

**JOE LOMBARDO**  
Governor

**STATE OF NEVADA**

**KELLY D. WUEST**  
Commission Administrator

**CHRISTOPHER SEWELL**  
Director

**KRISTINE NELSON**  
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: October 24, 2023

The Commission on Postsecondary Education will conduct a meeting on **November 1, 2023**, commencing 9:00 a.m., at the locations listed below via videoconferencing:

**THIS MEETING WILL BE HELD VIA VIDEOCONFERENCE AND IN PERSON**

The public may observe this meeting and provide public comment during the public comment section on Zoom or in person at:

**Live Meeting:**

DETR – Job Connect  
Conference Room  
3405 S. Maryland Parkway  
Las Vegas, NV 89169

**Zoom Meeting:**

Topic: CPE November Commission Meeting  
Time: Nov 1, 2023, 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://nvdepr-org.zoom.us/j/87433227226?pwd=S3VOMUp1K2lxb21vc1U1NEw3WTduUT09>

**Meeting ID: 874 3322 7226**

**Passcode: 081726**

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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 Phone Option Instructions -----Informational
- C. 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.*
- D. Review Written Comments -----Informational
- E. Confirmation of Posting and Opening Meeting Compliance-----Informational
- F. Roll Call and Confirmation of Quorum-----Informational
- G. Adoption of Agenda -----For possible action
- H. Approval of August 2, 2023, Minutes -----For possible action
- I. Introduction of Kristine Nelson, ESD Administrator -----Informational
- J. Administrator’s Report-----Informational

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

- K. Academy for Professional Development -----For possible action
- L. Genevieve Training Center -----For possible action

### Applicants for consideration of Initial Provisional Licensure

- M. Assist to Succeed Las Vegas -----For possible action
- N. Las Vegas Bartending School -----For possible action
- O. Welding School of Nevada -----For possible action

### Comments

- P. 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

- Q. Adjournment -----For possible action

A copy of the meeting Notice and Agenda can be requested either in person or by written request to the Commission on Postsecondary Education, 2800 E. St. Louis Avenue, Las Vegas, Nevada 89104; email at [sbeckett@detr.nv.gov](mailto:sbeckett@detr.nv.gov); or telephone Susan Beckett at (702) 486-2898 or fax request to (702) 486-7340. 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 October 30, 2023, at the following address:

Department of Employment, Training and Rehabilitation  
Employment Security Division  
Commission on Postsecondary Education  
Attn: Susan Beckett  
2800 E. St. Louis Avenue  
Las Vegas, NV 89104  
Or via e-mail at [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 2800 E. St. Louis Avenue, Las Vegas, Nevada 89104, or contact Susan Beckett at (702) 486-2898 or e-mail [sbeckett@detr.nv.gov](mailto:sbeckett@detr.nv.gov) (*for individuals who are deaf or have hearing disabilities, dial TTY (800) 326-6868 or 711 for Relay Nevada*) or send a fax to (702) 486-7340 within 72 hours of meeting date and time. 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 mailed 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. Commission on Postsecondary Education principal office at, 3405 S. Maryland Pkwy, Las Vegas, NV 89169
2. DETR – State Administrative Office, Stan Jones Building, 2800 E. St. Louis Avenue, Las Vegas, NV 89104
3. DETR – State Administrative Office, 500 E. Third Street, Carson City, NV 89713
4. Grant Sawyer Building, 2501 Washington Street, Las Vegas, NV 89101
5. 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).

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

**NEVADA COMMISSION ON POSTSECONDARY EDUCATION MINUTES**

Topic: CPE August Commission Meeting

Time: Aug 2, 2023 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://nvdetr-org.zoom.us/j/88191434114?pwd=SjhEN3dBem9iRmtld0VMUumMxOGtLQT09>

Meeting ID: 881 9143 4114

Passcode: 828132

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Meeting ID: 881 9143 4114

Passcode: 828132

**Staff Present during Video Conference**

Kelly Wuest, CPE Administrator  
Maricris Wu, CPE Postsecondary Education Specialist  
Susan Beckett, CPE Administrative Assistant III

