

Kentucky Commission on Proprietary Education

Meeting Minutes

July 27, 2016

A meeting of the Kentucky Commission on Proprietary Education (KCPE) was held at Capital Plaza Tower in Frankfort, KY on Wednesday, July 27, 2016.

COMMISSION MEMBERS PRESENT

Chairman Leonard Napolitano, Vice-Chairman Jim Jackson, Elizabeth Hack, Gerria Berryman, Chase Bannister, Sarah Levy, Cindy Landry, Stephanie Raglin, Brian Gupton, and Walter Lee

STAFF PRESENT

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

GUESTS

Cindi Alexander and Tom Barron, Lake Cumberland CDL Training School, Inc.
Candace Bensel, Kentucky Association of Career Colleges and Schools
Sarah Clark, Emergency Medical Training Professionals, Inc.
Bruce Kepley, Caris College

CALL TO ORDER

Leonard Napolitano, Commission Chairman, called the meeting to order at 1:30 p.m. Eastern Time.

MINUTES

A motion was made by Mr. Bannister to approve the minutes from the June 22, 2016 meeting with the correction that Ms. Landry did not recuse herself from the entire vote; only her school. Mr. Gupton seconded the motion. Motion carried.

EXECUTIVE DIRECTOR'S REPORT

- The KCPE Office will move to 300 Sower Boulevard on August 15th
- Copies of the external audit of the KCPE for FY15 were uploaded for the Commission's review
- 153 schools have filed applications for renewal. 151 schools were reported previously, but two schools with additional campuses were not included.
- The Kentucky State Police signed the contract for the upcoming year to be billed at an hourly rate of \$38.00, not to exceed \$13,110.00 for the year.
- Workshops will be held this fall to educate the schools on the renewal process

FINANCIAL REPORT

Ms. Belt discussed the financial report and specifically the rent increase for the new location. Mr. Jackson asked for a breakdown of the use of the money from the fee increase in 2014. Ms. Belt will provide a 2 to 3 year snapshot at the next meeting.

APPLICATION FOR RESIDENT SCHOOL

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

- The Medical Institute of Kentucky, Hopkinsville, KY

A motion was made by Ms. Landry to approve the application with revision to remove KCPE as issuing the certificate provided to students. Ms. Berryman seconded the motion. Motion carried.

APPLICATION FOR NON-RESIDENT SCHOOL

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

- Caris College, LLC, Jeffersonville, IN

A motion was made by Mr. Lee to approve the application as submitted. Ms. Raglin seconded the motion. Motion carried.

APPLICATION FOR A NEW PROGRAM

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

- Ross Medical Education Center, Erlanger, KY
 - Veterinary Assistant

A motion was made by Ms. Landry to approve the application as submitted. Ms. Berryman seconded the motion. Motion carried.

- Evidence in Motion Institute of Health Professions, Louisville, KY
 - Concussion Management Certification
 - Certificate for Advanced Practice in Hand Therapy
 - Specialty Certification in Stroke Recovery
 - Therapeutic Pain Specialist Certification

A motion was made by Mr. Gupton to approve the application as submitted. Ms. Raglin seconded the motion. Motion carried.

- Tulsa Welding School, Jacksonville, FL
 - Professional Welder with Shipfitting and Metal Fabrication
 - Professional Welder with Pipefitting
 - Electrical Applications

A motion was made by Mr. Lee to approve the application as submitted. Mr. Bannister seconded the motion. Motion carried.

- HomeServices Real Estate Academy, Louisville, KY
 - Kentucky Design to Market
 - Sales Contracts Line by Line

A motion was made by Ms. Landry to approve the application as submitted. Ms. Berryman seconded the motion. Motion carried.

APPLICATION FOR PERMIT TO ACT AS AN AGENT

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

Galen College of Nursing, Louisville, KY

- Eric C. Cunningham

A motion was made by Ms. Landry to approve the application as submitted. Mr. Gupton seconded the motion. Motion carried.

APPLICATION FOR LICENSURE AS A CDL TRAINING SCHOOL SKILLS INSTRUCTOR

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

CDL Training Services and Consulting, Elizabethtown, KY

- Michael Hayden Jr.

A motion was made by Ms. Landry to approve the application as submitted. Ms. Berryman seconded the motion. Motion carried. Ms. Raglin recused herself from the vote.

CDL Training Services and Consulting, Elizabethtown, KY

- Jason H. Hayes

A motion was made by Ms. Raglin to approve the application as submitted. Mr. Lee seconded the motion. Motion carried.

APPLICATION TO REVISE AN EXISTING PROGRAM FOR LESS THAN 25%

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

At-Home Professions, Fort Collins, CO

- Healthcare Documentation

A motion was made by Ms. Levy to approve the revision as submitted. The motion was seconded by Mr. Lee. Motion carried.

APPLICATION TO REVISE AN EXISTING PROGRAM FOR 25% OR MORE

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

- Lincoln College of Technology, Indianapolis, IN
 - Electrical & Electronic Systems Technology Service Management – EEST410A

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

- New Horizons Computer Learning Center, Louisville, KY

- Network Systems Administrator Professional
- Database Administrator Professional
- Security IT Associate
- Medical Office Administration
- Business Administration Associate
- Business Administration Professional

A motion was made by Ms. Landry to approve the application as submitted. Mr. Gupton seconded the motion. Motion carried.

- New Horizons Computer Learning Center, Blue Ash, OH
 - Network Systems Administrator Professional
 - Database Administrator Professional
 - Security IT Associate
 - Medical Office Administration
 - Business Administration Associate
 - Business Administration Professional

A motion was made by Mr. Lee to approve the application as submitted. Ms. Raglin seconded the motion. Motion carried.

- New Horizons Computer Learning Center, Lexington, KY
 - Network Systems Administrator Professional
 - Database Administrator Professional
 - Security IT Associate
 - Medical Office Administration
 - Business Administration Associate
 - Business Administration Professional

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

- Ford's RV Training Center, Benton, KY
 - RV Absorption Refrigerator Reconditioning

A motion was made by Ms. Landry to approve the application as submitted. Mr. Lee seconded the motion. Motion carried.

OTHER BUSINESS

1. Chairman Napolitano proposed developing two committees:
 The first committee would be the Regulation Committee to focus on areas to streamline language. The focus would also include clarification of job placement, CDL applications and background checks and financial income statements certified by an independent accountant. The committee would be comprised of three Commission members with non-voting members from the schools.
 Discussion: Ms. Levy suggested that Ms. Edwards lead the committee rather than the Commission members because she is more familiar with the regulations and statutes and what clarification is needed. Mr. Jackson added that it is a good idea to involve the schools and to have Ms. Edwards lead the committee. It was decided that Chairman Napolitano and

Ms. Edwards would bring recommendations on how to streamline the regulations at the August meeting.

The second committee would be the Outreach Committee to investigate for profit schools that are not licensed. Approximately 30 names of schools have been provided, not including the EMS Schools. It was decided that Chairman Napolitano and Ms. Edwards would bring recommendations on how to approach the issue at the August meeting.

2. Workshops for Schools:

Ms. Edwards proposed conducting workshops, both on-site and web-based. The focus will be on, but not limited to, preparing the renewal application, financial statements, transcripts and helping the schools understand regulation changes that were effective October 31, 2014. Sample content will be prepared and shared with the Commission.

NEXT MEETING

The next meeting is scheduled for Wednesday, August 24, 2016 at 1:30 p.m. Eastern Time at 300 Sower Boulevard, Frankfort, KY.

ADJOURN

A motion was made by Mr. Lee to adjourn the meeting. The motion was seconded by Mr. Jackson. Motion carried.