

Kentucky Commission on Proprietary Education

Meeting Minutes

A regular meeting of the Kentucky State Commission on Proprietary Education was conducted on May 22, 2013 at the Capitol Plaza Tower in Frankfort, KY.

Members Present

Deborah Carter, Monica Hall, Jim Jackson, Cindy Landry, Walter Lee, Sarah Levy, Joseph U. Meyer, Mary Ann Miller (David Wickersham)

Staff Present

Steve Wilborn, Steve Rosenberg

Call to Order

Joseph Meyer, Chair, called the meeting to order at 10:00 am.

Chair Meyer acknowledge guest Representative Dennis Horlander

Meeting Minutes

A motion was made by Jim Jackson and seconded by Walter Lee to approve the March 27, 2013 meeting minutes. Motion carried.

Interim Executive Director's Report

Steve Wilborn presented a written report to the Commission.

Key points:

- Staff processed: Transcript Requests, 26; CDL Skills Instructors, 1; Agents, 1
- Decker College-Student Protection Fund files have been received from past Board Attorney.
- KCPE Database (prototype) is being beta tested by staff and cabinet IT personnel.

Executive Directors report was accepted by acclamation.

2013-2014 Renewal Application

Interim Executive Director reported on the status of the 2013-2014 Renewal Applications. After discussion regarding the timeline of receiving applications, the following policy was set in the form of a motion from Jim Jackson, seconded by Walter Lee: The Commission set a fine an amount equal to 10% of the school's total application fee if not received within 5 days; a renewal application not received within 10 days will be fined an amount equal to 20% of the school's total application fee; a renewal application not received within 15 days will be fined an amount equal to 30% of the school's total application fee; and renewal application not received by June 26, 2013 will be fined an amount equal to 40% of the school's total application fee. With the proviso for the current year, a notice will be sent out to all schools that have not submitted their application that they are late and that this policy will go into effect June 1, 2013. Motion passed.

Applications

New Resident Schools

On motion by Cindy Landry and seconded by Debbie Carter: The application of BVT Technical Center, Inc., Paducah, KY to be licensed at a resident school in Kentucky is approved subject to the following condition – in that this school does not conduct its classes at a permanent location of its own but rather utilizes the facilities of hotels or other public buildings no initial site visit is required; however the Commission must be notified in writing, at least 30 days in advance, of the location where any classes/program will be offered. In addition, no class or program may be offered which has not received the prior approval of the Kentucky ATP #329, Department of Housing, Building & Construction, Division of HVAC, or some other official agency or group authorized to approve courses for credit. No course may be advertised or promoted until the Commission has been notified in writing of the course content and a copy of the approval from the authorizing agency attached. Motion passed.

New Non-Resident Schools

On motion by Walter Lee and seconded by Jim Jackson: The application of TesTeachers, LLC, Scottsdale, AZ to be licensed as a non-resident school in Kentucky is approved subject to the following condition – no class may be advertised for or conducted with Kentucky students until the Kentucky Real Estate Commission has given formal approval of the same and that approval has been transmitted to the Kentucky Commission on Proprietary Education. Motion Passed.

New Programs

On motion by Cindy Landry and seconded by Monica Hall: **Dennis Badger and Associates**, Lexington, KY to offer a new program *Appraiser Highest & Best Use* was approved. Motion passed.

On motion by Debbie Carter and seconded by Walter Lee: **MedTech College, Lexington, KY** to offer the following new programs *ICD-10 CM, ICD 10 PC, EKG Technician, Spanish for Health Professionals, English as a Second Language, Medical Billing and Coding and Medical Assistant* was approved. Motion passed.

Committee Reports

Budget Committee

Budget Committee will meet June 11, 2013, at 12:00n, ATA College, 10200 Linn Station Road, Suite 335, Louisville, KY 40223.

Complaint Committee

Budget Committee will meet June 11, 2013, at 9:30am, ATA College, 10200 Linn Station Road, Suite 335, Louisville, KY 40223.

Other Business

The June Commission meeting will be rescheduled for July 1, 2013.

ADJOURN

The meeting of the Commission Adjourned at 11:48am