**Members of the Public, Media, Educational Institutions and Other Agencies Present**

Todd Weiss, Nevada Attorney General Office, Chief Deputy Attorney General  
Kim Byrd, Olympic Career Training Institute,  
Ben Miranda  
C Fry  
Candice Sonny, OceanPointe Dental Academy of Nevada  
Rebecca Daigle, Teachers of Tomorrow  
Stephen Sebree, Unity Dental Assisting  
iPhone user  
Donna Laffey  
Eric Dievendorf, Battle Born EMS Health and Science Learning Institute

**Member of the Commission on Postsecondary Education Present during Video Conference Meeting**

Nate Clark, Chair  
Sharon Frederick, Vice Chair  
Janiese Clyne  
Thomas Kenny  
Jon Ponder  
Steven Soares

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

August 2, 2023 – 9:00 A.M.

**Call to Order**

The meeting was held via Video Conference ZOOM. The meeting was called to order by Chair Commissioner Nate Clark at approximately 9:01AM.

**Public Comment Phone Option Instructions**

For members of the public please note the options for attending this zoom meeting are via web and phone:

<https://nvdetr-org.zoom.us/j/88191434114?pwd=SjhEN3dBem9iRmtld0VMUmMxOGtLQT09>

Meeting ID: 881 9143 4114

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**Public Comments**

Commissioner Clark asked for public comment –Steven Soares: just for the Commissioners. This may be my last commission meeting. I have accepted a position with the Us. Department of Education in the office of Postsecondary Education. The Federal Government sees that as a conflict. Once I have the final date of onboarding, then my resignation will go out to the board and will also send a copy to the Commission. I wanted to also say that it has been an honor and a privilege to have served on the Commission since May 2, 2021, until today. You may see me in a different capacity somewhere down the line. Commissioner Clark, Well congratulations on that move. Is this a regional or is it with the DC Office. Commissioner Soares, it is with the DC Office. I will be working remotely from Henderson; I'll still be in the area. I am kind of looking forward to it. It's back in the old realm of what I used to do as the Chief Financial Officer.

Commissioner Clark, Thank you for that. Are there any other members of the public that would like to make a comment? No other comments made.

**Written Comments**

This is Susan Beckett, 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. We are in compliance with the open meeting law.

## **Roll Call**

- Commissioner Chair Clark - Present
- Commissioner Vice-Chair Frederick - Present
- Commissioner Eade - Excused
- Commissioner Kenny - Present
- Commissioner Ponder - Present
- Commissioner Rhodes - Absent
- Commissioner Clyne - Present
- Commissioner Soares – Present

Administrator Kelly Wuest: took roll via verbal and video. Confirmation of a quorum.

## **Adoption of Agenda:**

Motion: Commissioner Frederick – Move to approve adoption of Agenda for August 2, 2023.

Second: Commissioner Ponder.

Discussion: None.

Results: Unanimous, agenda is adopted.

## **Approval of Minutes May 3, 2023, Meeting**

Discussion: None.

Motion: Commissioner Ponder – Motion to approve the minutes for May 3, 2023, meeting.

Second: Commissioner Clyne.

Discussion: None.

Results: Unanimous, motion carries.

## **Adoption of 2024 Meeting Dates**

Discussion: Nate Clark: Now we're moving into the adoption of the 2024 meeting dates. I'd like to point out that the memo that preceded the calendar as a typo, the August second (2<sup>nd</sup>) should read August seventh (7<sup>th</sup>).

Motion: Commissioner Frederick – Motion that we accept the following dates for our meetings, February 7, 2024, May 1, 2024, August 7, 2024, and November 6, 2024.

Second: Commissioner Soares.

Discussion: None.

Results: Unanimous, motion carries.

## **Administrators Report**

Administrator Wuest gave the Administrator's Report as submitted with the updated additions:

The current student count for this quarter is 8,742 students. The Licensing Renewals is at 23 instead of 21. Quarter one number update 10,307 students.

