

STEVE SISOLAK  
Governor

STATE OF NEVADA

KELLY D. WUEST  
Commission Administrator

DR. TIFFANY G. TYLER-GARNER  
Director

KIMBERLY GAA  
Administrator



DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION  
EMPLOYMENT SECURITY DIVISION  
500 E. THIRD STREET  
CARSON CITY, NEVADA 89713-0001

## Nevada Commission on Postsecondary Education

### NOTICE OF PUBLIC MEETING

Post Date: May 1, 2020

The Commission on Postsecondary Education will conduct a meeting on **May 6, 2020**, commencing 9:00 a.m., via videoconferencing:

**THIS MEETING WILL BE HELD VIA VIDEOCONFERENCE ONLY:**

**In accordance with Governor Sisolak's Declaration of Emergency Directive 0006; Subsection 1; The requirement contained in NRS 241.023 (1) (b) that there be a physical location designated for meeting of public bodies where members of the public are permitted to attend and participate is suspended.**

The public may observe this meeting and provide public comment during the public comment section on Zoom.

To join the Zoom conference, go to: <https://zoom.us/j/97798157960?pwd=NFVZL3Z5S001ZCtRbG15bjRWeEdzUT09>  
(you may have to download the Zoom application from your smartphone or computer at zoom.us).

Join Zoom Meeting

<https://zoom.us/j/97798157960?pwd=NFVZL3Z5S001ZCtRbG15bjRWeEdzUT09>

Meeting ID: 977 9815 7960

Password: 362462

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Meeting ID: 977 9815 7960

Find your local number: <https://zoom.us/u/aJDAyVUbN>

Join by SIP

[97798157960@10.133.3.237](mailto:97798157960@10.133.3.237)

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10.133.3.237

Meeting ID: 977 9815 7960

Password: 362462

Commission on Postsecondary Education

According to NRS 241.020, Meeting Materials are available at:  
[https://detr.nv.gov/page/public\\_meetings](https://detr.nv.gov/page/public_meetings)

The Commission may take items out of order; combine two or more items for consideration; remove an item from the agenda; or, delay discussion on any item. The Commission will take public comment at the beginning and end of this meeting and may allow public comment after conclusion of any contested case or quasi-judicial proceedings that may affect the due process rights of an individual. The Commission will limit public comment to three minutes. Written submissions may be considered. While there will be no restriction on comments based on viewpoint, repetitive comments may be limited.

## AGENDA

### General Business

- A. Call to Order -----Informational
- B. Public Comment-----Informational  
*Chair may limit public comment to 3 minutes per speaker but may not restrict comment based upon viewpoint. No action may be taken upon a matter raised under the public comment period, unless the matter itself has been specifically included on this agenda as an action item.*
- C. Review Written Comments -----Informational
- D. Confirmation of Posting -----Informational
- E. Open Meeting Compliance -----Informational
- F. Roll Call -----Informational
- G. Adoption of Agenda -----For possible action
- H. Approval of February 12, 2020 Minutes-----For possible action
- I. Administrator’s Report -----Informational
- J. Emergency Provisions for Distance Education related to COVID-19 -----For possible action

### Applicants for consideration of a Full-Term License

- 1. Aviation Institute of Maintenance -----For possible action
- 2. Community Ambulance Health Science Center -----For possible action
- 3. Laurus College-----For possible action
- 4. Montessori Training of Southern Nevada -----For possible action
- 5. Rika Makeup Academy -----For possible action
- 6. Southeastern University -----For possible action

### Applicants for consideration of Initial Provisional Licensure

- 7. Elite Professional Healthcare Training Academy -----For possible action
- 8. Signature Real Estate School, LLC-----For possible action
- 9. United Education Institute -----For possible action

### Applicants for consideration of Added Program

- 10. Classes.Vegas -----For possible action

### Comments

- 11. Public Comment-----Informational  
*Chair may limit public comment to 3 minutes per speaker but may not restrict comment based upon viewpoint. No action may be taken upon a matter raised under the public comment period, unless the matter itself has been specifically included on this agenda as an action item.*

### Adjournment

- 12. Adjournment -----For possible action

A copy of the meeting Notice and Agenda can be requested by emailing [sbeckett@detr.nv.gov](mailto:sbeckett@detr.nv.gov) or telephone Susan Beckett at (702) 486-2898. Copies of pertinent documents will also be made available on the CPE and DETR website at: <http://cpe.nv.gov> and <http://detr.nv.gov>.

**NOTE:** Written comments must be received by the Commission on Postsecondary Education on or before May 4, 2020, at the following address:

[sbeckett@detr.nv.gov](mailto:sbeckett@detr.nv.gov)

**NOTE:** Persons with disabilities who require reasonable accommodations or assistance at the meeting should notify the Commission on Postsecondary Education in writing at [sbeckett@detr.nv.gov](mailto:sbeckett@detr.nv.gov) or call Susan Beckett at (702) 486-2898 (*for individuals who are deaf or have hearing disabilities, dial TTY (800) 326-6868 or 711 for Relay Nevada*) Supporting materials as provided for in NRS 241.020(5) may be obtained by contacting Susan Beckett at the above-noted contact information.

**Notice of this meeting was emailed to groups and individuals as requested at the following locations on or before 9 a.m. on the 3<sup>rd</sup> working day prior to the scheduled meeting date.**

1. DETR - Commission on Postsecondary Education principal office at Stan Jones Building, 2800 E. St. Louis Avenue, Las Vegas, NV 89104
2. DETR – State Administrative Office, 500 E. Third Street, Carson City, NV 89713
3. Grant Sawyer Building, 2501 Washington Street, Las Vegas, NV 89101
4. State Capital Building, 101 N. Carson Street, Carson City, NV 89701

Notice of this meeting was posted on the Internet on the following websites: DETR’s Public Notices website at: [http://detr.nv.gov/Page/PUBLIC NOTICES](http://detr.nv.gov/Page/PUBLIC_NOTICES), the State of Nevada’s Public Notices website at: <https://notice.nv.gov/>, the Commission on Postsecondary Education page at [www.cpe.nv.gov](http://www.cpe.nv.gov) and the Administrative Regulation Notices website at: <http://www.leg.state.nv.us/App/Notice/A/>.

**STATE OF NEVADA**  
**EMPLOYMENT SECURITY DIVISION**  
**COMMISSION ON POSTSECONDARY EDUCATION**

*This meeting, conducted by the Commission on Postsecondary Education Chapter 394 of Nevada Administrative Code pursuant to Nevada Revised Statute NRS 394.383.*

**NEVADA COMMISSION ON POSTSECONDARY EDUCATION**

Wednesday, February 12, 2020; 9:00 A.M.

**Place of Meeting:**    **Live Meeting:**  
DETR – SAO Auditorium  
500 East Third Street  
Carson City, Nevada 89713  
**Video Conference to:**  
DETR – Stan Jones Building, Conf. Rm. A-C  
2800 E. St. Louis Avenue  
Las Vegas, Nevada 89104

**Department of Employment, Training and Rehabilitation (DETR) Staff**  
**Present in Carson City**  
Kelly D. Wuest, CPE Administrator  
Chris Sewell, ESD Director’s Office, Commissioner

**Department of Employment, Training and Rehabilitation (DETR) Staff**  
**Present in Las Vegas**  
Maricris Wu, CPE Postsecondary Education Specialist  
Susan Beckett, CPE Administrative Assistant III

**Members of the Public, Media and Other Agencies**  
**Present in Carson City**  
None

**Members of the Public, Media and Other Agencies**  
**Present in Las Vegas**  
Robert Whitney, Nevada Attorney General Office Deputy Attorney General  
Laura Palmer, Southern Nevada Health District  
John Gronvall, Aveda Institute Las Vegas  
Gail Renzi, Aveda Institute Las Vegas  
Shellie Hernandez, Diving Institute of Nevada  
Curtis Snaper, Diving Institute of Nevada  
Alexis Sanchez, Rika Makeup Academy

Gracie Sanchez, Rika Makeup Academy  
Kevin Lieu, Nevada Massage Academy  
Bertha Casillas, Rika Makeup Academy  
Blanca R. Smith, Nevada Massage Board  
Don Ramos, Music Alliance Academy  
Susie Kochevar, Mountain View Hospital Paramedic Program  
Brandon Pubiak, Avalon School  
Adam Eastman, Avalong School  
Matt Cova, Mountainview Hospital  
Laurie Perdue, Nevada Massage Academy  
Troy Tuke, Mountainview Hospital  
Michael Halsned, Sunrise GME  
Rebecca Piltingsrud, The CE Shop  
Nayeli Escalante, Rika Makeup Academy  
Maria Mendoza, Rika Makeup Academy  
Viviana Martin, Rika Makeup Academy  
Marlem Falcon, Rika Makeup Academy  
Wandoly Reyes, Rika Makeup Academy  
Gloria Barajas, Rika Makeup Academy  
Quiriat Wong, Rika Makeup Academy  
Claudia Juarez, Rika Makeup Academy  
Diana Rodriguez, Rika Makeup Academy  
Ana Salazar, Rika Makeup Academy  
Noemi Quintana Salazar, Rika Makeup Academy  
Cindy Vendrell, Rika Makeup Academy

**Members of the Commission on Postsecondary Education**

**Present in Carson City**

Larry Nathan (Nate) Clark, Chair

**Member of the Commission on Postsecondary Education**

**Present in Las Vegas**

Rene Cantu

Sharon Frederick, Vice Chair

Jill Hersha

Jon Ponder

**STATE OF NEVADA**  
**EMPLOYMENT SECURITY DIVISION**  
**COMMISSION ON POSTSECONDARY EDUCATION**

February 12, 2020 – 9:00 A.M.

**Call to Order**

The meeting was held at the Department of Employment Training and Rehabilitation Conference Meeting Rooms, in Las Vegas, Nevada and the SAO Auditorium, Carson City (via video conferencing). The meeting was called to order by Chair Commissioner Nathan Clark at approximately 9:00 AM.

**Public Comments**

Commissioner Clark asked for public comment, Gracie Sanchez and Alexis Sanchez former students of Rika Makeup Academy stated the owner of the school claimed she was licensed during the time they took the classes, she paid cash for both her and her daughter, and has receipts. Ms. Sanchez furthered by stating she asked if the classes were taught in English and was informed no, but there would be a translator available for the classes for her daughter. However, there was no translator available and was told she would have to retake the classes again and pay again.

Commissioner Clark asked what dates Ms. Sanchez and her daughter attended. Ms. Sanchez responded June 2018 and July of 2018 a six-week course.

Commissioner Clark explained we are not allowed to take any action on public comment, but we can investigate and see if it can be added to an agenda at a future meeting. I would suggest that you contact Kelly Wuest or any of the other Commission on Postsecondary Education office to discuss the matter further, but we will investigate.

Ms. Sanchez furthered there are many other students who are scared to come forward because they do not have social security numbers.

**Written Comments**

This is Kelly Wuest, we have received no written comments.

**Confirmation of Posting**

Susan Beckett, for the record, Administrative Assistant III, Employment Security Division, Commission on Postsecondary Education. Yes, proper Notice was provided for this Meeting pursuant to Nevada's Open Meeting Law, NRS 241.020 and confirmation of posting was received.

**Open Meeting Compliance**

For the record, this is Susan Beckett, again, we are in compliance with the open meeting law.

## **Roll Call**

- Commissioner Cantu-Present
- Commissioner Clark-Present
- Commissioner Frederick-Present
- Commissioner Hersha-Present
- Commissioner Ponder-Present
- Commissioner Sewell - Present

Kelly Wuest: For the record we do have quorum.

## **Adoption of Agenda:**

Motion: Commissioner Frederick - Motion to adopt the agenda for February 12, 2020.

Second: Commissioner Hersha.

Discussion: None.

Results: Unanimous, agenda is adopted.

## **Approval of Minutes November 6, 2019 Meeting**

Motion: Commissioner Hersha – Motion to approve November 6, 2019 meeting minutes.

Second: Commissioner Frederick.

Discussion: None.

Results: Unanimous, motion carries.

## **Administrators Report**

Administrator Kelly Wuest read the report from the submitted report in the packet.

## **Applications for Full Term License**

### **Music Alliance Academy**

Testified: Don Ramos, Director stated he was available for questions. Commissioner Clark asked Mr. Ramos to review the audit report pertaining to issues related to transcripts, advertising and entrance requirements. Mr. Ramos updated the Commission on the transcripts, in which they are stored electronically, the issue was the method they were presented while the data and information were there, the manner in which the transcript organized was not correct. Mr. Ramos continued, the website has been updated and changes have been completed. Finally, Mr. Ramos, updated entrance requirements and the changes implemented due to the audit. Commissioner Frederick asked, the first six students were offered scholarships, is that scholarship policy still in place and do you still offer the scholarships? Mr. Ramos replied, no, the original scholarship opportunity is no longer available, but they if they are current members, they do receive a discount, just not as much as that one. The original scholarship offer, was a major discount.

