007408755	5010005000	501:00:03	\$ 713.71	
Payroll	7/13/2012	ARKPR00247		0007408755	5010006500	501:00:03	\$ 29.20	
Payroll	7/13/2012	ARKPR00247		0007408755	5010007000	501:00:03	\$ 1,222.34	
1320024754	7/16/2012	0216071620120001	US BANK CPS	8024388984	5090006000	502:00:02	\$ 3,325.28	7/27/2012
1320024162	7/25/2012	13-002	DEPARTMENT OF FINANCE AND ADMINISTR	1003048946	5010006000	501:00:03	\$ 18,720.00	7/27/2012
Payroll	7/27/2012	ARKPR00246		0007413239	5010001000	501:00:00	\$ 8,730.97	
Payroll	7/27/2012	ARKPR00246		0007413239	5010002000	501:00:01	\$ 761.39	
Payroll	7/27/2012	ARKPR00246		0007413239	5010005000	501:00:03	\$ 696.98	
Payroll	7/27/2012	ARKPR00246		0007413239	5010006500	501:00:03	\$ 29.20	
Payroll	7/27/2012	ARKPR00246		0007413239	5010007000	501:00:03	\$ 1,222.33	
1310066099	8/3/2012	13-001	ARKANSAS INSURANCE DEPARTMENT	1003056523	5070003000	502:00:02	\$ 114.00	8/31/2012
Payroll	8/10/2012	ARKPR00246		0007417752	5010001000	501:00:00	\$ 8,730.96	
Payroll	8/10/2012	ARKPR00246		0007417752	5010002000	501:00:01	\$ 1,086.64	
Payroll	8/10/2012	ARKPR00246		0007417752	5010005000	501:00:03	\$ 721.84	
Payroll	8/10/2012	ARKPR00246		0007417752	5010006500	501:00:03	\$ 29.20	
Payroll	8/10/2012	ARKPR00246		0007417752	5010007000	501:00:03	\$ 1,222.33	
1320064304	8/15/2012	0216081520120001	US BANK CPS	8024521241	5090006000	502:00:02	\$ 805.66	8/29/2012
1310093772	8/20/2012	13-009	STANDARD BUSINESS SYSTEMS INC	0051020465	5040007000	502:00:02	\$ 139.97	9/19/2012
1310094405	8/20/2012	13-007	MATTHEW BENDER & COMPANY INC	1003067933	5090018000	502:00:02	\$ 66.12	9/12/2012
1310094967	8/20/2012	13-006	NATIONAL ASSOCIATION OF STATE	1003067927	5050018000	505:00:09	\$ 99.00	10/17/2012
1310095206	8/20/2012	13-008	DEPARTMENT OF INFORMATION SYSTEMS	1003067937	5020002000	502:00:02	\$ 850.60	9/17/2012
Payroll	8/24/2012	ARKPR00246		0007422204	5010001000	501:00:00	\$ 8,730.99	
Payroll	8/24/2012	ARKPR00246		0007422204	5010002000	501:00:01	\$ 678.23	
Payroll	8/24/2012	ARKPR00246		0007422204	5010005000	501:00:03	\$ 690.57	
Payroll	8/24/2012	ARKPR00246		0007422204	5010006500	501:00:03	\$ 29.20	
Payroll	8/24/2012	ARKPR00246		0007422204	5010007000	501:00:03	\$ 1,222.34	
1310125418	9/5/2012	13-011	MATTHEW BENDER & COMPANY INC	1003079864	5090018000	502:00:02	\$ 38.94	9/21/2012
1310125723	9/5/2012	13-012	MAILROOM FINANCE INC	1003079872	5020001000	502:00:02	\$ 515.00	9/20/2012

Z Warrants 7-1-12--9-30-12

Warrant	Posting Date	Reference	Vendor Name	Source Document	G/L Account	Commitment Item	Warrant Amount	Date Cleared Treasury
1310125827	9/5/2012	13-013	MAILFINANCE INC	0051028848	5090006000	502:00:02	\$ 223.85	9/18/2012
1310126274	9/5/2012	12-010	DFA-DISBURSING OFFICER	1003079861	5010009000	501:00:03	\$ 3,580.89	9/18/2012
Payroll	9/7/2012	ARKPR00317		0007426735	5010001000	501:00:00	\$ 9,430.97	
Payroll	9/7/2012	ARKPR00317		0007426735	5010002000	501:00:01	\$ 753.44	
Payroll	9/7/2012	ARKPR00317		0007426735	5010005000	501:00:03	\$ 749.90	
Payroll	9/7/2012	ARKPR00317		0007426735	5010006500	501:00:03	\$ 29.20	
Payroll	9/7/2012	ARKPR00317		0007426735	5010007000	501:00:03	\$ 1,320.33	
1310144884	9/14/2012	13-014	MATTHEW BENDER & COMPANY INC	1003086985	5090018000	502:00:02	\$ 66.12	9/28/2012
1320100654	9/17/2012	0216091720120001	US BANK CPS	8024657689	5090006000	502:00:02	\$ 1,541.10	9/27/2012
1320100654	9/17/2012	0216091720120001	US BANK CPS	8024657689	5090027000	502:00:02	\$ -	9/27/2012
1320100669	9/17/2012	0216091720120001	US BANK CPS	8024657652	5050006000	505:00:09	\$ 399.74	9/27/2012
Payroll	9/21/2012	ARKPR00253		0007431211	5010001000	501:00:00	\$ 8,730.98	
Payroll	9/21/2012	ARKPR00253		0007431211	5010002000	501:00:01	\$ 761.39	
Payroll	9/21/2012	ARKPR00253		0007431211	5010005000	501:00:03	\$ 696.97	
Payroll	9/21/2012	ARKPR00253		0007431211	5010006500	501:00:03	\$ 29.20	
Payroll	9/21/2012	ARKPR00253		0007431211	5010007000	501:00:03	\$ 1,222.34	
1310161498	9/21/2012	13-015	STANDARD BUSINESS SYSTEMS INC	0051038065	5040007000	502:00:02	\$ 139.97	
1310161931	9/21/2012	12-018	CONFERENCE FOR PROFESSIONAL	1003092041	5050018000	505:00:09	\$ 50.00	10/5/2012
1310162678	9/21/2012	13-017	ARKANSAS BUILDING AUTHORITY	0051038067	5040005000	502:00:02	\$ 8,034.66	10/1/2012
1310162678	9/21/2012	13-017	ARKANSAS BUILDING AUTHORITY	0051038067	5040011000	502:00:02	\$ -	10/1/2012
1310162700	9/21/2012	13-016	ARKANSAS DEPARTMENT OF CORRECTION	0051038066	5090006000	502:00:02	\$ 50.46	9/28/2012
1310172209	9/26/2012	13-019	DELL MARKETING LP	0051039999	5090006000	502:00:02	\$ 198.64	10/9/2012
1310173417	9/26/2012	13-020	DEPARTMENT OF INFORMATION SYSTEMS	1003094351	5020002000	502:00:02	\$ 348.66	10/9/2012
							\$ 109,293.26	