

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: February 1, 2024

The Commission on Postsecondary Education will conduct a meeting on **February 7, 2024**, 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 February Commission Meeting
Time: February 7, 2024, 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://nvdetr-org.zoom.us/j/89340606117?pwd=dFpQbmxUUHUrSIFhU2tLbm5vT0ZlZz09>

Meeting ID: 893 4060 6117

Passcode: 764030

One tap mobile

+12063379723,,89340606117#,,,,*764030# US
(Seattle)

Dial by your location

- +1 206 337 9723 US (Seattle)
- +1 213 338 8477 US (Los Angeles)
- +1 253 205 0468 US
- 833 548 0276 US Toll-free
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Meeting ID: 893 4060 6117

+12133388477,,89340606117#,,,,*764030# US (Los Angeles)

- 833 928 4608 US Toll-free
- 833 928 4609 US Toll-free
- 833 928 4610 US Toll-free
- 877 853 5257 US Toll-free
- 888 475 4499 US Toll-free

Passcode: 764030

According to NRS 241.020, Meeting Materials are available at:

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 November 1, 2023, Minutes -----For possible action
- I. Introduction of Kristine Nelson, ESD Administrator -----Informational
- J. Administrator’s Report-----Informational

Applicants for consideration of Added Program

- K. National Technical Institute -----For possible action

Applicants for consideration of a Full-Term License

- L. Accelerated Dental Assisting Academy -----For possible action
- M. Hawaii Pacific University-----For possible action
- N. NCLAB, Inc-----For possible action
- O. PDH Academy-----For possible action
- P. Shiloh CNA School -----For possible action
- Q. Sierra Mountain Education, LLC -----For possible action

Applicants for consideration of Initial Provisional Licensure

- R. Charter College -----For possible action
- S. Next Level Dental Institute, LLC -----For possible action
- T. Savvy Needle Phlebotomy Training -----For possible action

Comments

- U. 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

- V. 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 k-scott@detr.nv.gov; or telephone Kassondra Scott at (702) 486-2805 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 February 5, 2024, at the following address:

Department of Employment, Training and Rehabilitation
Employment Security Division
Commission on Postsecondary Education
Attn: Kassondra Scott
2800 E. St. Louis Avenue
Las Vegas, NV 89104
Or via e-mail at k-scott@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 Kassondra Scott at (702) 486-2805 or e-mail k-scott@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 3rd 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, the State of Nevada's Public Notices website at: <https://notice.nv.gov/>, the Commission on Postsecondary Education page at www.cpe.nv.gov.

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

NEVADA COMMISSION ON POSTSECONDARY EDUCATION MINUTES

THIS MEETING WAS 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://nvde-tr.org.zoom.us/j/87433227226?pwd=S3VOMUp1K2lxb21vcIU1NEw3WTduUT09>

Meeting ID: 874 3322 7226

Passcode: 081726

Dial by your location

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Meeting ID: 874 3322 7226

Passcode: 081726

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

Zachary Soard, Assist to Succeed

Amber Richins, Assist to Succeed

Greg Gilbert, Welding School of Nevada

Arlo Thompson

Diane

Jackalyn Copeland

Jerame Ayers

Lorna Harrison

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

Thomas Kenny, Chair

Sharon Frederick, Vice Chair

Nate Clark

Jon Ponder

STATE OF NEVADA
EMPLOYMENT SECURITY DIVISION
COMMISSION ON POSTSECONDARY EDUCATION
MINUTES

November 1, 2023 – 9:00 A.M.

Call to Order

The meeting was held via Video Conference ZOOM and In Person, DETR – Job Connect Conference Room, 3405 S. Maryland Parkway, Las Vegas, Nevada 89169. The meeting was called to order by Chair Commissioner Thomas Kenny at approximately 9:39 AM.

Public Comment Phone Option Instructions

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

Join Zoom Meeting

<https://nvdetr-org.zoom.us/j/87433227226?pwd=S3VOMUp1K2lxb21vcIU1NEw3WTduUT09>

Meeting ID: 874 3322 7226

Passcode: 081726

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Public Comments

None

Written Comments

This is Susan Beckett, no written comments.

