

Kentucky Commission on Proprietary Education

Meeting Minutes

February 24, 2016

A meeting of the Kentucky Commission on Proprietary Education was held at Capital Plaza Tower in Frankfort, KY on Wednesday, February 24, 2016.

COMMISSION MEMBERS PRESENT

Chairman Walter L. Lee, Vice-Chairman Jim Jackson, Cabinet Secretary Hal Heiner, Debby Mobley, Sarah Levy, Gerria Berryman, Leonard Napolitano and Chase Bannister

STAFF PRESENT

Misty N. Edwards, Executive Director and Amy Howard, Legal Office
Stephanie Belt - Staff Assistant from Budget & Administration Office -EWDC

GUESTS

Cindi Alexander, Lake Cumberland CDL Training School, Dennis Endermuhle, CDL Training Services, Candace Bensel, Kentucky Association of Career Colleges and Schools, Don Keller, Truck America Training, Catherine Moran, Office of Guiding Support intern, Greg Goins and Jerry Meade, The Medical Institute of Kentucky and Tom Cropper, MedQuest College

CALL TO ORDER

Walter L. Lee, Commission Chairman, called the meeting to order at 1:30 p.m. Eastern Time.

MINUTES

A motion was made by Ms. Mobley to approve the minutes from the December 16, 2015 meeting. Mr. Napolitano seconded the motion. Motion carried.

EXECUTIVE DIRECTOR'S REPORT

- External Audit of Kentucky Commission on Proprietary Education for FY 15 has been completed and awaiting report by Blue & Co., LLC.

No Action Required

FINANCIAL REPORT

A motion was made by Ms. Mobley to approve the January 2016 financial report as submitted. Ms. Berryman seconded the motion. Motion carried.

COWBOY'S COMMERCIAL TRUCK DRIVING SCHOOL

Satisfactory proof was provided to KCPE staff on December 23, 2015 that CDL training curriculum guidelines were met, specifically the use of PTDI tractor-trailer driver handbook/workbook and that such was provided to students. Letter removing suspension issued December 28, 2015.

No Action Required

APPLICATION FOR PERMIT TO ACT AS AN AGENT

The following applications were submitted for the Commission's review and approval:

1. Sarah Stigleman, Ross Medical Education Center, Evansville, IN
2. Angela L. Thompson, Brown Mackie College, Hopkinsville, KY
3. Candace Powell, Brown Mackie College, Hopkinsville, KY
4. Cheryl Greer, Brown Mackie College, Hopkinsville, KY

A motion was made by Mr. Napolitano to approve the agent applications as submitted. Ms. Berryman seconded the motion. Motion carried.

APPLICATION FOR RENEWAL OF PERMIT TO ACT AS AN AGENT

The following application was submitted for the Commission's review and approval:

- Kathy A. Conrad, Ross Medical Education Center, Bowling Green, KY.

A motion was made by Ms. Mobley to approve the agent application renewal as submitted. Mr. Bannister seconded the motion. Motion carried.

APPLICATION FOR A NEW PROGRAM

- Pastry Arts Diploma, The Chef's Academy (a division of Harrison College)

A motion was made by Ms. Berryman to approve the application of The Chef's Academy (a division of Harrison College) for a Pastry Arts Diploma program. Motion seconded by Ms. Mobley. Motion carried.

APPLICATION FOR A NEW PROGRAM

- Culinary Arts Diploma, The Chef's Academy (a division of Harrison College)

A motion was made by Mr. Napolitano to approve the application of The Chef's Academy (a division of Harrison College) for a Culinary Arts Diploma program. Motion seconded by Ms. Mobley. Motion carried.

APPLICATION FOR A NEW PROGRAM

- Understanding and Using Comparable Transactions, Dennis Badger & Associates, Inc.

A motion was made by Ms. Mobley to approve the application of Dennis Badger & Associates, Inc. for a new continuing education program: Understanding and Using Comparable Transactions. Motion seconded by Mr. Jackson. Motion carried.

APPLICATION FOR A NEW PROGRAM

1. Phlebotomy Technician, ATA College

A motion was made by Mr. Napolitano to approve the application of ATA College for a Phlebotomy Technician program. Motion seconded by Ms. Mobley. Motion carried.

APPLICATION FOR LICENSURE AS A CDL TRAINING SCHOOL SKILLS INSTRUCTOR

The following application was submitted for the Commission's review and approval:

- James Gregory Poston – CDL Training Services & Consulting, Inc. (Elizabethtown, KY)

A motion was made by Mr. Jackson to approve the application of James Gregory Poston as a CDL Training School Skills Instructor for CDL Training Services & Consulting, Inc., Elizabethtown, KY. Mr. Napolitano seconded the motion. Motion carried.