Discussion: None.

Motion: Commissioner Frederick – A motion that Music Alliance Academy be granted full term licensure.

Second: Commissioner Cantu.

Discussion: None.

Results: Unanimous, motion carries.

### Redemption Kitchen

Testified: No one in attendance from the school.

Discussion: Administrator Wuest updated commissioners Ralph Salazar and Redemption Kitchen have been nonresponsive. Therefore, the provisional license of Redemption Kitchen be revoked.

Motion: Commissioner Sewell – A motion that the provisional license of Redemption Kitchen be revoked.

Second: Commissioner Ponder.

Discussion: None.

Results: Unanimous, motion carries.

### Applications for Initial Provisional Licensure

#### Avalon School of Cosmetology

Testified: Bradon Pobiak, President, and Adam Eastman, Corporate Director of Operations gave background of school and plans for the school with programs.

Discussion: Commissioner Sewell asked, you mentioned there is a strong demand for this type of school. Where did you get that information and background? Mr. Pobiak responded we have been watching the help wanted ads, a consumer panel in Phoenix and the local market including Massage Envy really needs employees. Commissioner Clark asked about the facilities and there is a contingency on the facilities. Do you have a projected date of completion for the facilities? Mr. Pobiak responded we have signed a lease for property located at Decatur and Sahara, we are anticipating the build out process to begin in the next few weeks with the projected completion of June/July. Commissioner Clark, do you have a projection on the capacity for the facility? Mr. Pobiak, we expect about 125 students per session for day and evening. Commissioner Clark furthered, do you plan on becoming accredited. Mr. Pobiak replied, yes, once we have students we can apply for accreditation. Commissioner Cantu asked, you had stated the enrollment was at about 60, I was just a bit confused about bond calculation. Would the projected enrollment increase change the bond calculation? Administrator Wuest responded, the bond is based on the original paperwork submitted and, on those documents, it was 25 students projected. We do find normally, that starts are a bit slower. This is a reasonable projection request. Commissioner Cantu, is there anything you do to assist young people find placement after they graduate your program? Mr. Pobiak replied we monitor our graduates and assist them in the licensure process. We will then be hosting career fairs and assisting graduates as much as we can. Commissioner Sewell asked, you are located Arizona and Utah currently, what do you do to advertise and how will you get students here in Nevada? Mr. Pobiak responded, we use a combination of our website, paper clip marketing, and social marketing. We have not recently done tv advertising, but social media marketing has done well for us.

Motion: Commissioner Cantu – That a twelve-month provisional license be granted to Avalon School of Cosmetology, to offer the Massage Therapy program contingent upon approval of curriculum, facility information, staffing and surety in the



amount of \$155,419 to be reduced to \$19,000 upon approval of U.S. Department of Education Title IV funding.

Second: Commissioner Hersha.

Discussion: None.

Results: Unanimous, motion carries.

#### Aveda Institute Las Vegas

Testified: John Gronvall, Owner & CEO of Aveda Institute Las Vegas gave a background of the branch and plans for the school.

Discussion: Commissioner Clark asked, is this an existing school or are you adding a program? Mr. Gronvall replied, we are currently adding the program of Massage. We are currently licensed by the Board of Cosmetology. Commissioner Clark asked, do you have a time line for title IV funding? Mr. Gronvall, we are estimating the end of April and no later than May for the additional program.

Motion: Commissioner Frederick – That a twelve-month provisional license be granted to Aveda Institute Las Vegas to offer a certificate program in Massage Therapy contingent upon, facility, personnel information and curriculum approval from the Nevada State Board of Massage and receipt of surety bond in the amount of \$288,000 to be reduced to \$35,000 upon approval from the U.S. Department of Education Title IV funding.

Second: Commissioner Ponder.

Discussion: None.

Results: Unanimous, motion carries.

#### Diving Institute of Nevada

Testified: Shellie Hernandez, Owner and Curtis Snaper, Owner provided a background on the school. The school has been around since 1966 teaching recreational diving. The program has been approved by PADI.

Discussion: Commissioner Clark asked, have you been operating in the past unlicensed and now you are aware of the process? Mr. Snaper replied, we were primarily a recreational facility and now we want to become a vocational facility. Commissioner Cantu asked, are there rescue careers related to diving? Ms. Hernandez, yes, Metro has a full-time dive rescue team and across the country, as well. Commissioner Clark asked, question about the facilities, is that because it has not been scheduled or are you building a facility, clarification please. Mr. Snaper replied, we intend to use our current location. We have not had anyone come look at it yet. Commissioner Frederick asked, regarding the cost of equipment and then also rental costs. Students are to receive certain parts of equipment and other portions are rented, is that what the process is? Ms. Hernandez responded, they will end up with their full set of gear. The only items they won't have is the scuba cylinders and the weights, they can purchase them if they would like. However, most just rent those when they do travel. Commissioner Frederick furthered with, will you be reaching out to veterans as well? Ms. Hernandez replied, yes, that is our plan. We have had interest from veterans.

Motion: Commissioner Cantu – That a twelve-month provisional license be granted to Diving Institute of Nevada to offer Divemaster, Open Water Scuba Instructor, Emergency First Response Instructor, Master Scuba Diver and Instructor Development Course Staff certificate programs, contingent upon receipt of surety bond in the amount of \$10,000, facility and personnel information.

Second: Commissioner Hersha.

Discussion: None.

Results: Unanimous, motion carries

Mountain View Hospital Paramedic Institute

Testified: Troy Tuke, Program Director; Susie Kochevar, Academic Director; Dr. Michael Halsned, Assistant Medical Director of the program. Mr. Tuke introduced the panel to the Commission and gave a background of the program and school.

Discussion: Commissioner Frederick do you have any plans to offer an associate program in addition to the certificate program? Mr. Tuke replied, yes, one of the requirements for COAB is that we must have an articulation agreement, so they have a path to additional education.

Motion: Commissioner Hersha – That a twelve-month provisional license be granted to Mountain View Hospital Paramedic Institute to offer Paramedic certificate program, contingent upon receipt of surety bond in the amount of \$136,000 facility and personnel information.

Second: Commissioner Cantu.

Discussion: None.

Results: Unanimous, motion carries

Nevada Massage Academy

Testified: Lauri Perdue, Campus Director; Kevin Lieu, Director of Operations presented and gave information. Ms. Perdue introduced herself and gave her background in massage schools. Furthered with information about location possibilities and the need for schools in the city.

Discussion: Commissioner Clark asked for clarification of the relationships between Dragon Phoenix and other entities with any possible relationship to Nevada Massage Academy. Mr. Lieu explained the loan for startup costs, Dragon Phoenix and other addresses with relationships. Commissioner Clark, you say reimbursed for the initial application fee, was that after the fact or prior? Mr. Lieu, I am sorry I don't understand. Mr. Lieu furthered, I emailed a copy of the check to both Maricris and Kelly. Commissioner Cantu, my concern, has to do with the opaqueness of the transaction and the lack of transparency. I have brought up to counsel to the possibility of a six-month provisional license. Mr. Lieu explained the relationship further in detail with board members. Commissioner Sewell, what is your target audience, where are you going to get your students, advertising, walk me thru that? Mr. Perdue responded, internet, direct mailing, website, word of mouth marketing through the local massage community. Commissioner Sewell furthered, how are you going to assist your graduates? Ms. Perdue responded, we will have a career

services person who will work with the local community and establish relationships. Massage Envy cannot keep staff, our person will work with them. Commissioner Clark asked, a follow-up to Commissioner Sewell's questions, there are schools concerns about the MBLEx exam and the students not wanting to sit for the exam. Ms. Perdue, the reality is they cannot become a therapist without it. We have built it into our curriculum. So effectively, they are taking the exam before they graduate to gain the confidence. The fees are built into the program and the licensure fees are in the tuition.

Motion: Commissioner Hersha – That a twelve-month provisional license be granted to Nevada Massage Academy to offer Massage Therapy program contingent upon surety in the amount of \$312,000, facility and personnel information and curriculum approval from the Nevada State Board of Massage.

Second: Commissioner Frederick.

Discussion: Commissioner Ponder, Commissioner Cantu suggested a possibility of a six months in lieu of the twelve-month license. It would make me feel more comfortable if we could revisit it in six months. Commissioner Clark, I can appreciate that. However, we have a motion, if the current motion does not pass then we can revisit. Commissioner Cantu, can we not amend the motion? Commissioner Clark, I guess that would be up to the person making the original motion. Commissioner Cantu, could we amend the motion to six months, so we can watch and ensure it is successful? This is Commissioner Hersha, I just want to get clarification that a six-month provisional license is accepted amount of time. This is Robert Whitney for the record, it should be under the NAC 394.386, there is no specific amount of time it is just as legal as a twelve month, but it might be a good idea to check with Administrator Wuest to see if that would make any difference between the six month and the twelve month with monitoring. This is Administrator Wuest, they have six months to fulfill their contingencies to gain a license. This could feasibly be at that moment in time, they would have to fulfill all their contingencies by the six months from today's date to get the license. It is feasible that we could have an evaluation if they were to get all their documents together. It would be then that we go in, evaluate and recommend an extended provisional because they most likely will not have any graduates by that time. There is nothing that prohibits it. This is Commissioner Clark, my concern would be that they, the school and the commission staff, might be rushed at the last minute to try to get a review done and a report and then get it to the commission meeting for our consideration then the likelihood of an extension of the provisional license so they can fulfill all that. Is there a requirement to do a twelve month before they go to a full term? If not, then in six or nine months we could see them going to a full term? If so then you are shortening the amount of time in the provisional licensure status and potentially moving to full term quicker. This is Commissioner Cantu, I will withdraw my amendment request, and can we move forward if that is acceptable? This is Commissioner Clark, I am glad that we had that discussion though. This is Commissioner Cantu, I just want to help you succeed and have more transparency, moving forward with excellent service for the students to be more prepared.

Results: Unanimous, motion carries.

The CE Shop

Testified: Rebecca Piltingsrud, Director of Compliance gave background and information about the school and program for The CE Shop for the pre-licensing program of real estate.

Discussion: Commissioner Clark, a question on the logistics of this program. It is a 90-hour pre-licensing program, is that for people who have had no experience or background in real estate take this program then they are ready to sit for the exam and become a licensed real estate agent? Ms. Piltingsrud replied, yes, that is correct. It is 90 hours and we follow the outline that has been provided by the Division of Real Estate to be able to sit for the exam. Commissioner Hersha, do you have any remediation or backup for any students that don't pass the test? Ms. Piltingsrud, we offer students additional exam retakes if the state real estate division permits it. If they use all their retakes, we will reenroll them for no charge. Commissioner Frederick, question regarding the LMS, can they review it? Ms. Piltingsrud, yes, students can go back, and they have textbooks as well. Commissioner Ponder, can you give an idea on how many will pass the test on the first time? Ms. Piltingsrud, it depends on each state requirements. Probably about fifty percent and again it depends on each state requirements. Commissioner Hersha, can they take more than fifteen weeks to complete the program? Ms. Piltingsrud, they have one year until the course expires.

Motion: Commissioner Frederick – That a twelve-month provisional license be granted to The CE Shop contingent upon receipt of surety bond in the amount \$20,000, facility and personnel information and curriculum approval from the Nevada Real Estate Division.

Second: Commissioner Hersha.

Discussion: None.

Results: Unanimous, motion carries.

**Order to Refund**

Kofe Institute

Testified: Administrator Wuest gave background on the school and the issues the school was having with placement into externships. The school has yet to provide the transcripts to the Commission. We have reached out to the owner of the school and have yet to receive a response. We are reviewing options for legal action. This however, is a separate matter, so that we can reach out to the surety company. The surety amount was \$91,000 and is still in effect.