Confirmation of Posting

Administrator Kelly Wuest, for the record, Administrator, 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 Kenny - Present
- Commissioner Vice-Chair Frederick - Present
- Commissioner Clark - Present
- Commissioner Ponder – Present
- Commissioner Rhoades - Absent
- Commissioner Clyne - Excused

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 November 1, 2023.
Second: Commissioner Ponder.
Discussion: None.
Results: Unanimous, agenda is adopted.

Approval of Minutes August 2, 2023, Meeting

Discussion: None.
Motion: Commissioner Clark – Motion to approve the minutes for August 2, 2023, meeting.
Second: Commissioner Ponder.
Discussion: None.
Results: Unanimous, motion carries.

Introduction of Kristine Nelson, ESD Administrator

Administrator Wuest for the record, she is not here today. We will put it on the agenda for our next meeting. She is the new ESD Administrator, with administrative power over the Commission. This includes financials and signatory on the State Budget.

Administrators Report

Administrator Wuest gave the Administrator's Report as submitted with the updated additions to total student counts for Quarter 3: Student count is 10,253 with 23 unreported.

Commissioner Clark, along the same lines tied with item number 5 on the demo background. It seems like the backlogs are getting bigger, I guess. I know from my own standpoint we submitted a program change in May. We still haven't heard anything. It's frustrating from the school's perspective. At what point do we think we're going to get caught up?

Administrator Wuest, hiring for the new position is going to help to distribute workload. Next, when the computer system goes online it is going to immediately help with the new applications coming in. Our backlog has not grown but has remained about the same. Each quarter there is a surge of applications because licenses typically expire in February, May, August, and November in relation to the meetings. Right now, we are to the end of April beginning of May. It's one of our challenges and hope to be caught up in the spring. With the VA Agreement, we were assigned one less RBS than last year. Those were very time intensive and are permitted to conduct supervisory visits when there is no RBS identified.

Mr. Clark, I was wondering if we need to do some analytics. Maybe try to address this from a legislative standpoint, because I don't know if everybody's aware how this is impacting schools. I cannot enroll students, so I cannot sell a program that is not accredited because I don't have the state approval. That is lost revenue, and I don't know that the legislature saw that when they wrote these laws, the impact that it is going to create. From a budgetary standpoint, is one more person going to get us where we need to be to service the schools with a license?

Administrator Wuest, the backlog and increase in applications was the argument provided to the legislature to fund the position and the narrative identified delays in processing impacts the revenue and operations of all the institutions. A dollar amount would be helpful to see. This argument was

also the reason why we were able to get the computer system. We requested everything to start in July, but funding only authorized the position starting October. Commissioner Clark, that is all I had.

Applications for Full Term License

Academy For Professional Development

Testified: Jerame Ayers, Owner gave background and stated they started the security programs but have not had any students in those programs. Mr. Ayers furthered with explaining the emergency medical technician and issues with time to get clinical agreements through the hospital due to COVID and ongoing legal issues regarding students in said possible clinicals. They came towards the end of the extensions of the license with Southern Nevada Health District and Ayers will be going back to discuss with them because of the issue with the CPE license they kicked back the application it was just a timeline issue. Regarding EMT, I still plan on doing it. I just must start from step one again. My executive protection and my 30-day Physical Security Specialist is a long story within the last extension I started advertising and did get some for the 14 days. However, we do not have any start dates. I did have enrollments but had some cancel and some lied about their convictions.

Commissioner Frederick on your enrollment agreement is there a question that asks have you been convicted of a felony? Ayers, there is most definitely. However, they lied, and their backgrounds came back and even had a false identity.

Commissioner Kenny, I am going to summarize my understanding of it with EMT, you are starting over again with the application process trying to get through that. The Physical Security Specialists, it seems like that one is moving and with the Executive Protection Specialist, it seems like you are trying to drum up some interest in enrollments. With this understanding it is that this would be kind of our final extension here that we would need to get classes going in the next six months for these programs.

Motion: Commissioner Frederick – 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.

Second: Commissioner Ponder.

Discussion: None.

Results: Unanimous, motion carries.

Genevieve Training Center

Testified: Jackalyn Copeland gave background information and explained they began to have students starting in June. There were findings and I made corrections.

Motion: Commissioner Clark – A motion that the provisional license for Genevieve Training Center be extended for an additional six months.