## **Applications for Full Term License**

### **Battle Born EMS Health and Science Learning Institute**

Testified: Eric Dievendorf, Director for Battle Born EMS. Provided background and updates for the institution. We are working in conjunction with AMR in their headquarters. We identified a need to increase EMT and Advanced EMT classes for the community. We received our provisional licensure last year and we have had one class since then. It was an Advanced EMT that began in April and ended in the first part of July. There were 16 students enrolled. Two of them withdrew before the midterm and we completed the class with 14 students; 13 have passed the exam for Southern Nevada Health District and one more person will be testing next week for their license.

Commissioner Clyne is there any kind of placement assistance for these individuals that are getting their certification and passing their tests. Dievendorf, yes, so Battle Born EMS Learning Institute not only our internal AMR and Medic West people, but we also take people from the outside if they're already an emergency medical technician. We offer them employment as well if they are interested in working for us. If not some of them may work for Community Ambulance or GEMS, or they may be taking it just to they can test for the fire department. We do offer employment assistance if they would like to work for us.

Commissioner Clyne, do you have a way that you are tracking them if they do get employment? Dievendorf, yes, we look at all the applicants, all the people that we enrolled in this last class were internal AMR and the Quest folks, so they all have jobs. There was not anyone from the outside that applied for the class.

Commissioner Clark, I have a question, this might be for Administrator Wuest. The recommendation here is for a 9-month extension. They have generated a graduating class. So that was the only missing piece. Right? Do we need 9 months, or would it speed the process up? If we're more with a shorter extension so that we can get them to a full term quicker. Administrator Wuest, they asked for 9 months. I think they had other administrative changes they were looking at. I think they just wanted to do it right, so they requested 9 months. It could be shorter. They'll have at least 2 classes that we can confidently evaluate. At 9 months you're looking at really from this point in time about 7 months, because we do the audit about 2 months before a meeting.

Motion: Commissioner Clyne – A motion that Battle Born EMS Health and Science Learning Institute be extended for an additional nine months.

Second: Commissioner Soares.

Discussion: None.

Results: Unanimous, motion carries.



OceanPointe Dental Academy of Nevada

Testified: Candice Ms. Sonny, instructor for the program gave an update. The previous company that was helping to get the program started had a falling out and they are no longer helping at this point. So, everything has just been placed to me. We do not have any students right now. I am trying to get this all going, and I am trying to see what I can do to be able to get a class hopefully started soon. We applied with Workforce Connections to see if students can get assistance when they apply to the program to get help as far as financial. Another thing I wanted to bring up was this OceanPointe Dental Academy it was named because of the company that we were working with. Now we are wondering at some point in the future if we have the possibility of being to do like a name change to a different name before we get the classes started so that way if we have to like work on our websites and all that we don't have to redo everything. So, I do not know what you guys would suggest as far as that goes.

Commissioner Clark, I don't know but I am sure the Commission has a form for changing your name. It almost sounds like we might take a step back in the application process. Does the school have a named director that resides in Nevada? Ms. Ms. Sonny, I am not sure, I could look at that. I am just barely taking this over to assist Dr. Ofori and so I am still researching all this, and I am getting no help from the people that we were working with to get this going. Commissioner Clark, our memo mentions Dr. Teresa for the job of the director. Does she reside in Nevada. Ms. Ms. Sonny, yes, she does. So, she is the doctor right now. I am stepping in for her because she is with patients today. Commissioner Clark, okay, I just want to make sure there is somebody there that understands about the revised statutes relative to the Commission on Postsecondary Education the licensing of running the school. Ms. Sonny, yeah, she does. Like I said I am doing the administrative part of it. I am trying to help her.

Commissioner Clark, Administrator Wuest do you have a process or a procedure for what's going on here that might help these guys out? Administrator Wuest began to explain a name change was sent in. Susan Beckett interrupted to advise Administrator Wuest it was a different institution and that this is new information to both Maricris Wu and me. Maricris Wu for the record, I do not believe we have received an application for the institution. Ms. Sonny, we haven't submitted documents because I was looking at that. So, it is just okay, get familiar with this full process. Maricris Wu, understood. I will set up a meeting with you so I can understand the issue and assist with the questions you have, as far as, director position and administrative work you have within the school and regarding the student record keeping and so forth. Wuest, this is I would like to ask the DAG (Deputy Attorney General), would we bring this back at the next meeting for them to request the name change, since any motions are made in their current name. We specify the name of the facility. DAG Weiss, I think that would be the most prudent thing to do. You may be able to word in motion, indicating that there is a future name change to happen. But just on the off chance that some other institution down the road comes out with a similar name change just avoiding kind of potential confusion. There could possibly be down the road. I would recommend a revisit at the next meeting. Administrator Wuest, thank you.