Discussion: Commissioner Ponder, I do not have a question rather a concern, I have a letter from a student that was attending Kofe Institute and she just happened to be a Hope for Prisoners graduate. The letter was received on December 17 and it came from the student's case manager. I have some concerns where the student took her

phlebotomy and medical assistants' course. The student had passed all her classes, finished the internship and was ready to take the certification to become licensed when she received the attached letter from Kofe Institute that they were closing in Las Vegas. She was ready to take the exam and the cost of the exam was already included in the tuition and fees. The attached letter states please pay the fees for the exam and save your receipt so you can be reimbursed. She was very leery to pay more funds and be reimbursed because the fee was already included in the tuition, which was \$300. I know Hope for Prisoners because they did not want to stop the progress paid the additional cost so the student could take the exam while it was still fresh in her mind. I just wanted to give that information. Commissioner Clark, thank you for that information for the record. I am sure that Ms. Wuest will be following up. Administrator Wuest, we need to have a claim filed. We could pay that fee from the bond because that was included as part of the tuition and that would be part of where they failed to provide the education. We do have to have a claim. Students to have up to one year to file a claim. Commissioner Clark, I am just wondering why the student felt the proper way to communicate was to write a letter to a commissioner. Is there a way to get that information out to the students so they could file the information within the allotted time? This is Administrator Wuest for the record, the two things we have done is posted it on our website under student information and I have gone to the school and posted signs on the building stating if you were unable to complete the program or take your exams please contact the Commission on Postsecondary Education with our number and our website. I checked and as of two weeks ago the signs were still posted. That is the only way we could reach out because we do not have list of students from the school. Commissioner Clark, is there a way for the Commission to be able to purchase key word searches for Kofe Institute to get the word out? Administrator Wuest, I would have to check. This is Commissioner Cantu, I have a question for Administrator Wuest, should this individual come back in the future and seek accreditation/licensure would the fact that they have not fully complied with the requirements according to statute that they should have complied with would they be allowed to undergo a licensure process? Administrator Wuest for the record, we have thoroughly documented the events that have happened. There was a sole owner Leah Kirkwood. Although our system is in access, we are getting ready to go out for bid for a computer system in the next several months. We would like to that kind of residual data that connects up and pull up a record that shows this person failed to provide the information. The same thing would happen in the case of Mr. Salazar failed to provide records because we have not been able to find him. The people who are associated with these institutions, we keep note of who they are, if in the future they applied for licensure, we would bring that up to the commission. There is no law that prohibits them from reapplying. However, it is the commissions discretion to grant a license. Commissioner Cantu, thank you Administrator Wuest for providing us that information. This is Commissioner Ponder, I just wanted to address the client. This particular client has not reached out to me in the capacity because I am a commissioner. She reached out because she is a client of Hope for Prisoners and the funding had come through the local workforce board and from what I understand she exhausted every avenue to bring

some solution to this matter before bringing to Hope for Prisoners. This is Commissioner Frederick on the order to refund document it has Commissioner Clark listed as Vice Chair instead of Chair. I have been advised by counsel, do you want him to initial it? This is Robert Whitney for the record, it can be signed honestly you can cross out the vice and keep the chair and just sign your name. It should not be an issue. You are also given the authority, you don't have to sign it right here. Administrator Wuest can correct it and you can sign it with the correct title. Commissioner Clark, I will make the edits, initial and move forward.

Motion: Commissioner Frederick – That the order to refund be approved.  
Second: Commissioner Hersha.  
Discussion: None.  
Results: Unanimous, motion carries.

Art Institute

Testified: Administrator Wuest gave a background on the school closure and updated the commission, there was no bond in effect.

Discussion: Commissioner Hersha asked, is it 138 not 139? Administrator Wuest, 138 is correct number. I was able to confirm it yesterday. Commissioner Sewell, getting money back to the students is priority one and I agree with that and we need to do everything we can to do that. I know that your division had costs associated picking up records and things of that nature. Is there a way you will be made whole through some other way? Administrator Wuest, in statute and Mr. Whitney could probably look up we can file for extraordinary costs it can only represent \$10,000 or 10% of the total cost of the claims, whichever is less. It would not necessarily make things whole, but it could augment a budget. It would be something we have to come back to the commission because we would have to have the total number of claims, I would need to have the total cost. I don't have the final cost for the seizure of records. Commissioner Clark, you would file that with the bankruptcy court? Administrator Wuest, I think Mr. Sewell is asking about in our indemnification account. We can take money out of the indemnification account to augment a budget for extraordinary costs and this was an extraordinary event. The amount of records we physically picked up; we had day labor, DETR facilities people, supplies, we had to go buy the boxes. That would be something we would have to bring back at a later time because I don't have the final costs. We could come back in May for this. We may need to have a separate finding of fact where we could go back to the surety bond for those students prior to receivership.

Motion: Commissioner Sewell – That we approve the findings and fact order.  
Second: Commissioner Cantu.  
Discussion: None.  
Results: Unanimous, motion carries

### **Public Comment**

Ana Salazar, a student from Rika Makeup Academy. Thank you for taking the time to hear what we have to say as a group. I attended June 2018 and I graduated February 2019, according to the records I was given by Rika Makeup Academy I graduated December 27, 2019. My transcript from the school gives me completely different dates. I have actual receipts when I went to the academy. The reason why is Rika Makeup Academy was giving classes for Hair and Makeup to students when they were not even certified by the Commission on Postsecondary Education. They were telling us during that time that they do have authorization, which it was false. They were working in closed doors. For example, when we would show up for classes, she would open the door and immediately close it behind us. While the time she was working with the Postsecondary Education they were only accepting cash. If we did pay via debit card or credit card it would show up as if we were shopping in a retail store, it had nothing to do with Rika Makeup Academy. We have the proof, we have the receipts and bank statements. We also have different prices for different students. According to the school it should always be the same price for everyone, it has not been like that. I also have a diploma for hair. They were teaching how to do hair extensions, cutting hair, and hair styling. To my knowledge Rika Makeup Academy does not have any license for that. I already communicated with the Board of Cosmetology and they confirmed she does not have any license for that. She also had teachers teaching who were not certified to be a teacher. There have been more than 51 students, some have been given the new certificate that was approved by Commission on Postsecondary Education more than 20 people have not been given their certificate. When we try to communicate with the school to get answers, they block us, they refuse to open the doors and talk to us so that is why we are hear to ask you for help.

Commissioner Clark, the three-minute time has expired. Hopefully, the next person can communicate more details.

My name is Diana Rodriguez, I was a student at Rika Makeup Academy as well. I just want to add I went with my daughter and never received my daughters' certificate and it is impossible to talk to the owner. The last meeting, we had with the owner she gave a number so that would could claim on our taxes and it was wrong. It was a number for businesses. We went to the IRS and were told it was wrong and that if we attempt to deduct our school we would be in trouble. We have been trying to talk to her and placed claims with Postsecondary and we tried to with the Cosmetology Board, but they cannot because Rika isn't licensed with them. We are here because we really need your help and there is more girls out there right now.

My name is Noemi Quintana, I also attended Rika Makeup Academy. I wanted to confirm the accusations previous. I also wanted to add she has done verbal threats to lots of us. A lot of us are not documented, she has verbally threatened us that if we don't do certain things in her favor, she will call immigration on the lot of us. She has done a lot of false promises. I received my diploma that is not certified, and she has done a lot of fraud. I went to do my taxes and they told me I cannot either because I do not have the form that is called 1098T. Without that form, I cannot get anything back because she didn't claim any taxes and if we claim those we get in trouble. She does facials and she has no license for that. We just want to say, what happen to us can happen to a lot of people.

Commissioner Clark, thank you.

My name is Claudia Juarez, I did take classes at Rika Makeup. I am a licensed cosmetologist and Rika used my name and license as an instructor. I never taught her classes and I am not teaching with her anymore. I came in and made a report, they made the certificate with different hours. I did the class with hair. They are not licensed for hair, that is why I asked for my money back.

Commissioner Clark, thank you.

My name is Quiriat Wong, I took classes for Rika Makeup Academy for hairstyle. She gave me a certificate that I didn't even take the class. I agree with the previous.

Commissioner Ponder, thank you.

Commissioner Cantu, thank you.

Commissioner Clark, thank you for that.

My name is Gloria Barajas, I am here because I wanted it to be on the record that I am a cosmetologist wanted to finish my hours for makeup and Rika used my license and her license for the school. I took her class and the hours to finish the license for makeup. I have not been a licensed teacher at the school. She was not licensed to teach hair.

Commissioner Clark, you mentioned her several times. Who is her?

Ms. Barajas, Erika, Rika Makeup Academy.

My name is Viviana Martin, I attended Rika Makeup Academy, I never got my contract paper, I also did not get my certificate, I didn't finish the classes and she promised I could make up the classes because the times I couldn't go my daughter was sick or I couldn't make it and Erica would tell me you can come another day. Then when I would come, she would tell me, I cannot help you right now. When I try to call, she won't answer me. I tried to contact her husband and he won't talk to me either.

Commissioner Clark, thank you.

Commissioner Cantu, thank you.

My name is Marlem Falcon, I was a student at Rika Makeup Academy. I paid for a hair course \$300.00 I asked about the license and we talked, she said she would give me my money back. I have not received my money back. I have left messages and no answer.

Commissioner Clark, thank you.

Commissioner Cantu, there is one more.

My name is Gracie Sanchez, I spoke earlier, but the girls just brought it to my attention that Rika which is Erika Rendon, she had other instructors teaching the makeup classes besides here that were not licensed, one of the students here taught classes while she was a student. She didn't know she couldn't teach the classes. Rika Makeup Academy is doing a lot of fraudulent things



and we want our money back. All the promises she gave us, she never did. Thank you very much for listening to us.

This is Commissioner Cantu, if I may Chair Clark. I know we can take no action during public comment. I wanted to assure the speakers here this morning that we will do everything we can to investigate and find out what's happening. Commissioner Cantu stated the above in Spanish as well for the audience.

Commissioner Cantu, can I ask a question? I am not sure of the licensure status and also unsure of the surety they have to make students whole.

Commissioner Clark – any students wronged prior to the license being issued and bond being posted may not be through that indemnity. We will certainly follow-up. The staff will investigate and try to correct wrongs in the best way that we can, but any student that attended that school prior to licensure may not be protected as far as refunds go. Certainly we have civil issues, a civil case that could be brought through the courts and my advice would be to seek out legal counsel.

**Meeting Adjourned**

The meeting was adjourned by Commissioner. Time:11:34a.m.

## COMMENT CARD

COMPLETE ONLY IF YOU ARE NOT ON THE AGENDA  
AND WISH TO ADDRESS THE COMMISSION

PRINTED NAME Ana Salazar
PRINTED BUSINESS OR SCHOOL YOU REPRESENT <del>THE</del> RIIIA MAKEUP Academy.
BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON <ul style="list-style-type: none"><li>• Charge different prices</li><li>• She didn't had Licence to teach make up or Hair.</li><li>• We dont have our 1098T form to claim taxes.</li><li>• Fals promises</li><li>• Fraud with charging us from different stores.</li><li>• promise classes in english.</li><li>• Charges 150 for exam.</li></ul>

Please give completed form to CPE staff member.

- wanted us to pay cash.

## COMMENT CARD

COMPLETE ONLY IF YOU ARE NOT ON THE AGENDA  
AND WISH TO ADDRESS THE COMMISSION

PRINTED NAME Diana Rodriguez
PRINTED BUSINESS OR SCHOOL YOU REPRESENT Rika Make up academy
BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON Me and my daughter did the make up course and we got a certificate when she was operating with out license. also we pay cash and I did hair course 8 weeks \$1500 dis. paid she didn't give the classes was Ledna Martinez and also I paid cash she charge the certificate

Please give completed form to CPE staff member.

extra \$150 each.  
- She is giving hair extension classes and  
hair cut as well

## COMMENT CARD

COMPLETE ONLY IF YOU ARE **NOT ON THE AGENDA**  
AND WISH TO ADDRESS THE COMMISSION

PRINTED NAME	Noemi Quintana Salazar
PRINTED BUSINESS OR SCHOOL YOU REPRESENT	RHA make up academy
BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON	Same as ana salazar -

Please give completed form to CPE staff member.

## COMMENT CARD

COMPLETE ONLY IF YOU ARE NOT ON THE AGENDA  
AND WISH TO ADDRESS THE COMMISSION

PRINTED NAME

Claudia Suarez

PRINTED BUSINESS OR SCHOOL YOU REPRESENT

Rika make up Academy

BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON

I am here to state that I lend my license of cosmetologist to ERICA Rendon so she could give classes, but I was never involved in giving classes, and have nothing to do.

Please give completed form to CPE staff member.

## COMMENT CARD

COMPLETE ONLY IF YOU ARE NOT ON THE AGENDA  
AND WISH TO ADDRESS THE COMMISSION

PRINTED NAME	Quiriat Wong
PRINTED BUSINESS OR SCHOOL YOU REPRESENT	Rika make up Academy
BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON	<del>about</del> The false certificate that I received on my make-up course I didn't finish my hours, also I took a hair stylist class that I found out she was also not licensed to give everything she did was fraud.

Please give completed form to GPE staff member.

and she didn't even give me the hair stylist class it was another girl that didn't have a license, and she also made me pay cash and other students too.