Second: Commissioner Ponder.
Discussion: None.
Results: Unanimous, motion carries.

Applications for Initial Provisional Licensure

Assist to Succeed Las Vegas

Testified: Dr. Zachary Soard, gave background as he was raised here in Las Vegas and a double graduate from UNLV bachelors and then dental program in 2014, purchased his first dental office in 2016 and began looking for dental assistants. Soard then purchased additional dental offices throughout the valley and struggled acquiring qualified staff which lead him to the path of wanting to open a school.

Commissioner Ponder asked about recruiting students, how they would locate them. Soard, we hope to do most of our advertising via our dental websites with a career section for people that are interested in the field. We will also be having brochures in our offices and using other marketing social media such has Facebook and Instagram reels targeted to that demographic.

Commissioner Kenny, do you have externship site agreements lined up presently? Or is that in development for the future? Soard, it is in development, we do have some verbal agreements, but nothing written yet. Commissioner Kenny, my next question is pertaining to placement and career services assistance. Who is going to be the person responsible for helping students with private or place assistance afterward. Soard, my assistant Amber Richins and I will use the contacts we have created in private practice over the last ten years to help assist in placement and also in the externships.

Commissioner Ponder asked what is the entry level starting salary for someone who has just recently graduated from the Dental Assistant Certificate? Soard, it would be in the \$15-\$16 range.

Motion: Commissioner Ponder - A motion that a twelve-month provisional license be granted to Assist to Succeed Las Vegas to offer a Dental Assistant certificate program contingent upon receipt of surety bond in the amount \$15,600, facility, and personnel information.

Second: Commissioner Clark.
Discussion: None.
Results: Unanimous, motion carries.

Las Vegas Bartending School

Testified: Arlo Thompson gave background information about the school. He currently resides in Los Angeles and works for a company called National Bartender Staffing with a network of bartending schools in California but would love to open one in Nevada. The program is a basic program, they are going to learn the basics of mixology, alcohol awareness training, different spirits and have a knowledge of

that. There is going to be classroom work as well as lab work. We will build our mock bars in a location so that can have a full use bar with food coloring and colored water in bottles that will be set up to look like an actual bar and you can practice all the things learned before you take your exit exams to finish the program.

Commission Ponder, do you have job placement that is available, are you working with local bars or casinos for those opportunities mentioned? Thompson, not yet that is something we are working on and will look into as well.

Commissioner Frederick, do you have anything in place for your graduates if they need refresher training or perhaps information on new cocktails that are being developed? Thompson, yes, we have in our catalog there is an open policy, if you need it or feel like you have been away for a little bit, and you are feeling rusty you are more than welcome to spend any lab time you want refreshing your skills and things like that.

- Motion: Commissioner Clark - That a twelve-month provisional license be granted to Las Vegas Bartending School to offer the Bartender certification contingent upon receipt of facility approval, personnel, and surety bond in the amount of \$10,000.
- Second: Commissioner Frederick.
- Discussion: None.
- Results: Unanimous, motion carries.

Welding School of Nevada

Testified: Greg Gilbert, Owner, gave background information on his experience that began in 1997 in Elkhart, Indiana with the fabrication side of welding and teaching at JATC. Due to a labor shortage and difficulty finding qualified workers opening a school seemed to be the next step.

Commissioner Ponder, where do you recruiting from and what is the entry level starting salary for people completing the program? Do you offer job placement? Gilbert, the starting wage is usually between \$17 and \$20 an hour. Regarding the recruitment, we are going to do the standard Facebook, website, and outreach with my church and local high schools. Pertaining to job placement we are going to use monster.com, indeed, and look for other places that are hiring. We also plan to do open houses for placements and recruiting.

Commissioner Clark, I noticed in the descript of the programs that the curriculum is designed by the American Welding Society following the Sense guidelines. It's a good foundational curriculum but it also mentions that the students will have the ability to become certified welders through AWS. Is the school an accredited test facility with AWS? Gilbert, I am working on that right now. We are not accredited yet but are working on the process to do that. Commissioner Clark, I would encourage you to make sure you do not advertise that they are going to be certified

until you achieve that accredited test facility because you could find yourself in court defending yourself over the difference between accredited test facility and non-accredited test facility is the title of that qualification test. Gilbert, thank you, understood.