Commissioner Clark, to be clear. What's before us today is a 9-month extension of the provisional license for OceanPointe Dental Academy of Nevada. Correct? And you know, I'm sure you can contact the administration, and they'll be more than helpful walking you through the process of all that you've asked for. We can't make any determination on that in this. It is not on our agenda. Ms. Sonny, okay. Commissioner Clark, but I would think the 9 months would give you time to do what you need to do and enroll some students. How long is the program? Ms. Sonny, it is about 10 to 12 weeks. Commissioner Clark, Yeah, so yeah, okay. Do you have plans for when the first class will start? Ms. Sonny, we are open to like once we have this established with the Workforce Connections, we're, going to advertise, get our advertisement going so hopefully, by the end of this month of August we can get a class going.

Commissioner Clyne, are you using Workforce Connections as your means to get students? Or do you have students already, and just send them to Workforce Connections for assistance with funding. Ms. Sonny stated she would refer them over there so that they can get assistance and then get the application going for the school. Commissioner Clyne, Okay? So, the second question is, you're trying to get on the employment and training provider list and get that approved? Ms. Sonny, with the work. Is that the same as the workforce connections? Commissioner Clyne, okay, that that's all I have right now. Thank you.

Motion: Commissioner Frederick – A motion that the provisional license for OceanPointe Dental Academy of Nevada be extended for an additional nine months.  
Second: Commissioner Kenny.  
Discussion: None.  
Results: Unanimous, motion carries.

### **Applications for Initial Provisional Licensure**

#### *Olympic Career Training Institute*

Testified: Kim Byrd, Educational Director, we are an adult vocational school that specializes in logistics, warehousing, and forklift training. Our expertise is helping individuals in the warehousing transportation sector gain the skills necessary to be productive to increase their skills and how to operate machinery, such as forklift as well as scan guns to be most effective. We are already located in Memphis, Tennessee, where we have been licensed for 13 years. In Memphis we're a very big logistics headquarters. We're right across the street from the FedEx Hub and we are looking to bring that expertise as we open a location in the Las Vegas area. We are looking to again assist with warehousing for individuals who are transporting our organizations that are transporting goods as well as working within the Las Vegas strip area. They use quite a few forklifts in that area. We also have a background of working with the prison population. We worked actually in the prisons on the Federal state and local level. We hope to be able to position our sales very well in this new marketplace to assist people in logistics and warehousing.

Commissioner Ponder, I do have a few questions which your warehouse logistics walk with certification and the other programs that you offer, what is the duration of that training? Ms. Byrd, yes, it is a 3-week class individual. They have classroom as well as hands on training at that time. Commissioner Ponder, so each one of those is, 3 weeks, the training? Ms. Byrd, that's correct. Commissioner Ponder, do you have job placement assistance once they complete the training? Ms. Byrd, yes, we have already reached out to companies that are in that field to let them know of the curriculum and they're very interested in hiring graduates who would complete the training. Commissioner Ponder, that is good and what would the average starting salary be for someone who completed the 3 weeks training? Ms. Byrd, it's a range anywhere from 38,000 to 55,000 depending on which actual sector they go into, because individuals can actually come out of with this certification and go into construction as well so it varies widely, depending on which area and what machinery they actually are handling when they get hired on the job. Commissioner Ponder, got it and do you offer any OSHA certifications during that 3-week training? Ms. Byrd, that is a class with our forklift class, is an OSHA compliant forklift certification one of the additional classes, we hope to add after we go through initial certification may be a separate OSHA 10 class which a lot of Byrd, construction companies and even warehousing companies look for, as well as a separate class to be offered. Commissioner Ponder, and this one last question can you tell us about your work inside the prisons with the prison populations? Byrd, yes, we've worked, as I said, with Federal prisons and we've worked with state as well as locally here in Shelby County in which either they have their own warehouse and their own forklift, or we've even had because we have extra equipment here. We've even had our equipment basically shipped over to their location where they have either outside or an inside warehouse, where we can set up with racks or simulate the warehouse environment in which inmates who are close to being released are given this training so that upon release they can go straight into the workforce. Commissioner Ponder, thank you very much. I have no more questions.