## COMMENT CARD

COMPLETE ONLY IF YOU ARE NOT ON THE AGENDA  
AND WISH TO ADDRESS THE COMMISSION

PRINTED NAME
Gloria Barajas
PRINTED BUSINESS OR SCHOOL YOU REPRESENT
Rika Make up Academy
BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON
I want to report we received a letter that our case is closed, but it's all A tied that we finish the course of 72 hours, and in order to get our Certificate, we need 112 hours which we didn't even finish the 72 hours of our classes, which I also took a hair dresser

Please give completed form to CPE staff member,

Class with her which know I know that she was also not licensed to give hair dresser classes,

## COMMENT CARD

COMPLETE ONLY IF YOU ARE NOT ON THE AGENDA  
AND WISH TO ADDRESS THE COMMISSION


PRINTED NAME <i>Viviana Martin</i>
PRINTED BUSINESS OR SCHOOL YOU REPRESENT <i>Rika Makeup Academy</i>
BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON <i>I attend to Rika makeup academy, In the school went I first started erika never give me a contract paper. She always was late on the school, until today I haven't get a certified paper and my homework that she ask me to borrow so she can used it for example.</i>

Please give completed form to CPE staff member.



**COMMENT CARD**

COMPLETE ONLY IF YOU ARE **NOT ON THE AGENDA**  
AND WISH TO ADDRESS THE COMMISSION

PRINTED NAME	Marlem Falcon
PRINTED BUSINESS OR SCHOOL YOU REPRESENT	Rika Makeup academy
BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON	The director, Erika Rendon, told me I would be able to get a refund for the Hair Course, but then denied.
	

Please give completed form to CPE staff member.

**COMMENT CARD**  
**COMPLETE ONLY IF YOU ARE NOT ON THE AGENDA**  
**AND WISH TO ADDRESS THE COMMISSION**

PRINTED NAME

Bertha Casillas

PRINTED BUSINESS OR SCHOOL YOU REPRESENT

Rika Makeup Academy

BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON

and per

THAT STILL IS  
Course

## COMMENT CARD

COMPLETE ONLY IF YOU ARE NOT ON THE AGENDA  
AND WISH TO ADDRESS THE COMMISSION

PRINTED NAME Wandoly K Reyes
PRINTED BUSINESS OR SCHOOL YOU REPRESENT RIKA'S MAKEUP ACADEMY
BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON I was promised different level of make up education I had no knowledge of make up and I didnt finish my classes, and I told her I didnt finish my classes why I'm not getting my certificate when I havent finished my classes, and she also was

Please give completed form to CPE staff member.

charging all the students different prices and a school should be uniformed on their prices,

## COMMENT CARD

COMPLETE ONLY IF YOU ARE NOT ON THE AGENDA  
AND WISH TO ADDRESS THE COMMISSION

PRINTED NAME

Maria Mendoza

PRINTED BUSINESS OR SCHOOL YOU REPRESENT

Rika Make Up Academy

BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON

I attended Rika Make Up Academy, and I feel she cheated me out of hours, every week I was only given 3 hours versus 4 and she did not give me all my classes, I didn't learn anything and I told her if I can take more classes, she said I had to pay.

Please give completed form to CPE staff member.

**COMMENT CARD**

COMPLETE ONLY IF YOU ARE **NOT ON THE AGENDA**  
AND WISH TO ADDRESS THE COMMISSION

PRINTED NAME Cindy Vendrell
PRINTED BUSINESS OR SCHOOL YOU REPRESENT Rika makeup academy
BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON Same as Diana Rodriguez

Please give completed form to CPE staff member.

## COMMENT CARD

COMPLETE ONLY IF YOU ARE NOT ON THE AGENDA  
AND WISH TO ADDRESS THE COMMISSION

PRINTED NAME	Nayeli Escalante
PRINTED BUSINESS OR SCHOOL YOU REPRESENT	Rika Makeup Academy
BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON	<ul style="list-style-type: none"><li>- Students were demanded they pay cash so it would not "mix up" the students registrations she had already submitted to her license application.</li><li>- She had me give 3 classes without having exp.</li><li>- One day when I got to work there was a notice of business <sup>license</sup> suspension. She had me remove it and open for the business day.</li></ul>

Please give completed form to CPE staff member.

COMMENT CARD

COMPLETE ONLY IF YOU ARE **NOT ON THE AGENDA**  
AND WISH TO ADDRESS THE COMMISSION

PRINTED NAME

Gracie Sanchez

PRINTED BUSINESS OR SCHOOL YOU REPRESENT

Rika Makeup

BRIEF OVERVIEW OF TOPIC YOU WISH TO COMMENT ON

I'm here because, My daughter and I attended Rika make up Academy, which we found out she was not licensed, And Erika which is the owner promised me, that she would give my daughter a translator in English because

Please give completed form to CPE staff member.

My daughter does not understand Spanish, and she never provided her with a translator, when I confronted her with that she told me to pay

again IF she wanted her to re-take the class

RICA Academy knew she was not license

and she told us she was, we kept on telling her about, what Blue man group

had done to their students, and she not

promised us, that she was license & not she

wouldn't do that to us, which she lied

to us in our face, she also really didn't

teach us, she was always just recording

for publicity I learned nothing.



**Administrators Report**  
**Prepared April 29, 2020**

### **Commissioner Position Update**

Please congratulate Commissioner Sharon Fredrick for being appointed the Commissioner representing veteran issues. Commissioner Fredrick recently attended the Nevada SCO/ELR Conference for the VA Education Program to learn about the approval process and met the school participants. We are excited for this newly created Commission position and look forward to her contributions in this new area. She vacates the position representing private postsecondary education institutions.

I would like to welcome Dr. Thomas Kenny to the Commission as a representative of private postsecondary education institutions. Dr. Kenny is the Chief Academic Affairs Officer at Northwest Career College and a current Commissioner with Accrediting Bureau of Health Education Schools (ABHES). Welcome Dr. Kenny!

### **COVID 19**

Impact on Office Operations: Effective March 16, 2020, the CPE office has been closed to the public. Staff were able to transition to a remote desktop enabling the Commission to telecommute and perform most agency functions. We have asked institutions to send any paperwork possible via email versus the mail. Staff will be going onsite to pick up mail each week and developing a strategy for transcript requests that can't be sent via email.

Institutional Licenses: Governor Sisolak's Declaration of Emergency Directive 009 (Revised) extends the license & permit issued by Boards/Commissions for a period of 90 days from the current expiration date, or 90 days from the date the state of emergency is terminated, whichever is later. Institutions with renewals due are provided additional time to submit the application and institutions attempting to fulfill contingencies will be provided additional time to complete. We have had several applicants reach out that they are unable to secure a facility, complete build out or provide necessary documents due to shutdowns in Nevada and other states. Future agendas will note when the applicant was impacted by COVID 19.

The following processes are extended by the order:

- Renewals
- Applicants with contingencies to fulfill
- Agent Permits
- Alcohol Beverage Awareness cards

### **Budget**

CPE approval to computerize operations had been put on hold due to the financial uncertainty of the State budget. DETR comprised a team including myself to develop the business requirements for the system lead by Dennis Ashe. I would like to acknowledge the team's contributions to this effort. If we are permitted to proceed, the project will be able to quickly move forward in the remainder of the process.

At this time, the long-term budgetary effects on the Commission are unknown from the anticipated budget shortfalls.

### **Closure Updates**

Art Institute: CPE has received updated transcripts for all student who attended the Art Institute of Las Vegas in February along with an excel file of ledger transactions. The Receiver has been providing new diplomas for student who did not receive the document for Summer and Fall semesters.

DAG Robert Whitney filed a Position Statement with the US District Court Case No: 1:19-cv-000145 to inform the court that certain students may be owed a refund if the Department of Education paid Title IV funds in the institutions closure audit. Staff identified 25 students potentially eligible for the refund and provided this information to the court.

Although the bond for AI Las Vegas was cancelled by the surety company on March 5, 2019, staff is exploring options for students who were not properly refunded when they withdrew from AI in the Fall 2018 & Winter 2019 quarter prior to the court appointed receiver. Staff will provide the Commission with individual cases to determine if a refund is award at the August 2020 meeting.

**Other Closures**

University of Oklahoma facility located at Nellis Air Force base has announced the teachout of the campus.

**Quarterly Report** – With 54 schools unreported, the total enrollment for the January 1, 2020 – March 31, 2020 quarter stands at 5,931 students. An updated count will be provided at the Commission meeting. CPE has been contacted by a number of institutions unable to provide a physical check until stay at home orders are lifted in various states. A supplemental report will be provided for the August 2020 meeting.

Jan – March 2020	Jan – March 2019	Jan – March 2018	Jan – March 2017	Jan – March 2016
5,931	8,182	8,277	6,011	6,188


**CPE Quarterly Activities** – January 1, 2020 – March 31, 2020

CPE Activity	Number of Applications Processed	CPE Activity	Number of Applications Processed
License Renewals	16	Agent Permits	10
Alcohol Awareness Approval	1	VA Compliance Visits/Other Visits	1
School Change of Ownerships	0	VA Program Approvals	255
Distance Education Exemptions	5	SARA Notifications	4
License Evaluations	4	School Audits	6
Added Programs	9	Transcript Requests	70

**CPE Student Complaints:** January 1, 2020 – March 31, 2020

School Name	Date Filed	Issues/Allegations	Findings	Status
Northwest Career College	2/14/20	Student was withdrawn from school by administration, wanted institution to guarantee a pass of the MCLEX exam	Received institutions response and in the review process by staff	Open
Art Institute	Email 7/2/19	Failure to Refund	Institution failed to process Yellow Ribbon. Required evidence of student payment \$2,032 for outstanding Pell, proof of Yellow Ribbon applied on student account. Student identified in Court Doc owing refund.	Open
Art Institute	5/2/19	Incorrect billing and VA processing	Certified request for transcripts and attendance sent 10/22.	Open

Art Institute	5/3/19	Failure to Refund	Certified request for transcripts and attendance sent 10/22. Receiver refunded \$4,005.77 to VA. Need to verify amount.	Closed. Paid by Receiver
Art Institute	5/2/19	Incorrect VA processing Not receiving stipend	Student identified in Court Doc owing refund.	Open
Art Institute	1/30/19	Failure to pay stipend Incorrect processing of VA Inadequate staffing	Student identified in Court Doc owing refund.	Open
Art Institute	2/4/19 and 5/13/19	Failure to Refund	Institution violated Nevada refund policy NRS 394.449. Student refunded. Payment to the VA in the amount of \$4,664 not verified.	Open
Art Institute	2/4/19	Failure to release stipend	Received response from Receiver office. Parent indicates semester debt on Parent Plus loan. Confirmed loan information	Closed.
Art Institute	Informal	Communication concerning financial aid and payments		Open
Art Institute	No date	Failure to release stipend	Confirmed payment from Receiver	Closed
Art Institute	6/3/19	Quality of Education		Open
Art Institute	6/15/19	Quality of Education School unable to answer questions about FA		Open
Art Institute	7/2/19	Failure to release stipend	Institution violated Nevada refund policy NRS 394.449. Payment to the VA in the amount of \$4,664 not verified.	Open
Art Institute	8/17/19	Quality of Education	Receiver adjusted ledger to zero. Informed student to file with DE for loan forgiveness	Closed
Art Institute	10/7/19	Quality of Education Lack of equipment and up to date software Poor and dismissive communication by staff		Open
Art Institute	12/11/19	Failed to pay financial aid	Identified in court filing to receive refund	Open
Art Institute	1/25/20	Did not receive transcript or Diploma	Provided student with transcript and Receiver sent diploma.	Closed

To: CPE Commissioners  
From: Kelly Wuest, Administrator   
Subject: Emergency Provisions for Distance Education related to COVID-19  
For Action: May 6, 2020

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There has been significant impact on private postsecondary due to COVID-19 and the currently emergency declaration. This agenda items purpose is to provide information on the institutions and pose potential actions the Commission may consider.

### **Institutional Status**

CPE staff have been working with institutions to transition courses to a distance education format whenever possible. For those institutions without previous approval, staff required the institutions submit information on the proposed delivery method, technology utilities and the units/courses being moved to distance education. A number of institutions that initially closed were able to develop plans that would allow student to progress in the program. Institutions have developed innovative ways to deliver education remotely and enhance the educational experience for students.

Some institutions that have temporarily closed have indicated that they are at risk of permanent closure due to overhead cost. Several open institutions have indicated a sharp decline in potential student inquires and enrollments.

<b>Status</b>	<b>Number of Institutions</b>
Distance Education (full or partial)	70
Distance Education (pending)	5
Designated essential business	6
No current enrollments	18
Temporary Closure	36
No contact with CPE	9

### **Challenges**

Prolonged closure of institutions will have a devastating impact on programs restricted from providing training pursuant to NAC 394.523 related to gaming and NAC 394.526 massage therapy and programs with lab, clinical or hands on components. There are six institutions impacted by NAC 394.523 and six institutions impacted by NAC 394.526. Both regulations were last modified in 2012 but have been in the NAC for much longer. Any changes with massage therapy would require coordination with the Nevada board as there are restrictions concerning

message within NRS 640(c). Any emergency regulation or temporary regulation required the Governors approval.

*As technology and options evolve for education, should the Commission explore whether these restrictions should be temporarily or permanently modified to adapt to educational trends?*

Several vocational programs have or are approaching the end of distance education instructional material and are ready to begin the hands-on portion of training. Emergency medical technician programs have worked with the Southern Nevada Health District and the State to develop protocols to complete required lab portions of the training.