Motion: Commissioner Clark - A motion 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.

Second: Commissioner Frederick.

Discussion: None.

Results: Unanimous, motion carries.

Public Comment

Commissioner Ponder, I wanted to publicly say thank you. Kelly, Maricris and Susan, all three of you do just a tremendous job. Susan, thank you for handling the crisis mode and the beginning and I know you are doing a lot in the background to make sure we could get this meeting done today.

The meeting was adjourned by Commissioner Kenny. Time: 10:47

Administrators Report Prepared January 29, 2024

1. Staffing Update

Susan Beckett was promoted to the position of Audit Compliance Investigator I in November 2024. She brings several years' experience working with the Commission and background as a paralegal. Susan has her Paralegal certificate from UNLV. Susan is working with both the VA program and CPE to conduct audits, supervisory visits, facility review and risk-based assessment while also training her replacement in the administrative functions. Congratulations Susan!

Kassondra Scott has been hired to the position of Administrative Assistant III with the Commission. Kassondra has a bachelor's degree in criminal justice from UNLV and has been working in the convention industry prior to coming to CPE. Please provide her with a warm CPE welcome!

2. Computer System

CPE is working with EDvera to implement the new software solution. CPE staff has weekly homework from the developer for the various licensing applications with CPE and VA. We have received the preview for the base system information and provided feedback. We experienced a slight delay waiting for the VA uniform application to be available and understanding the parameters of the process. System testing will begin once all the elements are programmed, and we are slated to go live in June 2024.

3. Regulatory Updates Impacting CPE Licensees

Nevada AB 332 – Requires licensing and regulation of student loan servicers and prohibits the issuance of private education loans to students without being licensed as a Student Loan Servicer. CPE has found licensed institutions charging students interest on payment plans, creating long term payment plans and referring to the enrollment agreement as a credit contract. We are advising institutions to remove interest bearing loans from the enrollment agreement and to reach out to the Financial Institutions Division of Business and Industry for guidance concerning licensing. This regulation does not impact federal student loan processors and banks. It is specific to private third-party lenders and institutions. More information can be found at: <https://fid.nv.gov/Licensing/SLS/student-loan-servicers/>

Department of Education-Gainful Employment changes. Effective July 2024, new regulations will go into effect concerning gainful employment with the U.S. Department of Education. Programs that have specific hour requirement for state licensing will only be able to participate in Title IV for the hours indicated for the license. For Nevada, this change will impact massage therapy programs that have a current 550-hour curriculum requirement pursuant to NAC 640C. With the hour count being below 600 hours, it is likely that without the Nevada Board of Massage Therapy revising their curriculum requirement to at least 600, massage therapy programs will no longer be eligible to participate in Title IV.

4. VA Cooperative Agreement

CPE received a Satisfactory rating from the VA for FY23. This is the highest rating possible within the system. Staff met all performance measures at or above standard. For the VA Agreement, CPE has received a COLA increase for FY2024 in the amount of \$6,473. Funding is available to reimburse staff work on the VA agreement, administrative allowance based on staff expenditures and travel related to the agreement.

In November, the VA issued the Uniform Application for all SAA's to use for initial approvals, 24 month reapprovals or when an institution adds a new program which expanded today to include most program modifications. CPE is permitted to maintain our State application for addendums not related to adding programs, any State specific items and documents needed to determine eligibility.

Both the Administrator and VA Education Specialist will attend NASAA Mid-Winter Conference in February 2024. Nevada will host the NASAA Summer Conference at the South Point Casino in August 2024 and is participating in the NASAA Conference Planning subcommittee to prepare for the event.

5. Application Backlog

CPE continues to experience a backlog of applications for processing of approximately seven months. There are many factors contributing to the backlog:

- Conditions of submission disorganized and missing required documents or blank document submissions
- Issues with licensees completely backgrounds in a timely manner – Continued issue from initial applications to renewals and change applications. Remedy requires institutions embed the background process in staff onboarding. This has been successful for many larger institutions.
- Continued high number of applications/licensee submission – Staff are reviewing all outstanding applications and when feasible process multiple applications at one time to reduce the backlog. Administrator is processing applications with both VA and CPE pending items and recording catalog approves as processed by the VA program.
- Increase in non-application work: Transcripts increased from 61 Q4 of 2022 to 299 Q 4 of 2023.