Commissioner Clark, question about the funding the \$2,100. How is that paid? Is the student paying? That or is, the employer paying that. Ms. Byrd, what we were hoping once we become licensed, we could do that? That is what we're already doing here in Tennessee in which we are going through the American Job Center as well as through SNAP, EBT, which would provide that funding for individuals who may be receiving snap food stamp benefits.

Commissioner Frederick, I just had a comment. I thought it was interesting that you offer an anger management course as part of the program, and I don't think we've ever seen that with another applicant. Ms. Byrd, what we found is that because our students are going into an environment, be it a warehouse, be it a construction site where they're going to be working in teams they've got to learn how to work collaboratively and there's not an opportunity for them to work independently. They have to work with others and in many cases, deal with issues

like something might be missing. People get caught up not necessarily that there is a problem, but how they express it to the other person on the team. We do simulations on interacting with peers and making the problem, the problem. The problem is the piece of paper. It's not you as a person, so I'm not mad at you. But we're going to get this problem with this piece of paper, figure it out and go from there.

Commissioner Soares, I do have a quick question. I noticed that you have your own equipment in Tennessee and you're planning to rent equipment for the startup in Nevada. Are you also looking at purchasing that equipment? Byrd, actually, we're not renting we're doing a sublet situation with One Pros. They have an actually fully functioning warehouse that's been in existence for 2 years and we will be using their existing equipment.

- Motion: Commissioner Frederick - A motion that a twelve-month provisional license be granted to Olympic Career Training Institute to offer a Logistics Training Program certificate program contingent upon receipt of surety bond in the amount \$12,600, facility, and personnel information.
- Second: Commissioner Ponder.
- Discussion: None.
- Results: Unanimous, motion carries.

Unity Dental Assisting

Testified: Steve Sebree, Cofounder and CEO of Unity Dental Assisting. We are licensed in the State of Arizona by the Arizona State Board for Private Postsecondary Education. We offer a ten-week accelerated dental assisted training program for our students. Since March of 2019, when we were, officially approved for licensure by the Arizona State Board. We have successfully and proudly graduated over 170 students from our dental assisting program. We're excited to be looking at the State of Nevada. Specifically, the Las Vegas market as an opportunity to expand our footprint and continue to reach students and help them reach their career and professional goals. We are doing that through a hybrid learning program meaning online content as well as hands on training and in a didactic learning format for our students, so they receive the best of both worlds, meeting multiple, different types of learning formats and learning styles of our students ultimately helping them find fulfillment, enjoyment, and employment. We are on the list of the eligible training providers for Workforce Innovation Opportunity Act, and we have been on that list now for not too long after we open. So, we have been on that for 3 years now and we look forward to continuing to provide WIOA as part of our program in Nevada, but certainly not the only source of funding for students. We have different funding options, customizable payment plans where they can choose a more standard loan or payment plan. We're excited to be offering our program hopefully in Nevada, specifically in the Las Vegas greater Las Vegas area. The market is very similar in a lot of ways to the Phoenix, Arizona market, where we

currently have 2 locations, one in Central Phoenix and one in the Far West Valley in Surprise.

Motion: Commissioner Kenny - That a twelve-month provisional license be granted to Unity Dental Assisting to offer a Dental Assistant certificate program contingent upon receipt of surety bond in the amount of \$50,000, facility, and personnel information.

Second: Commissioner Frederick.

Discussion: None.

Results: Unanimous, motion carries.

### **Elections**

#### *Election of Officers*

Nomination of Thomas Kenny for Chair. Thomas Kenny for accepted.