*Should the Commission develop a sub-committee to set up institutional guidelines for reopening in alignment with the Governor's plan?*

*What other measures can be considered to assist student and licensed institutions going forward?*

**NAC 394.523 Gaming. (NRS 394.411, 394.421)**

1. An applicant for approval of a program of instruction in gaming must include with the application proof that the proposed curriculum:

(a) Provides instruction that is adequate for employment in casinos as determined by the State Gaming Control Board; and

(b) Limits lecturing or classroom instruction to not more than 50 percent of the program.

2. The Commission will not approve a program of instruction in gaming that is to be delivered using distance education.

(Added to NAC by Comm'n on Postsecondary Educ. by R042-11, eff. 5-30-2012)

**NAC 394.526 Massage. (NRS 394.411, 394.421)**

1. An applicant for approval of a program of instruction in massage must include with the application proof that:

(a) The program satisfies the requirements established by the Board of Massage Therapy pursuant to NRS 640C.400, and any regulations adopted pursuant thereto, to be recognized as a program of massage therapy by the Board.

(b) The policies of the applicant prohibit the applicant from:

(1) Enrolling a student who is less than 18 years of age;

(2) Issuing educational credentials to any person who is less than 18 years of age; and

(3) Allowing a student to enroll in an advanced program of instruction in massage unless the student submits proof that he or she has:

(I) Successfully completed a basic program of instruction in massage; or

(II) At least 2 consecutive years of experience in the practice of massage.

(c) The policies of the applicant prohibit a student from performing practice massage on a person unless:

(1) The performance of practice massage is included in the program of instruction;

(2) The student performs the practice massage under the direct supervision of an instructor:

(I) On the premises of the applicant;

(II) At a public event; or

(III) In a licensed medical facility; and

(3) If the practice massage is performed on a person other than a student or member of the staff of the applicant:

(I) The student has successfully completed approved courses of instruction in anatomy and physiology, massage therapy, hygiene and first aid, law and ethics, and at least 25 hours of actual massage training on other students or members of the staff of the applicant;


(II) The student is readily identifiable as a student to the person;

(III) Before the student performs the practice massage, the applicant obtains a written statement signed by the person acknowledging that he or she knows that the massage is to be performed by a student; and

(IV) The applicant has obtained adequate liability insurance for the term of its license.

2. The Commission will not approve a program of instruction in massage that is to be delivered using distance education.

(Added to NAC by Comm'n on Postsecondary Educ. by R042-11, eff. 5-30-2012)

To: CPE Commissioners  
From: Kelly Wuest, Administrator   
Subject: Request for Extension of Provisional License  
Aviation Institute of Maintenance  
For Action: May 6, 2020

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Aviation Institute of Maintenance was granted a provisional approval to offer the Maintenance Technician program during the September 5, 2018 Commission meeting. All contingencies were fulfilled by the time of the Commission meeting and the license was issued on that day. The institutions offers aviation maintenance programs approved by the FAA and not under CPE jurisdiction that are occurring.

To date, the institution had not enrolled any students in this program due to construction delays on the expansion to their current facility complicated by the COVID 19 situation. The institution has requested an additional extension of their provisional license as attached.

The Governor's directive 009 (Revised) under Section 3 provides for an extension of all licenses issued by Nevada Commissions for a period of 90 days from the current expiration date or 90 days from the date of the termination of the state of emergency.

Due to the significant impact and challenge presented by the COVID 19 shutdown, I recommend that:

**The provisional license for Aviation Institute of Maintenance be extended for an additional twelve months.**

# Aviation Institute of Maintenance

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5870 S Eastern Avenue • Las Vegas, NV 89119 • Telephone: (702) 798-5511

April 14, 2020

Commission on Postsecondary Education  
8778 South Maryland Parkway, Suite 115  
Las Vegas, Nevada 89123  
Subject: Request for Extension – Maintenance Technician Program

Dear Commissioners:

The Aviation Institute of Maintenance located at 5870 S. Eastern Ave., Las Vegas, NV 89119 is requesting an extension of our CPE Provisional License regarding the Maintenance Technician Program. The Maintenance Technician Program Provisional License is scheduled to expire on May 31, 2020. With this request, we are outlining the reasons for a request for extension as follows:

- The campus is currently in progress for an expansion of the facility to add additional space to the pre-existing site to accommodate both an additional program offering and correlating population growth.
- The build-out was delayed to due inclement weather where the precipitation and humidity delayed the appropriate time necessary for the mortar to dry and be painted.
- Additional delay due to COVID-19 – construction project/labor on temporary hold until virus restrictions are lifted
- With the above, installation of HVAC, electrical conduits as well as classroom equipment such as whiteboards and overhead projectors, classroom furniture to include desks/chairs orders was also delayed

Upon completion of the above items, the launch of the program is scheduled for the February 2021 start date. We are projecting a new start and enrollment in the Maintenance Technician Program to be 15 to 20 students. The Aviation Institute of Maintenance is requesting an extension of the provisional license for an additional nine (9) months to insure all appropriate measures are in place for successful learning and outcomes for Maintenance Technician enrollees and graduates.

We solicit your concurrence for a request for extension and thank you in advance for the time, consideration, and review of this request. Please feel free to contact the campus compliance team should you have any additional questions or need more information regarding this matter. We look forward to continuing a valued partnership with the Commission on Post-Secondary Education with the State of Nevada.

All the best,

*Lisa Nordman*

Lisa Nordman  
Assistant Campus Director  
Aviation Institute of Maintenance  
5870 S. Eastern Ave.  
Las Vegas, NV 89119  
[adirectoraiml@aimschool.edu](mailto:adirectoraiml@aimschool.edu)  
(702) 798-5511



To: CPE Commissioners

From: Maricris Wu, Postsecondary Education Specialist

Subject: Full Term Licensure Recommendation, Community Ambulance Health Science Center/638

For Action: May 6, 2020

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Community Ambulance Health Science Center was granted a provisional licensure on May 8, 2019 to offer the 180-hour Emergency Medical Technician program taught over 12 weeks and 150- hour Advanced EMT Medical Technical programs taught over 10 weeks. The provisional audit was conducted remote on April 14, 2020. Due to the significant findings listed in this report, more time is required to ensure the institution can demonstrate its ability to comply with the provisions of NRS and NAC Chapter 394.

Therefore, I recommend that the provisional licensure for Community Ambulance Health Science Center be extended for **nine months**.

Provisional Audit Report  
Community Ambulance Health Science Center  
April 14, 2020

**Background**

Community Ambulance Health Center (CAHC) is owned by RBR Management LLC., a for profit limited liability company. RBR Management is locally owned and has operated Community Ambulance since 2010. The company is licensed to provide emergency service and transport throughout southern Nevada. Community Ambulance has approximately 300 employees and a fleet of 30 ambulances in service. CAHC offers continuing education courses through National Association of Emergency Medical Technicians (NAMET), for refresher EMS courses and holds courses for the community and employees in CPR, PALS and ACLS.

**Programs**

CAHC offers the 180-hour Emergency Medical Technician program over 12 weeks and 150-hour Advanced Emergency Medical Technician program over 10 weeks. CAHC utilizes the Jones and Bartlett Learning systems for the didactic portion of the course. The clinical portion of training occurs at the Community Ambulance facility.

**Faculty**

Since becoming licensed, CAHC has had staffing attrition for both the Academic Director in October 2019 and the Director in December of 2019. Mr. Gerald Julian was named Director for the institution in January 2020.

**Facility**

CAHC is co-located with Community Ambulance at 91 Corporate Park Drive, Henderson, Nevada. The facility includes administrative offices, 911 dispatch, classrooms, ambulance bays and ample parking.

**Student Records**

On April 14, 2020 a school audit was conducted remote in accordance to NAC 394.445. The provisional audit consists of a review and inspection of the training programs, assessment of school operation and a review of student record keeping per NAC 394.640. At the time of the review, the school director listed 101 students enrolled since the provisional license issuance. From the 101 students enrolled, 53 students graduated, 31 students dropped and 17 are currently in attendance.

**Summary of Findings**

1. NRS 394.441(1) A postsecondary educational institution shall provide students and other interested persons with a catalog containing information describing the programs offered, objectives of the program, length of the program, schedule of tuition, fees and all other charges and expenses necessary for completion of the course of study, policies concerning cancellations and refunds and etc. The audit revealed that the catalog and enrollment agreement was not available during the audit.
2. NRS 394.441(2) requires the institution to provide students that has successfully completed the program a certificate of completion to include the number of hours completed. Issuance of certificate of completion was not submitted per audit request.
3. NRS 394.441(4) & NAC 394.640 requires the institution to provide a copy of the enrollment agreement, dated and signed by the student or the student and an officer of the institution. The audit revealed that enrollment agreement was not maintained.
4. NRS 394.441(5) requires the institution to maintain the number of students enrolled in the program and the number and names of students who have obtained employment in related fields, with their locations of placement to include for the following below. The audit revealed that tracking was not maintained for the following listed below per regulation.
  - Students enrolled in the program;
  - Students who have graduated from the program; and
  - Graduates who have obtained employment in fields related to the instruction offered in the program, with the average compensation of such graduates
5. NAC 394.640 (1)(b) and NRS 394.441(2)- evidence maintained to show a receipt was issued for monies received. The audit revealed that the evidence of receipts issued to the student for payments was not maintained in the student file.

6. NAC 394.640 (1)(d)- requires the institution to maintain copies of all correspondence with the student pertinent to his or her education. The audit revealed that correspondence with the student was not maintained.
7. NAC 394.640 (1)(e)- requires the institution to maintain a list of the appointments made by the institution to assist the student to find employment/career services. The audit revealed that student career services tracking was maintained.
8. NAC 394.640 (3) each licensed institution shall establish a separate file for each student who enrolls in the institution which contains only the transcript of the student. These files must be maintained in alphabetical order *separate* from all other files. The audit revealed that student transcript was maintained.
9. NRS 394.485 & NAC 394.485- each licensed institution must maintain instructor files with qualifications and background investigation completion. The audit revealed that personnel files was not maintained.

**Correction of Findings**

The finding were presented to the school director and he was requested to provide a written response to include policies and procedure to preclude from future occurrences. CPE staff is in communication with the school director to assist with NRS and NAC Chapters 394. Currently, the institution is not in session and focusing on corrective measures.

**Recommendation**

Due to the significant findings listed in this report, more time is required to ensure the institution can demonstrate its ability to comply with the provisions of NRS 394.383 to 394.670, inclusive, and NAC 394.300 to 394.685, inclusive. Therefore, I recommend that the provisional licensure for Community Ambulance Health Science Center be extended for nine months.

Maricris Wu  
Postsecondary Education Specialist

CPE Review Checklist				
YES	NO	N/A		Applicable Regulations
<b>Instructors/Staff</b>				
	X		Does the school maintain required evidence of instructor qualifications?	NAC 394.485
X			Have all instructors and staff submitted background investigation forms?	NRS 394.465
<b>Facilities/Equipment</b>				
X			Is the facility adequate for the program offerings?	NRS 394.450(2)
X			Does the school have adequate equipment and supplies available?	NRS 394.450(2)
X			Is the required grievance notice conspicuously posted?	NRS 394.443(1)
X			Is the current licensed conspicuously posted?	NAC 394.453
	X		Is information pertaining to enrollment/graduate collected and posted?	NRS 394.441(5)
<b>Catalog</b>				
	X		Is an approved catalog available to students?	NRS 394.441 NAC 394.381
X			Does the refund policy comply with the required pro rata policy?	NRS 394.449
X			Does the school have acceptable entrance requirements?	NAC 394.607
<b>Student Files</b> ( <i>minimum of 10 student files</i> )				
X			Is evidence maintained to show students meet entrance requirements?	NAC 394.640(1)(f)
	X		Is evidence maintained to show a receipt was issued for monies received?	NRS 394.441(2) NAC 394.640(1)(b)
		X	Is evidence maintained to show that a refund was made, if due?	NAC 394.640(1)(b)
	X		Is the approved enrollment agreement on file?	NAC 394.640(1)(a) NAC 394.381(5)
X			Are attendance records maintained?	NAC 394.640(1)(c)
X			Are progress records maintained?	NRS 394.441(3)
	X		Are transcripts with required information maintained in a separate file?	NAC 394.640(3) NAC 394.353
	X		Is placement assistance documented and on file?	NAC 394.640(1)(e)
	X		Are graduates issued an approved certificate?	NRS 394.441(4)
<b>Operations</b>				
X			Are school advertisements in compliance with regulations?	NAC 394.585 NAC 394.590
X			Are long-term advertisements approved prior to use?	NAC 394.600

	X	Are quarterly fees tracked and paid correctly?	NRS 394.540
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Community Ambulance Health Science Center/638  
Conducted on April 14, 2020 by Maricris Wu