CPE will continue various strategies to reduce/eliminate our processing backlog through communicating our staffing shortage and resources (computer system) needs to State leadership and the legislature, improving applications and support documents/how to presentations, streamlining applications whenever possible and continually look for opportunities to implement process improvement.

6. Institutional Opening and Closures

Newly Issued License

Galen College of Nursing

Genevieve Training Center

Welding School of Nevada

Closures

Las Vegas Colon Hydrotherapy School – January 2024

Phlebotomy Learning Center – Currently in teach out until February 2024

7. Quarterly Report – With 41 schools unreported, the total enrollment for the October 1, 2023– December 31, 2023, quarter stands at 7,052 new students. An update will be provided at the meeting.

Q3 2023 updated to 10,253.

Oct – Dec 2023	Oct – Dec 2022	Oct – Dec 2021	Oct - Dec 2020	Oct - Dec 2019
7,052	7,308	7,426	7,922	8,057

8. CPE Quarterly Activities – October 1, 2023 – December 31, 2023

CPE Activity	Number of Applications Processed	CPE Activity	Number of Applications Processed
License Renewals	15	Agent Permits	11
Experiential License	4	VA Risk Base Surveys/Other Visits	3
Transcripts	229	VA Program Approvals (individual programs)	546
Distance Education Exemptions	10	Change of Ownership	2
License Evaluations	5	School Audits	7
Added Facility	5	Added Program	2

*VA activities include non-licensed institutions (NSHE/DMV/Flight/Cosmo), OJT and apprenticeships at the individual program level

9. CPE Formal Student Complaints: October 1, 2023 – December 31, 2023


Complaints listed only include students who filed formal paperwork with CPE to initiate an investigation. Staff regularly assist students with institutional grievance processes for resolving issues informally and at the lowest level possible.

Institution Name	Filed	Issues/Allegation	Findings	Status
Pima Institute		Facility Issues, qualifications of instructor	CPE inspected facility-County inspection provided permission to operate in building, no issues found. Faculty members credentials reviewed and determined to meet both accreditation and CPE standards.	Closed
Wongu University of Oriental Medicine	11/16/23	Unofficial complaint - letter received. Accused administrative staff of sexual misconduct.		Closed

CPE received three complaints from employees at Wongu University concerning potential HIPPA violations and behavior of another staff member. Directed to file with federal HIPPA as issue outside of CPE purview. Behavioral issue: Staff research determined a police report concerning the incident was filed and closed as unsubstantiated.

One cosmetology student reached out to CPE and was directed to the proper agency to file a complaint.

Licensing Worksheet

Prepared by: Kelly Wuest, Administrator 

Applicant: Ryan Woodward, CEO
Matt Pfau, Esquire, Instructor

School: National Technical Institute

For Action: February 7, 2024

Recommended Motion:

That National Technical Institute be granted approval to offer the proposed Paralegal program contingent on personnel information, and bond in the amount of \$94,000.

Curriculum: Initial Received on June 12, 2023. Additional items received on August 23, 2023. Curriculum approved November 2023.

Bond: Recommended bond amount of \$94,000. Contingency.

Budget

Estimate: Received on June 12, 2023, and reviewed on January 16-17, 2024.

Financial

Documents: Received August 23, 2023.

Personnel

Information: Contingency.


Catalog: Addendum received on June 12, 2023. Pending course schedule and staff listing.

Facility

Information: Existing Facility approved.

Fees: Received on June 13, 2023.

To: CPE Commissioners

From: Kelly Wuest, Administrator 

Subject: Full Term Licensure Recommending – Extended Provisional
Accelerated Dental Assisting Academy
Angie LeBlanc, Licensing Manager

For Action: February 7, 2024

Accelerated Dental Assisting Academy was granted a provisional license at the February 1, 2023 Commission meeting to offer a ten week dental assisting course. The institution addressed outstanding contingency items and was issued a provisional license on June 20, 2023.