Nomination of Sharon Frederick for the Vice-Chair. Sharon Frederick accepted.

We have a nomination for Thomas Kenny for Chair, all in favor?

Results: Unanimous.

We have a nomination for Sharon Frederick for Vice-Chair, all in favor?

Results: Unanimous.

### **Public Comment**

None.

The meeting was adjourned by Commissioner Clark. Time: 9:59

Ponder thanked Commissioner Clark for the service.

## **Administrators Report Prepared 2023**

**1. Computer system update** – EdVera was the selected system for the new CPE software solution. Staff has provided the company with forms, reports and tracking to assist with the process. The next meeting is scheduled for October 30, 2023.

### **2. Follow Up Implementation of Legislation**

#### **AB169 (2021 Session)**

CPE has completed the review of 80% of licensee's compliance with the changes to NRS 394 resulting from the passage of AB169 in the 2021 legislative session. Staff will continue to review and approve institutional documents through the budget year and anticipate completion of the project is projected for December 2023. LCB has updated NRS 394 which can be located at: <https://www.leg.state.nv.us/nrs/nrs-394.html>.

#### **AB 332 (2023 session)**

Provides for the licensing and regulation of student loan servicers in Nevada. The Financial Institutions Division of Business and Industry has drafted proposed regulations for NRS 675 on 9/1/23 creating requirements for student loan servicers license but has not scheduled a Public Hearing/Workshop. All elements of the bill go into effect on 1/1/24. CPE staff has found instances in reviewing enrollment agreements where private postsecondary institutions have created student education loans that would require licensing to include charging interest or providing longer than 1 year to pay off training. The new regulations will permit an institution to provide up to a 1-year payment plan with no interest. Staff will attend the Public Hearing when it occurs to determine other impacts to licensed institutions.

### **3. Institutional Closures**

Vincennes University – The institution operated out of the Fallon Navy base as part of military education programs. The university has been unable to find a qualified site director for over a year and decided to close the branch campus. All student files are at the main campus in Indiana.

University of Phoenix – Completed the Nevada teachout effective July 2023. All student files are at the main campus in Arizona.

Institute of Professional Careers – Although this institution has not had enrollments for several years, the school was officially closed once transcripts were received. Final closure date August 2023.

**4. New hire-** CPE has completed the recruitment process for the new Audit Compliance Investigator and anticipate having the person onboarded in November 2023.

### **5. Backlog of work**

CPE continues to experience a backlog of work due to the number of "change" applications (location, name, added program, modifications) and renewals submitted missing required information in the application or out of compliance with NRS and NAC 394. Staff must provide a response to these institutions of the deficiencies and then review the documents again upon resubmission. CPE is still returning 98% of submissions for revision or missing information. Historically, this return rate was at 50-55%. Staff have seen a slowdown in the number of added programs and initial applications being received but an increase in renewals coming due.

### **5. State Approving Agency – VA Education Program**

CPE has completed the FY23 VA agreement with a 98% on-time VA submission rate with a 100% approval acceptance. Nevada completed all 10 risk-based assessments assigned. CPE has met or exceeded all

performance measures of the agreement for FY23. CPE was awarded a new VA Agreement for FY24 starting October 1, 2023. Several changes are forthcoming to include the implementation of a national application to be used for all initial applications and when an institution adds a new program. This new application was originally anticipated to be approved by OMB effective October 1, 2023 but has yet to be released. All applications received prior to the release of the new application must be processed no later than December 31, 2023.

6. **Quarterly Report** – With 44 institutions unreported, the total enrollment for the July 1, 2023 – September 30, 2023 quarter stands at 9,424 new students. An update will be provided at the meeting.

Q2 updated from 8,688 to 8,848 students.