Access to student files, including attendance, progress and financial records, transcripts, as well instructor files,  
was authorized by: Gerry Jullian, Nevada Director

SUMMATION of INSPECTION ITEM	YES	NO	N/A	REMARKS
Contracts correct and documented?		x		Catalog & enrollment agreement was not submitted per audit request.
Entrance requirements met?	x			
Progress records maintained and current?		x		Student files revealed that progress reports was not maintained.
Attendance records maintained and current?	x			
Evidence receipts are issued?		x		Student files revealed that receipt issued the student was not maintained.
Fees/tuition schedule followed?		x		Catalog & enrollment agreement was not submitted per audit request, therefore was not able to confirm tuition price.
Credit for previous training evaluated?	x			
Refund policy followed?	x			
US & NV Constitutions exams documented?			x	Not Required.
Separate transcript file maintained?		x		Transcripts was not submitted per audit request.
Instructor qualifications on file?		x		Instructor qualifications was not submitted per audit request.
Background checks completed?		x		Instructor qualifications was not submitted per audit request.
Catalog available and policies followed?		x		Catalog was not provided per audit request.
Approved curriculum followed?	x			
Facility/equipment/materials satisfactory?	x			
Advertisements in compliance?	x			

Quarterly fee calculated property		x		Quarterly fees tracking was not submitted per audit request. Institution indicated 101 enrollments but only 96 students were reported and paid for on quarterly reports.
Quarterly reports submitted timely	x			

Community Ambulance Health Science Center/638

Student Name:	MB			Program:	EMT		
Date Enrolled:	11/11/2019			Start Date:	11/11/2019		
LDA:				Graduation Date:	2/14/2020		
	Yes	No			Yes	No	
Using approved enrollment agreement/contract		x		Was Contract complete and properly executed			x
Evidence of entrance requirements documented in student file	x			Prior Credit evaluated per catalog description	x		
Attendance Record Maintained & Complete	x			Attendance policy followed	x		
Progress Reports Maintained	x			SAP Followed	x		
Evidence of Student Receipt for payments			x	Student financial ledger maintained			x
	Yes	No	NA		Yes	No	NA
Practical Training Attendance Maintained	x			Practical Training Progress Maintained	x		
Required Client releases in file			x	(Degree Programs) US and Nevada Constitution			x
Student refund required		x		Was refund accurate and paid within 15 days			x
Correspondence with student in file	x			Disciplinary action documented in student file			x
Student Status at the time of audit	Currently Attending			Withdrawal	x	Graduated	
Placement information for Graduates	Employed at				Wage		
Comments:							
Student graduated the EMT program and has yet passed National Registry of Emergency Medical Technician. Sponsored and paid by the employer.							

Community Ambulance Health Science Center/638

Student Name:	KB			Program:	AEMT		
Date Enrolled:	10/29/2019			Start Date:	10/29/2019		
LDA:				Graduation Date:	2/2/2020		
	Yes	No		Yes	No		
Using approved enrollment agreement/contract		x	Was Contract complete and properly executed		x		
Evidence of entrance requirements documented in student file	x		Prior Credit evaluated per catalog description	x			
Attendance Record Maintained & Complete	x		Attendance policy followed	x			
Progress Reports Maintained	x		SAP Followed	x			
Evidence of Student Receipt for payments		x	Student financial ledger maintained		x		
	Yes	No	NA	Yes	No	NA	
Practical Training Attendance Maintained	x		Practical Training Progress Maintained	x			
Required Client releases in file			(Degree Programs) US and Nevada Constitution			x	
Student refund required		x	Was refund accurate and paid within 15 days			x	
Correspondence with student in file	x		Disciplinary action documented in student file			x	
Student Status at the time of audit		Currently Attending		Withdrawal	x	Graduated	
Placement information for Graduates	Employed at	Community Ambulance		Wage			
<p>Comments:</p> <p>Student graduated AEMT and has yet to pass National Registry of Emergency Medical Technician. Sponsored and paid by the employer.</p>							

Community Ambulance Health Science Center/638

Student Name:	DC	Program:	EMT
Date Enrolled:	11/11/2019	Start Date:	11/11/2019
LDA:		Graduation Date:	2/14/2020
	Yes	No	
Using approved enrollment agreement/contract		x	Was Contract complete and properly executed
Evidence of entrance requirements documented in student file	x		Prior Credit evaluated per catalog description
Attendance Record Maintained & Complete	x		Attendance policy followed
Progress Reports Maintained	x		SAP Followed
Evidence of Student Receipt for payments		x	Student financial ledger maintained
	Yes	No	NA
Practical Training Attendance Maintained	x		Practical Training Progress Maintained
Required Client releases in file			x
Student refund required		x	Was refund accurate and paid within 15 days
Correspondence with student in file	x		Disciplinary action documented in student file
Student Status at the time of audit		Currently Attending	Withdrawal
Placement information for Graduates	Employed at	Unknown	Wage
Comments: Student graduated the EMT program and has yet passed National Registry of Emergency Medical Technician. Student is a private pay.			



Community Ambulance Health Science Center/638

Student Name:	KF			Program:	EMT						
Date Enrolled:	8/27/2019			Start Date:	8/27/2019						
LDA:				Graduation Date:	11/13/2019						
				Yes	No			Yes	No		
Using approved enrollment agreement/contract					x	Was Contract complete and properly executed			x		
Evidence of entrance requirements documented in student file				x		Prior Credit evaluated per catalog description		x			
Attendance Record Maintained & Complete				x		Attendance policy followed		x			
Progress Reports Maintained				x		SAP Followed		x			
Evidence of Student Receipt for payments					x	Student financial ledger maintained			x		
				Yes	No	NA			Yes	No	NA
Practical Training Attendance Maintained				x			Practical Training Progress Maintained		x		
Required Client releases in file						x	(Degree Programs) US and Nevada Constitution				x
Student refund required					x		Was refund accurate and paid within 15 days				x
Correspondence with student in file				x			Disciplinary action documented in student file				x
Student Status at the time of audit				Currently Attending			Withdrawal	x	Graduated		
Placement information for Graduates		Employed at						Wage			
Comments: Student graduated the EMT program and has yet passed National Registry of Emergency Medical Technician. Student is a private pay.											

Community Ambulance Health Science Center/638

Student Name:	DF	Program:	EMT
Date Enrolled:	11/11/2019	Start Date:	11/11/2019
LDA:		Graduation Date:	2/14/2020
	Yes	No	
Using approved enrollment agreement/contract		x	Was Contract complete and properly executed
Evidence of entrance requirements documented in student file	x		Prior Credit evaluated per catalog description
Attendance Record Maintained & Complete	x		Attendance policy followed
Progress Reports Maintained	x		SAP Followed
Evidence of Student Receipt for payments		x	Student financial ledger maintained
	Yes	No	NA
Practical Training Attendance Maintained	x		Practical Training Progress Maintained
Required Client releases in file			(Degree Programs) US and Nevada Constitution
Student refund required		x	Was refund accurate and paid within 15 days
Correspondence with student in file	x		Disciplinary action documented in student file
Student Status at the time of audit		Currently Attending	Withdrawal x Graduated
Placement information for Graduates	Employed at	Community Ambulance	Wage
<p>Comments:</p> <p>Student graduated the EMT program and has yet passed National Registry of Emergency Medical Technician. Student is a private pay.</p>			

Community Ambulance Health Science Center/638

Student Name:	EL			Program:	AEMT		
Date Enrolled:	10/22/2019			Start Date:	10/22/2019		
LDA:				Graduation Date:	1/21/2020		
				Yes		No	
				Yes	No		
Using approved enrollment agreement/contract					x	Was Contract complete and properly executed	
Evidence of entrance requirements documented in student file				x		Prior Credit evaluated per catalog description	
Attendance Record Maintained & Complete				x		Attendance policy followed	
Progress Reports Maintained				x		SAP Followed	
Evidence of Student Receipt for payments					x	Student financial ledger maintained	
				Yes	No	NA	
				Yes	No	NA	
Practical Training Attendance Maintained				x		Practical Training Progress Maintained	
Required Client releases in file						x	(Degree Programs) US and Nevada Constitution
Student refund required					x		Was refund accurate and paid within 15 days
Correspondence with student in file				x			Disciplinary action documented in student file
Student Status at the time of audit				Currently Attending		Withdrawal	x
Graduated							
Placement information for Graduates	Employed at	Community Ambulance		Wage			
<p>Comments:                  Student graduated the AEMT program and has yet to pass National Registry of Emergency Medical Technician. Sponsored and paid by the employer.</p>							

Community Ambulance Health Science Center/638

Student Name:	MM			Program:	EMT		
Date Enrolled:	11/11/2019			Start Date:	11/11/2019		
LDA:				Graduation Date:	2/14/2020		
	Yes	No		Yes	No		
Using approved enrollment agreement/contract		x	Was Contract complete and properly executed			x	
Evidence of entrance requirements documented in student file	x		Prior Credit evaluated per catalog description		x		
Attendance Record Maintained & Complete	x		Attendance policy followed		x		
Progress Reports Maintained	x		SAP Followed		x		
Evidence of Student Receipt for payments		x	Student financial ledger maintained				x
	Yes	No	NA	Yes	No	NA	
Practical Training Attendance Maintained	x		Practical Training Progress Maintained		x		
Required Client releases in file			(Degree Programs) US and Nevada Constitution				x
Student refund required		x	Was refund accurate and paid within 15 days				x
Correspondence with student in file	x		Disciplinary action documented in student file				x
Student Status at the time of audit		Currently Attending			Withdrawal	x	Graduated
Placement information for Graduates	Employed at	Unknown		Wage			
Comments: Student graduated the EMT program and has yet to pass National Registry of Emergency Medical Technician. Student is a private pay.							

Community Ambulance Health Science Center/638

Student Name:	RN			Program:	EMT						
Date Enrolled:	8/27/2019			Start Date:	8/27/2019						
LDA:				Graduation Date:	11/13/2019						
				Yes	No			Yes	No		
Using approved enrollment agreement/contract					x	Was Contract complete and properly executed			x		
Evidence of entrance requirements documented in student file				x		Prior Credit evaluated per catalog description		x			
Attendance Record Maintained & Complete				x		Attendance policy followed		x			
Progress Reports Maintained				x		SAP Followed		x			
Evidence of Student Receipt for payments					x	Student financial ledger maintained			x		
				Yes	No	NA			Yes	No	NA
Practical Training Attendance Maintained				x			Practical Training Progress Maintained		x		
Required Client releases in file						x	(Degree Programs) US and Nevada Constitution				x
Student refund required					x		Was refund accurate and paid within 15 days				x
Correspondence with student in file				x			Disciplinary action documented in student file				x
Student Status at the time of audit				Currently Attending			Withdrawal	x	Graduated		
Placement information for Graduates		Employed at	Unknown			Wage					
Comments: Student graduated the EMT program and has passed National Registry of Emergency Medical Technician. Student is a private pay.											

Community Ambulance Health Science Center/638

Student Name:	FP			Program:	AEMT						
Date Enrolled:	10/22/2019			Start Date:	10/22/2019						
LDA:				Graduation Date:	1/21/2020						
				Yes	No			Yes	No		
Using approved enrollment agreement/contract					x	Was Contract complete and properly executed			x		
Evidence of entrance requirements documented in student file				x		Prior Credit evaluated per catalog description		x			
Attendance Record Maintained & Complete				x		Attendance policy followed		x			
Progress Reports Maintained				x		SAP Followed		x			
Evidence of Student Receipt for payments					x	Student financial ledger maintained			x		
				Yes	No	NA			Yes	No	NA
Practical Training Attendance Maintained				x			Practical Training Progress Maintained		x		
Required Client releases in file						x	(Degree Programs) US and Nevada Constitution				x
Student refund required					x		Was refund accurate and paid within 15 days				x
Correspondence with student in file				x			Disciplinary action documented in student file				x
Student Status at the time of audit				Currently Attending			Withdrawal	x	Graduated		
Placement information for Graduates		Employed at	Community Ambulance			Wage					
Comments: Student graduated the EMT program and has passed National Registry of Emergency Medical Technician. Student is a private pay.											

Community Ambulance Health Science Center/638

Student Name:	MP			Program:	EMT		
Date Enrolled:	8/27/2019			Start Date:	8/27/2019		
LDA:				Graduation Date:	11/13/2019		
	Yes	No		Yes	No		
Using approved enrollment agreement/contract		x	Was Contract complete and properly executed		x		
Evidence of entrance requirements documented in student file	x		Prior Credit evaluated per catalog description	x			
Attendance Record Maintained & Complete	x		Attendance policy followed	x			
Progress Reports Maintained	x		SAP Followed	x			
Evidence of Student Receipt for payments		x	Student financial ledger maintained				
	Yes	No	NA	Yes	No	NA	
Practical Training Attendance Maintained	x		Practical Training Progress Maintained	x			
Required Client releases in file			(Degree Programs) US and Nevada Constitution			x	
Student refund required		x	Was refund accurate and paid within 15 days			x	
Correspondence with student in file	x		Disciplinary action documented in student file			x	
Student Status at the time of audit		Currently Attending		Withdrawal	x	Graduated	
Placement information for Graduates	Employed at	unknown		Wage			
Comments: Student graduated the EMT program and has passed National Registry of Emergency Medical Technician. Student is a private pay.							