At the time of the required audit, the institution did not have any enrollments. A nine-month extension of the provision license is requested so the institution will have student completions and adequate enrollment for staff to perform an audit.

I recommend that:

The provisional license for Accelerated Dental Assisting Academy be extended for an additional nine months.

To: CPE Commissioners

From: Kelly Wuest, Administrator




Subject: Hawaii Pacific University
Request for Extension of Provisional License
Tricia Catalino, Dean Graduate College of Health Science

For Action: February 7, 2024

Hawaii Pacific University was granted a provisional approval to offer the Doctor of Physical Therapy and Doctor of Occupational Therapy during the February 1, 2023 Commission meeting. All contingencies were fulfilled, and the license was issued on August 1, 2023.

Currently, the institution has no enrollments and institution plans to starting the first cohort in August 2024. The institution requests a twelve-month extension to permit time for the institution to complete one semester prior to the audit, I recommend that:

The provisional license for Hawaii Pacific University be extended for an additional twelve months.

To: CPE Commissioners
From: Kelly Wuest, Administrator 
Subject: NC Lab
Request for Extension of Provisional License
For Action: February 7, 2024

NC Lab was granted provisional approval to offer the certificate program in Python Developer during the February 1, 2023 Commission meeting. All contingencies were fulfilled, and the license was issued on February 21, 2023.

The institution has had no enrollments since being issued a license for staff to conduct the provisional audit. Staff is requesting an additional nine months to permit NCLab additional time to enroll students prior to the required audit.

I recommend that:

The provisional license for NC Lab be extended for an additional nine months.

To: CPE Commissioners

From: Maricris Wu, Postsecondary Education Specialist 

Susan Beckett, Compliance Audit Investigator I 

Subject: Full Term Licensure Recommendation, PDH Academy
Y'Lonne Hodges, Compliance Specialist

For Action: February 7, 2024



PDH Academy was granted provisional approval to offer the Nevada Pre-licensing programs: Nevada Salesperson that consisted of 90 hours of training and Structural Inspection program that consisted of 60 hours of training during the August 4, 2021, Commission meeting. All contingencies were fulfilled, and the license was issued on January 28, 2022.

On January 10, 2024, a provisional audit was conducted in accordance with NAC 394.445. Due to the audit findings, 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 PDH Academy be extended for an additional nine months.

To: CPE Commissioners

From: Maricris Wu, Postsecondary Education Specialist 
Susan Beckett, Compliance Audit Investigator I 

Subject: Full Term Licensure Recommendation, Shiloh CNA School
Paula Dixon RN, Nevada Director

For Action: February 7, 2024

Shiloh CNA School was granted provisional approval to offer the Nursing Assistant program that consists of 92 hours of training during the February 1, 2023, Commission meeting. The curriculum includes 26 hours of laboratory skills; 34 hours of classroom training and 32 hours of supervised hands-on clinical training. All contingencies were fulfilled, and the license was issued on March 2, 2023.

On December 20, 2023, a provisional audit was conducted in accordance with NAC 394.445. The audit revealed the institution demonstrated its ability to comply with the provisions of NRS and NAC Chapters 394.

Therefore, I recommend:

Shiloh CNA School be granted a full-term license.

To: CPE Commissioners

From: Maricris Wu, Postsecondary Education Specialist
Susan Beckett, Compliance Audit Investigator I


Susan Beckett

Subject: Full Term Licensure Recommendation, Sierra Mountain Education
Christina Smith, Nevada Director

For Action: February 7, 2024

Sierra Mountain Education (SME) was initially granted provisional approval to offer the Dental Assistant program during the May 2022 Commission meeting. The program is fifteen weeks of training and includes 150 hours of lecture and 40 hours of externship totaling 190 hours of training. Contingencies were fulfilled and the provisional license was issued November 2022.

At the time of the required audit, the institution had not enrolled any students. On April 2023, SME requested an extension due to not having adequate student enrollment completion. At the May 3, 2023, Commission meeting, SME was granted extended provisional license for an additional nine months.

On January 9, 2024, a provisional audit was conducted in accordance with NAC 394.445. The audit revealed the institution demonstrated its ability to comply with the provisions of NRS and NAC Chapters 394.


Therefore, I recommend:

A full-term licensure be granted to Sierra Mountain Education.