July-Sept 2023	July-Sept 2022	July – Sept 2021	July – Sept 2020	July – Sept 2019
9,424	9,896	8,756	8,371	9,009

7. **CPE Quarterly Activities – July – September 2023**

CPE Activity	Number of Applications Processed	CPE Activity	Number of Applications Processed
License Renewals	14	Agent Permits	29
Experiential License	1	VA Compliance Visits/Other Visits	4
School Change of ownership	1	VA Program Approvals (individual programs)	48
Distance Education Exemptions	3	Transcripts	300
License Evaluations	2	School Audits	12
Added Facility/change of location	2	Added Program	3
Word Use	1	Program Modifications	1

8. **CPE Formal Student Complaints: July 1 – September 30, 2023**

Complaints listed only include students who filed formal paperwork with CPE to initiate an investigation. Staff regularly assist students with how to complete internal processes.



Institution Name	Issues/Allegation	Findings	Status
Carrington College Reno	Veteran having issues getting a hold of POC and certifying benefits incorrectly.	Provided student information for POC and information to VA counselor	closed
PIMA Medical Institute	Instructor qualifications, Facility after flood, student support.		Open

CPE received several informal complaints concerning transcripts from Everest College/Heritage College now operating under Las Vegas College. The institution has researched and found the issue with missing transcripts.

Past student concerning transcripts not being released– Bodhi Tree – Institution provided proof of transcript issuance and interaction with student.

Complaint from prior staff member about qualifications of instructors at previous school – LV Welding – Staff verified all instructors met qualifications to teach their respected programs.

To: CPE Commissioners

From: Kelly Wuest, Administrator   
Maricris Wu, Postsecondary Education Specialist 

Subject: Full Term Licensure Recommendation  
Academy For Professional Development  
Jerame Ayers, Owner

For Action: November 1, 2023

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Academy For Professional Development (APT) was granted provisional approval to offer the Emergency Medical Technician, Executive Protection Specialist, and Physically Security Specialist at the May 5, 2021, Commission meeting. All contingencies were fulfilled, and the license was issued on August 27, 2021, for the Executive Protection Specialist, and Physically Security Specialist programs. APD appeared before the Commission on May 5, 2022, and was granted a nine-month extended provisional license since no students had been enrolled at the time of the required audit.

On February 1, 2023, APD appeared before the Commission meeting for the second extended provisional license. The Commission granted APD a final nine month extended provisional license with the requirement that the institution begin courses no later than 6 months from this meeting to enable CPE staff to conduct the required audit for full term licensing consideration for the November 2023 meeting.

The institution is currently licensed to offer both the Executive Protection Specialist and Physically Security Specialist. On July 11, 2023, Southern Nevada Health District (SNHD) notified Mr. Jerame Ayers that the application to offer Emergency Medical Technician (EMT) was incomplete and SNHD will not be processing the incomplete application. Mr. Ayers would need to complete a new application with SNHD for the EMT program to be considered.

Academy for Professional Development reported to CPE 20 students in Quarter 1 of 2023 and 15 students in Quarter 3 of 2023 for new student enrollment. Based on the institution's reporting, staff believed that the institution had begun to offer training and would be ready for the audit to occur in the September/October time frame. Both the Administrator and Educational Specialist went to the institution's location on October 6, 2023, to conduct the provisional audit. It was discovered at the audit meeting that the institution had not conducted any training course although APD had reported student enrollments. CPE was unable to conduct the audit of student files.

The Commission had granted APD a final nine month extended provisional license with a requirement that the institution begin courses no later than 6 months from the February 1, 2023 meeting to enable CPE staff to conduct the required audit. As the report indicated, the institution failed to meet that requirement and has not offered any courses to date. APD has provided a letter from a security company with the intent to schedule a group of students with the institution by the end of 2023.

Therefore, I recommend:

**The provisional licensure for Academy of Professional Development be extended for an additional nine months with the condition that training commences no later than six months from the date of this meeting or the license will terminate.**



To: CPE Commissioners

From: Maricris Wu, Postsecondary Education Specialist



Subject: Full Term Licensure Recommendation, Genevieve Training Center

For Action: November 1, 2023

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Genevieve Training Center was granted provisional licensure on November 2, 2022, CPE Commission meeting, to offer a certificate nursing assistant program that consists of 120 hours of training. The program is approved by the Nevada State Board of Nursing with curriculum that includes 40 hours of laboratory skills; 40 hours of classroom training and 40 hours of clinical hours in a medical healthcare setting. The provisional audit was conducted on September 27, 2023. Due the findings from the audit, additional time is required to ensure the institution can demonstrate its ability to comply with the student record keeping requirements pursuant to NRS 394.441 & NAC 394.441 and all applicable provisions of Chapters 394.