CLOSED SCHOOL

- HealthPro Training Center, Danville, KY

APPLICATION TO CHANGE THE LOCATION OF A SCHOOL

- The Medical Institute of Kentucky
 - From 215 S. Hurstbourne Louisville, KY 40222 to 77 Mack Walter Road, Shelbyville KY 40065

Staff reported a satisfactory site visit at the Shelbyville, KY location. A motion was made by Mr. Jackson to approve the application of The Medical Institute of Kentucky change of location from Louisville, KY to Shelbyville, KY. Ms. Berryman seconded the motion. Motion carried.

APPLICATION FOR RESIDENT SCHOOL

- The Medical Institute of Kentucky, Nicholasville, KY

Staff reported a satisfactory site visit at the Nicholasville, KY location. A motion was made by Mr. Jackson to approve the application of The Medical Institute of Kentucky to be licensed a resident school in Nicholasville, Kentucky. The motion was seconded by Mr. Bannister. Motion carried.

APPLICATION FOR RESIDENT SCHOOL

- The Medical Institute of Kentucky, Elizabethtown, KY

Staff reported a satisfactory site visit at the Elizabethtown, KY location. A motion was made by Ms. Mobley to approve the application of The Medical Institute of Kentucky to be licensed a resident school in Elizabethtown, Kentucky. The motion was seconded by Ms. Levy. Motion carried.

APPLICATION FOR RESIDENT SCHOOL

- The Medical Institute of Kentucky, Somerset, KY

Staff reported a satisfactory site visit at the Somerset, KY location. A motion was made by Ms. Berryman to approve the application of The Medical Institute of Kentucky to be licensed a resident school in Somerset, Kentucky. The motion was seconded by Ms. Mobley. Motion carried.

APPLICATION FOR NON-RESIDENT SCHOOL

- New Horizons Computer Learning Center – Blue Ash (Cincinnati, Ohio)

A motion was made by Mr. Napolitano to approve the updated catalog and enrollment agreement noting the addition of the student protection fund notice and the process for filing a complaint as requested by the Commission during the October 28, 2016 meeting. Ms. Mobley seconded the motion. Motion carried.

NOTIFICATION TO REVISE AN EXISTING PROGRAM FOR LESS THAN 25% FOR THE FOLLOWING PROGRAMS:

ATA College

- Patient Care Technician, diploma
- Clinical Assistant to Medical Assistant, diploma
- Professional Coding, diploma
- Medical Office Specialist, diploma
- Limited Medical Radiography with Medical Assisting, Associate of Occupational Science
- Medical Professional: Medical Assisting, Associate of Occupational Science
- Medical Professional: Medical Coding, Associate of Occupation Science
- Pre-Licensure in Practical Nursing, Associate of Occupational Science

A motion was made by Mr. Bannister to approve the programs revisions for less than 25%. The motion was seconded by Ms. Mobley. Motion carried.

APPLICATION TO CHANGE THE NAME OF A SCHOOL

- Truck America Training, LLC to Truck America Training - Shepherdsville, KY

A motion was made by Mr. Jackson to approve the application to change the name of a school from Truck America Training, LLC to Truck America Training. The motion was seconded by Ms. Berryman. Motion carried. Ms. Mobley recused herself from the vote.

EXEMPTION REQUEST

- Life-Savers, Inc.

A motion was made by Ms. Mobley to issue a letter that it is mandatory for Life-Savers, Inc. to be licensed by the Kentucky Commission of Proprietary Education in order to continue operation in Kentucky. Application shall be submitted in the next 30 days for Commission review. Legal will issue a letter to Life-Savers, Inc. The motion was seconded by Mr. Napolitano. Motion carried. Ms. Berryman recused herself from the vote.

JOB PLACEMENT REPORTING

Ms. Mobley made a motion to inform schools via certified letter that the Commission on Proprietary Education had not received the job placement reporting (Form PE-39) per licensed program which was due to the Commission by January 15, 2016 for the immediately preceding July 1 – June 30 period. In order to obtain the certificate of approval for the 2016 licensure period, it is necessary to submit your job placement reporting immediately. Mr. Napolitano seconded the motion.

NEXT MEETING

The next meeting is scheduled for Wednesday, March 23, 2016 at 1:30 p.m. Eastern Time at Capital Plaza Tower, Frankfort, KY

ADJOURN

Ms. Mobley made a motion to adjourn at 4:00 p.m. Eastern Time. The motion was seconded by Mr. Jackson. Motion carried.