To: CPE Commissioners

From: Kelly Wuest, Administrator



Subject: Request for Extension of Provisional License  
Laurus College

For Action: May 6, 2020

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Laurus College was granted a provisional approval to offer 9 programs at the Occupational Associates and Bachelor of Science degree levels during the May 8, 2019 Commission meeting. The Institution was issued a license was issued on August 1, 2019.

The College has requested an extension due to issues with their dual accreditation time frames of approval. The anticipated start will occur this summer with courses offered on a 5-week term providing staff with the ability to review multiple quarters in the audit.

I recommend that:

**The provisional license for Laurus College be extended for an additional nine-months. ed for six-months.**





Commission on Postsecondary Education  
2800 E. St. Louis Avenue  
Las Vegas, NV 89104

March 4, 2020

Dear Ms. Wuest,

Per our previous email exchange, we are requesting an extension of our provisional license due to a delay in initial enrollment at our Las Vegas location. This was caused by one of our two accreditors (DEAC) taking longer on final approval of our bachelor program than we had originally anticipated.

We are currently finalizing the submissions for both ACICS and DEAC and expect to have our initial approval from both by this summer.

Thank you in advance for your consideration.

Kind Regards,

A handwritten signature in black ink, appearing to read "Jason Smith", written in a cursive style.

Jason Smith

To: CPE Commissioners

From: Maricris Wu, Postsecondary Education Specialist

Subject: Full Term Licensure Recommendation, Montessori Training of Southern Nevada

For Action: May 6, 2020

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Montessori Training of Southern Nevada was granted provisional licensure on May 8, 2019 Commission meeting to offer four certificate programs in Infant/Toddler consisting of 210 classrooms hours/540 practical hours; Early Childhood consisting of 300 classrooms hours/540 practical hours; Elementary I consisting of 325 classrooms hours/1080 practical hours and an Elementary II consisting of 500 classrooms hours/1080 practical hours. All four programs accredited through the Montessori Accreditation Council for Teacher Education (MACTE).

The provisional audit was conducted remotely on April 7, 2020 on accordance of NAC 394.445 and concluded that the school substantially operates with the provisional of the NRS and NAC Chapters 394, therefore staff recommends that :

**Montessori Training of Southern Nevada be granted a full term license**

Provisional Audit Report  
Montessori Training of Southern Nevada  
April 7, 2020

*Background*

Montessori Training of Southern Nevada (MTSN) was formed under the laws of the State of Nevada on March 2005. The company is registered with the Nevada Secretary State as a domestic corporation owned by Lori Jo Bossy. Ms. Bossy has over 20 years' experience in education and is currently an adjunct professor at the University Las Vegas of Nevada (UNLV). She holds a master degree in education from UNLV and a Nevada elementary teacher license. Ms. Bossy owns and operate a private secondary school named Montessori Visions Academy. The school has two campuses located in 3551 East Sunset Road., Las Vegas, NV 89120 and 1905 E. Warms Springs Road., Las Vegas, NV 89119. Montessori Visions Academy offers academic programs to the public from infancy through 12th grade.

*Programs*

MTSN mission is to provide educators with the understanding of the Montessori Teaching Method. The school offers four certificate programs in Infant/Toddler consisting of 210 classrooms hours/540 practical hours; Early Childhood consisting of 300 classrooms hours/540 practical hours; Elementary I consisting of 325 classrooms hours/1080 practical hours and an Elementary II consisting of 500 classrooms hours/1080 practical hours. The four programs include student teaching taught over 52 weeks and accredited through the Montessori Accreditation Council for Teacher Education (MACTE).

*Facility*

Montessori Training of Southern Nevada entered into a lease agreement with Montessori Visions Academy to utilize both of their properties located at 3551 E. Sunset Rd. Las Vegas, NV and 1905 E. Warms Springs Road., Las Vegas, NV 89119 for the MTSN adult teacher education. MTSN will have full access to the entire building and all school materials.

*Student Records*

On April 7, 2020 a provisional audit was conducted remotely in accordance with NAC 394.445. The provisional audit consist of a assessment of the school operation and a review of student records in accordance of NAC 394.640. Staff had previously reviewed both facility locations.

From the date of the issuance of the provisional license of June 4, 2019, nine students have enrolled into the program with the estimated graduation of summer 2020. All nine student files were reviewed per NAC 394.640.

*Staff/Personnel Records*

All staff members but one had applied for the required background investigation per NRS 394.465 and instructor records included evidence of each instructor qualifications. The school has provided documents for the staff member without the completed background.

*Summary of Finding*

The provisional audit revealed the school operate within the applicable regulation as required by NRS and NAC Chapters. The school director is knowledgeable of institutional requirements and organized. Student records are maintained per NAC 394.640 and faculty meets the needs of student.

*Recommendation*

As the school operates with the standards set forth by the NRS and NAC Chapters 394, Full Term licensure is recommended to Montessori Training of Southern Nevada.

Maricris Wu  
Postsecondary Education Specialist

Student Record Audit for Montessori Training of Southern Nevada  
 Conducted on April 7, 2020 by Maricris Wu

Access to student files, including attendance, progress and financial records, transcripts, as well instructor files, was authorized by: Lory Bossy

SUMMATION of INSPECTION ITEM	YES	NO	N/A	REMARKS
Contracts correct and documented?	X			
Entrance requirements met?	X			
Progress records maintained and current?	X			
Attendance records maintained and current?	X			
Evidence receipts are issued?	X			
Fees/tuition schedule followed?	X			
Credit for previous training evaluated?	X			
Refund policy followed?	x			
US & NV Constitution's exams documented?			x	
Separate transcript file maintained?	x			
Instructor qualifications on file?	x			
Background checks completed?		X		
Catalog available and policies followed?	x			
Approved curriculum followed?	x			
Facility/equipment/materials satisfactory?	x			
Advertisements in compliance?	x			
Quarterly fee calculated properly	x			
Quarterly reports submitted timely	x			

CPE Review Checklist				
YES	NO	N/A		Applicable Regulations
<b>Instructors/Staff</b>				
X			Does the school maintain required evidence of instructor qualifications?	NAC 394.485
	X		Have all instructors and staff submitted background investigation forms?	NRS 394.465
<b>Facilities/Equipment</b>				
X			Is the facility adequate for the program offerings?	NRS 394.450(2)
X			Does the school have adequate equipment and supplies available?	NRS 394.450(2)
X			Is the required grievance notice conspicuously posted?	NRS 394.443(1)
X			Is the current licensed conspicuously posted?	NAC 394.453
X			Is information pertaining to enrollment/graduate collected and posted?	NRS 394.441(5)
<b>Catalog</b>				
X			Is an approved catalog available to students?	NRS 394.441 NAC 394.381
X			Does the refund policy comply with the required pro rata	NRS 394.449
X			Does the school have acceptable entrance requirements?	NAC 394.607
<b>Student Files (minimum of 10 student files)</b>				
X			Is evidence maintained to show students meet entrance requirements?	NAC 394.640(1)(f)
X			Is evidence maintained to show a receipt was issued for monies received?	NRS 394.441(2) NAC 394.640(1)(b)
X			Is evidence maintained to show that a refund was made, if	NAC 394.640(1)(b)
X			Is the approved enrollment agreement on file?	NAC 394.640(1)(a) NAC 394.381(5)
X			Are attendance records maintained?	NAC 394.640(1)(c)
X			Are progress records maintained?	NRS 394.441(3)
X			Are transcripts with required information maintained in a separate file?	NAC 394.640(3) NAC 394.353
X			Is placement assistance documented and on file?	NAC 394.640(1)(e)
X			Are graduates issued an approved certificate?	NRS 394.441(4)
<b>Operations</b>				
X			Are school advertisements in compliance with regulations?	NAC 394.585 NAC 394.590
X			Are long-term advertisements approved prior to use?	NAC 394.600
X			Are quarterly fees tracked and paid correctly?	NRS 394.540

Student Record Audit for Montessori Training of Southern Nevada

Student Name:	B, N			Program:	Montessori Infant and Toddler						
Date Enrolled:	6/10/2019			Start Date:	6/10/2019						
LDA:				Graduation Date:	Expected 5/30/2020						
				Yes	No			Yes	No		
Using approved enrollment agreement/contract				x		Was Contract complete and properly executed		x			
Evidence of entrance requirements documented in student file				x		Prior Credit evaluated per catalog description		x			
Attendance Record Maintained & Complete				x		Attendance policy followed		x			
Progress Reports Maintained				x		SAP Followed		x			
Evidence of Student Receipt for payments				x		Student financial ledger maintained		x			
				Yes	No	NA			Yes	No	NA
Practical Training Attendance Maintained				x			Practical Training Progress Maintained		x		
Required Client releases in file						x	(Degree Programs) US and Nevada Constitution				x
Student refund required					x		Was refund accurate and paid within 15 days				x
Correspondence with student in file				x			Disciplinary action documented in student file				x
Student Status at the time of audit				Currently Attending		X	Withdrawal			Graduated	
Placement information for Graduates		Employed at					Wage				
Comments: Student currently enrolled with the expected graduation date of May 30, 2020.											

Student Record Audit for Montessori Training of Southern Nevada

Student Name:	H, L			Program:	Montessori Infant and Toddler						
Date Enrolled:	6/10/2019			Start Date:	6/10/2019						
LDA:				Graduation Date:	Expected 5/30/2020						
				Yes	No			Yes	No		
Using approved enrollment agreement/contract				x		Was Contract complete and properly executed		x			
Evidence of entrance requirements documented in student file				x		Prior Credit evaluated per catalog description		x			
Attendance Record Maintained & Complete				x		Attendance policy followed		x			
Progress Reports Maintained				x		SAP Followed		x			
Evidence of Student Receipt for payments				x		Student financial ledger maintained		x			
				Yes	No	NA			Yes	No	NA
Practical Training Attendance Maintained				x			Practical Training Progress Maintained		x		
Required Client releases in file						x	(Degree Programs) US and Nevada Constitution				x
Student refund required					x		Was refund accurate and paid within 15 days				x
Correspondence with student in file				x			Disciplinary action documented in student file				x
Student Status at the time of audit			Currently Attending			X	Withdrawal		Graduated		
Placement information for Graduates		Employed at						Wage			
Comments: Student currently enrolled with the expected graduation date of May 30, 2020.											

Student Record Audit for Montessori Training of Southern Nevada

Student Name:	R, M			Program:	Montessori Infant and Toddler						
Date Enrolled:	6/10/2019			Start Date:	6/10/2019						
LDA:				Graduation Date:	Expected 5/30/2020						
				Yes	No			Yes	No		
Using approved enrollment agreement/contract				x		Was Contract complete and properly executed		x			
Evidence of entrance requirements documented in student file				x		Prior Credit evaluated per catalog description		x			
Attendance Record Maintained & Complete				x		Attendance policy followed		x			
Progress Reports Maintained				x		SAP Followed		x			
Evidence of Student Receipt for payments				x		Student financial ledger maintained		x			
				Yes	No	NA			Yes	No	NA
Practical Training Attendance Maintained				x			Practical Training Progress Maintained		x		
Required Client releases in file						x	(Degree Programs) US and Nevada Constitution				x
Student refund required					x		Was refund accurate and paid within 15 days				x
Correspondence with student in file				x			Disciplinary action documented in student file				x
Student Status at the time of audit				Currently Attending		X	Withdrawal			Graduated	
Placement information for Graduates		Employed at					Wage				
Comments: Student currently enrolled with the expected graduation date of May 30, 2020.											



Student Record Audit for Montessori Training of Southern Nevada

Student Name:	R, L			Program:	Montessori Infant and Toddler						
Date Enrolled:	6/10/2019			Start Date:	6/10/2019						
LDA:				Graduation Date:	Expected 5/30/2020						
				Yes	No			Yes	No		
Using approved enrollment agreement/contract				x		Was Contract complete and properly executed		x			
Evidence of entrance requirements documented in student file				x		Prior Credit evaluated per catalog description		x			
Attendance Record Maintained & Complete				x		Attendance policy followed		x			
Progress Reports Maintained				x		SAP Followed		x			
Evidence of Student Receipt for payments				x		Student financial ledger maintained		x			
				Yes	No	NA			Yes	No	NA
Practical Training Attendance Maintained				x			Practical Training Progress Maintained		x		
Required Client releases in file						x	(Degree Programs) US and Nevada Constitution				x
Student refund required					x		Was refund accurate and paid within 15 days				x
Correspondence with student in file				x			Disciplinary action documented in student file				x
Student Status at the time of audit				Currently Attending		X	Withdrawal			Graduated	
Placement information for Graduates		Employed at						Wage			
Comments: Student currently enrolled with the expected graduation date of May 30, 2020.											