Therefore, I recommend:

**The provisional licensure for Genevieve Training Center to be extended for six months.**

## Licensing Worksheet

Prepared by: Maricris Wu, Postsecondary Education Specialist 

Applicant: Dr. Zachary Soard, DMD

School: Assist to Succeed Las Vegas

For Action: November 1, 2023

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### **Recommendation**

That a twelve-month provisional license be granted to Assist to Succeed Las Vegas to offer a Dental Assistant certificate programs contingent upon receipt of surety bond in the amount \$15,600, facility and personnel information.

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Curriculum: Curriculum received on August 31, 2023. Previously approved by CPE.

Bond: Recommend amount is \$15,600 **CONTINGENCY.**

Financial Statement: Received on August 31, 2023, and reviewed on August 31 –October 11, 2023.

Budget Estimate: Received on August 31, 2023, and reviewed on August 31 –October 11, 2023.

Financial Release: Received on August 31, 2023, and reviewed on August 31 –October 11, 2023.

Personnel Information: **CONTINGENCY.**

Certifications: Received on August 31, 2023, and reviewed on August 31 –October 11, 2023.

Catalog: Received on August 31, 2023, and reviewed on August 31 –October 11, 2023.

Contract: Received on August 31, 2023 under pending review.

Completion Certificates: Received on August 31, 2023, and reviewed on October 11, 2023.

Facility Information: **CONTINGENCY.**

Fees: Received on August 31, 2023.

## Licensing Worksheet

Prepared by: Kelly D. Wuest, Administrator

Applicant: Paul Schnauffer, Owner

Institution: Las Vegas Bartending School

For Action: November 1, 2023

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### Recommendation

That a twelve-month provisional license be granted to Las Vegas Bartending School to offer the Bartender certification contingent upon facility approval, personnel and surety in the amount of \$10,000

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Curriculum: Curriculum has been approved September 2023.

Surety Bond: Recommended amount bond calculation \$10,000. **CONTINGENCY.**

Fictitious Firm: **CONTINGENCY.**

Financial Statement: Received on September 7, 2023 and reviewed on October 16-19, 2023.

Budget Estimate: Received on March 21, 2023 and reviewed on June 21, 2023.

Financial Release: Received on March 21, 2023 and reviewed on June 21, 2023.

Personnel Information: **CONTINGENCY.**

Catalog: Received on July 31, 2023. Under review.

Enrollment Agreement: Received on July 31, 2023. Under review.

Completion Certificates: Received on July 31, 2023 and approved on October 16, 2023.

Facility: **CONTINGENCY.**

Fees: Received on 3/21/23.

## Licensing Worksheet

Prepared by: Maricris Wu, Postsecondary Education Specialist 

Applicant: Greg Gilbert, Owner

School: Welding School of Nevada

For Action: November 1, 2023

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### **Recommendation**

That a twelve-month provisional license be granted to Welding School of Nevada to offer a certificate program in AWS Sense Welding contingent upon receipt of surety bond in the amount \$104,000, facility approval and personnel information.

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Curriculum: Curriculum received on August 29, 2023.

Bond: Recommend amount is \$104,000 **CONTINGENCY.**

Financial Statement: Received on August 29, 2023, and reviewed on August 29 –October 11, 2023.

Budget Estimate: Received on August 29, 2023, and reviewed on August 29 –October 11, 2023.

Financial Release: Received on August 29, 2023, and reviewed on August 29 –October 11, 2023.

Personnel Information: **CONTINGENCY.**

Certifications: Received on August 29, 2023, and reviewed on August 29 –October 11, 2023.

Catalog: Received on October 10, 2023, under pending review.

Contract: Received on October 10, 2023, under pending review.

Completion Certificates: Received on August 29, 2023, and reviewed on August 29 –October 11, 2023.

Facility Information: **CONTINGENCY.**

Fees: Received on August 29, 2023.