Licensing Worksheet

Applicant: Dr. Heather Allen
Director of Regulatory Affairs

Institution: Charter College

Prepared by: Kelly D. Wuest, Administrator 

For Action: February 7, 2024

Recommendation

That a twelve-month provisional license be granted to Charter College to offer Associate of Applied Science degrees in Diagnostic Medical Sonography, Nursing, and Radiologic Technology and certificate programs in Certified Nursing Assistant and Medical Assistant contingent upon approval of curriculum, staffing, facility approval for nursing programs and surety in the amount of \$991,000.

Curriculum: Accrediting body approved. Curriculum for the AAS – Nursing and Certified Nursing Assistant programs require approval of the Nevada State Board of Nursing. **CONTINGENCY.**

Surety Bond: Recommended amount bond calculation \$991,000 **CONTINGENCY.**

Financial Statement: Received on November 10, 2023 and reviewed on January 16-23, 2024.

Budget Estimate: Received on November 10, 2023 and reviewed on December 21-22, 2023.

Financial Release: Received on November 10, 2023 and reviewed on December 21, 2023.

Personnel Information: **CONTINGENCY.**

Certifications: Received on November 10, 2023 and reviewed on December 21, 2023.

Catalog: Received on November 10, 2023 and under review.

Enrollment Agreement: Received on November 10, 2023 and under review.

Completion Certificates: Received on November 10, 2023 and reviewed on December 28-29, 2023.

Facility Information: Previously CPE approved. NSBN approval required for CNA and Nursing only. **CONTINGENCY.**

Fees: Received on November 20, 2023

Licensing Worksheet

Prepared by: Maricris Wu, Postsecondary Education Specialist



Applicant: Dr. Deborah Staten, Owner

School: Next Level Dental Assistant

For Action: February 7, 2024

Recommendation:

That a twelve-month provisional license be granted to Next Level Dental Assistant to offer a Dental Assisting program.

Curriculum: Revised curriculum received on November 28, 2023, and approved on December 12, 2023.

Bond: Recommend amount is \$57,000. Bond Received.

Financial Statement: Received on November 28, 2023, and reviewed on December 12, 2023.

Budget Estimate: Received on November 28, 2023, and reviewed on December 11, 2023-January 11, 2024.

Financial Release: Received on November 28, 2023, and reviewed on December 11, 2023-January 11, 2024.

Personnel Information: Completed January 9, 2024.

Certifications: Received on November 28, 2023, and approved on January 11, 2024.

Catalog: Received on November 28, 2023, under pending review.



Contract: Received on November 28, 2023, under pending review.

Completion Certificates: Received on November 28, 2023, and approved on January 11, 2024.

Facility Information: Received on November 28, 2023. Facility approved on January 25, 2024.

Fees: Received on November 28, 2023.

Licensing Worksheet

Prepared by: Kelly D. Wuest, CPE Administrator 
Maricris Wu, Postsecondary Education Specialist 

Applicant: Alicia Coleman, Owner

School: Savvy Needle Phlebotomy Training

For Action: February 7, 2024

Recommendation

That a twelve-month provisional license be granted to Savvy Needle Phlebotomy Training to offer a Phlebotomy Technician certificate program contingent upon receipt of surety bond in the amount \$15,000, facility, personnel information, externship site agreement, and curriculum approval.

Curriculum: Curriculum received on January 23, 2024. Curriculum under pending review. Extern site not submitted. **CONTINGENCY.**

Bond: Recommend amount is \$15,000 **CONTINGENCY.**

Financial Statement: Received on August 24, 2023 and reviewed on August 24 –January 19, 2024.

Budget Estimate: Received on August 24, 2023 and reviewed on August 24 –January 19, 2024

Financial Release: Received on August 24, 2023 and reviewed on August 24 –January 19, 2024.

Personnel Information: **CONTINGENCY.**

Certifications: Received on August 24, 2023 and reviewed on August 24 –January 19, 2024

Catalog: Received on August 24, 2023, and under pending review.

Contract: Received on August 24, 2023, and under pending review.

Completion Certificates: Received on August 24, 2023 and reviewed on August 24 –January 19, 2024

Facility Information: **CONTINGENCY.**

Fees: Received on August 24, 2023.