Student Record Audit for Montessori Training of Southern Nevada

Student Name:	M, J	Program:	Montessori Infant and Toddler				
Date Enrolled:	6/1/2019	Start Date:	6/3/2019				
LDA:		Graduation Date:	Expected 5/30/2020				
	Yes	No	Yes	No			
Using approved enrollment agreement/contract	x		Was Contract complete and properly executed	x			
Evidence of entrance requirements documented in student file	x		Prior Credit evaluated per catalog description	x			
Attendance Record Maintained & Complete	x		Attendance policy followed	x			
Progress Reports Maintained	x		SAP Followed	x			
Evidence of Student Receipt for payments	x		Student financial ledger maintained	x			
	Yes	No	NA	Yes	No	NA	
Practical Training Attendance Maintained	x			Practical Training Progress Maintained	x		
Required Client releases in file			x	(Degree Programs) US and Nevada Constitution			x
Student refund required		x		Was refund accurate and paid within 15 days			x
Correspondence with student in file	x			Disciplinary action documented in student file			x
Student Status at the time of audit		Currently Attending	X	Withdrawal		Graduated	
Placement information for Graduates	Employed at			Wage			
Comments: Student currently enrolled with the expected graduation date of May 30, 2020.							

Student Record Audit for Montessori Training of Southern Nevada

Student Name:	D, L			Program:	Montessori Early Childhood						
Date Enrolled:	6/1/2019			Start Date:	6/10/2019						
LDA:				Graduation Date:	5/31/2020						
				Yes	No			Yes	No		
Using approved enrollment agreement/contract				x		Was Contract complete and properly executed		x			
Evidence of entrance requirements documented in student file				x		Prior Credit evaluated per catalog description		x			
Attendance Record Maintained & Complete				x		Attendance policy followed		x			
Progress Reports Maintained				x		SAP Followed		x			
Evidence of Student Receipt for payments				x		Student financial ledger maintained		x			
				Yes	No	NA			Yes	No	NA
Practical Training Attendance Maintained				x			Practical Training Progress Maintained		x		
Required Client releases in file						x	(Degree Programs) US and Nevada Constitution				x
Student refund required					x		Was refund accurate and paid within 15 days				x
Correspondence with student in file				x			Disciplinary action documented in student file				x
Student Status at the time of audit				Currently Attending		x	Withdrawal			Graduated	
Placement information for Graduates		Employed at						Wage			
Comments: Student currently enrolled with the expected graduation date of May 31, 2020.											

Student Record Audit for Montessori Training of Southern Nevada

Student Name:	M, E	Program:	Montessori Early Childhood		
Date Enrolled:	6/1/2019	Start Date:	6/10/2019		
LDA:		Graduation Date:	5/31/2020		
		Yes	No		
Using approved enrollment agreement/contract	x		Was Contract complete and properly executed	x	
Evidence of entrance requirements documented in student file	x		Prior Credit evaluated per catalog description	x	
Attendance Record Maintained & Complete	x		Attendance policy followed	x	
Progress Reports Maintained	x		SAP Followed	x	
Evidence of Student Receipt for payments	x		Student financial ledger maintained	x	
	Yes	No	NA	Yes	No
Practical Training Attendance Maintained	x			Practical Training Progress Maintained	x
Required Client releases in file			x	(Degree Programs) US and Nevada Constitution	x
Student refund required		x		Was refund accurate and paid within 15 days	x
Correspondence with student in file	x			Disciplinary action documented in student file	x
Student Status at the time of audit	Currently Attending		X	Withdrawal	Graduated
Placement information for Graduates	Employed at			Wage	
Comments: Student currently enrolled with the expected graduation date of May 31, 2020.					

Student Record Audit for Montessori Training of Southern Nevada

Student Name:	S,S			Program:	Montessori Early Childhood		
Date Enrolled:	6/1/2019			Start Date:	6/10/2019		
LDA:				Graduation Date:	5/31/2020		
	Yes	No		Yes	No		
Using approved enrollment agreement/contract	x		Was Contract complete and properly executed	x			
Evidence of entrance requirements documented in student file	x		Prior Credit evaluated per catalog description	x			
Attendance Record Maintained & Complete	x		Attendance policy followed	x			
Progress Reports Maintained	x		SAP Followed	x			
Evidence of Student Receipt for payments	x		Student financial ledger maintained	x			
	Yes	No	NA	Yes	No	NA	
Practical Training Attendance Maintained	x			Practical Training Progress Maintained	x		
Required Client releases in file			x	(Degree Programs) US and Nevada Constitution			x
Student refund required		x		Was refund accurate and paid within 15 days			x
Correspondence with student in file	x			Disciplinary action documented in student file			x
Student Status at the time of audit	Currently Attending		X	Withdrawal	Graduated		
Placement information for Graduates	Employed at			Wage			
Comments: Student currently enrolled with the expected graduation date of May 30, 2020.							

Student Record Audit for Montessori Training of Southern Nevada

Student Name:	W, K			Program:	Montessori Early Childhood		
Date Enrolled:	6/1/2019			Start Date:	6/10/2019		
LDA:	7/19/2019			Graduation Date:	6/2021		
	Yes	No		Yes	No		
Using approved enrollment agreement/contract	x		Was Contract complete and properly executed	x			
Evidence of entrance requirements documented in student file	x		Prior Credit evaluated per catalog description	x			
Attendance Record Maintained & Complete	x		Attendance policy followed	x			
Progress Reports Maintained	x		SAP Followed	x			
Evidence of Student Receipt for payments	x		Student financial ledger maintained	x			
	Yes	No	NA	Yes	No	NA	
Practical Training Attendance Maintained	x			Practical Training Progress Maintained	x		
Required Client releases in file			x	(Degree Programs) US and Nevada Constitution			x
Student refund required		x		Was refund accurate and paid within 15 days			x
Correspondence with student in file	x			Disciplinary action documented in student file			x
Student Status at the time of audit	Currently Attending		X	Withdrawal	Graduated		
Placement information for Graduates	Employed at			Wage			
Comments: Student currently enrolled with the expected graduation date of May 30, 2020.							

To: CPE Commissioners

From: Kelly Wuest, Administrator 

Subject: Request for Extension of Provisional License  
Rika Makeup Academy

For Action: May 6, 2020


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Rika Makeup Academy was granted a provisional approval to offer the 112-hour Professional Makeup course at the May 2019 Commission meeting. All contingencies were fulfilled, and a provisional license was issued on October 8, 2019.

An onsite audit was scheduled for late March but was unable to occur due to COVID 19. At the February 2020 meeting, a group of students who attended the institution prior to licensure expressed concerns about the education they received and operations of the institution. Staff is requesting the Commission to extend the provisional license for three months to conduct the audit of the institution.

I recommend that:

**The provisional license for Rika Makeup Academy be extended for three-months.**

To: CPE Commissioners  
From: Kelly Wuest, Administrator   
Subject: Request for Extension of Provisional License  
Southeastern University  
For Action: May 6, 2020

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Southeastern University was granted a provisional approval to offer Associate of Arts in General Education, Ministerial Leadership and Bachelor of Science degrees in Ministerial Leadership and Business & Professional Leadership during the May 8, 2019 Commission meeting. All contingencies were fulfilled by the time of the Commission meeting and the license was issued on August 1, 2019.

Staff were unable to perform an audit as no students had been enrolled. The University has recently enrolled 9 students during the past quarter that can be reviewed. Since SEU is semester based, I recommend that:

**The provisional license for Southeastern University be extended for an additional nine-months.**



## Licensing Worksheet

Prepared by: Maricris Wu, Postsecondary Education Specialist

Applicant: Emily Green, Owner

School: Elite Professional Healthcare Training Academy

For Action: May 6, 2020

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### ***Recommendation***

That a twelve-month provisional license be granted to Elite Professional Healthcare Training Academy to offer the Nursing Assistant program, contingent receipt of surety in the amount of \$10,000, personnel and facility information, academic administrator and curriculum approval from the Nevada State Board of Nursing.

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Curriculum: Received on March 6, 2020. **CONTINGENCY.**

Bond: Recommend amount is \$ 29,000. **CONTINGENCY.**

Financial Statement: Received on March 6, 2020 and approved April 7-15, 2020.

Budget Estimate: Received on March 6, 2020 and approved April 15, 2020.

Financial Release: Received on March 6, 2020 and approved April 15, 2020.

Personnel Information: **CONTINGENCY.**

Certifications: Received on March 6, 2020 and approved April 15, 2020.

Catalog: Received on March 6, 2020 and pending approval.

Contract: Received on March 6, 2020 and pending approval.

Completion Certificates: Received on March 6, 2020 and approved April 15, 2020.

Facility Information: **CONTINGENCY.**

Fees: Received on March 6, 2020.

## Licensing Worksheet

Prepared by: Maricris Wu,  Postsecondary Education Specialist

Applicant: Joe Fitzpatrick, Nevada Director

School: Signature Real Estate School, LLC.

For Action: May 6, 2020

### ***Recommendation***

That a twelve-month provisional license be granted to Signature Real School, LLC. to offer the Real Estate Pre-licensing programs, contingent upon personnel information, facility, surety bond in the amount of \$10,000 and curriculum approval from the Nevada Real Estate Division.

---

Curriculum: Curriculum approval from the Nevada Real Estate Division. **CONTINGENCY.**

Bond: Recommended amount of \$10,000 **CONTINGENCY.**

#### Financial

Statement: Received on October 30, 2019 and reviewed on November 19, 2020.

#### Budget

Estimate: Received on October 30, 2019 and reviewed on November 19, 2020 - January 13, 2020.

#### Financial

Release: Received on October 30, 2019 and reviewed on November 19, 2020 - January 13, 2020.

#### Personnel

Information: **CONTINGENCY.**

Certifications: Received on October 30, 2019 and reviewed November 19, 2020.

Catalog: Received on October 30, 2019 and reviewed on January 13, 2020.

Contract: Received on October 30, 2019 and reviewed on January 13, 2020.

#### Completion

Certificates: Received on October 30, 2019 and reviewed on January 13, 2020.

#### Facility

Information: **CONTINGENCY.**

Fees: Received on October 30, 2019

## Licensing Worksheet

Prepared by: Maricris Wu, Postsecondary Education Specialist

Applicant: Elvia Barba, Compliance Specialist

School: United Education Institute

For Action: May 6, 2020

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### ***Recommendation***

That a twelve-month provisional license be granted to United Education Institute to offer the diploma programs in Automotive Technician; Business Office Administration; Criminal Justice; Dental Assistant HVAC; Medical Assistant; Medical Billing and Insurance Coding and Welding, contingent upon receipt of surety bond in the amount \$747,000, facility and personnel information.

---

Curriculum: Curriculum received on February 26, 2020. Programs Accredited through ACCSC.

Bond: Recommend amount is \$747,000 **CONTINGENCY.**

Financial  
Statement: Received on February 26, 2020 and approved on March 27, 2020.

Budget  
Estimate: Received on February 26, 2020 and approved on March 27, 2020.

Financial  
Release: Received on February 26, 2020 and approved on March 27, 2020.

Personnel  
Information: **CONTINGENCY.**

Certifications: Received on February 26, 2020 and approved on April 10, 2020.

Catalog: Received on February 26, 2020 and pending approval.


Contract: Received on February 26, 2020 and pending approval.

Completion  
Certificates: Received on February 26, 2020 and approved on April 10, 2020.

Facility  
Information: **CONTINGENCY.**

Fees: Received on February 26, 2020.

## Licensing Worksheet

Prepared by: Kelly Wuest, Administrator   
Applicant: Daniel Kipnis, Owner  
School: Class.Vegas  
For Action: May 6, 2020

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### ***Recommended Motion:***

That Classes.Vegas be granted approval to offer the proposed Real Estate Pre-licensing course contingent on personnel information and curriculum approve by the Nevada Real Estate Division.

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Curriculum: Received on April 8, 2020, Requires approval from Nevada Real Estate Division.  
CONTINGENCY

Bond: Current Bond of \$10,000 in effect.

Financial  
Statement: Received on April 8, 2020 and reviewed on April 24, 2020.

Budget  
Estimate: Received on April 8, 2020 and reviewed on April 24, 2020.

Financial  
Release: Received on April 8, 2020 and reviewed on April 24, 2020.

Personnel  
Information: CONTINGENCY.

Catalog: Received on April 8, 2020 and pending review.

Facility  
Information: Facility information and approval on file with CPE.

Fees: Received on April 15, 2020.