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**Minutes**  
**Board of Regents' Proprietary Schools Advisory Commission**  
**March 10, 2020**

The Louisiana Board of Regents' Proprietary Schools Advisory Commission met on Tuesday, March 10, 2020, at 10:06 a.m., in Room 1-190 of the Claiborne Building, Baton Rouge. Chair Fontenot called the meeting to order and the roll was called.

**Commission Members Present**

Sherrie Despino  
James Dorris  
James Fontenot, Chair  
Jada Lewis  
Carmen Million  
Mary Lou Potter

**Staff Members Present**

Chandra Cheatham  
Dr. Susannah Craig  
Kristi Kron  
Carol Marabella

**Commission Members Absent**

Melanie Amrhein, Vice-Chair  
Raymond Lalonde

**Guests Present**

(See Appendix A.)

The first item of business was the approval of the minutes from its meeting of January 14, 2020.

**On motion of Ms. Despino, seconded by Ms. Potter, the Proprietary Schools Advisory Commission unanimously adopted the minutes of the January 14, 2020 Proprietary Schools Advisory Commission meeting.**

The next agenda item considered by the Commission was two initial license applications, the first from Charity Health Training Institute, LLC, located in Lafayette, Louisiana, and represented by the school's owner, Ms. Lindsay E. Woods. Ms. Kron reviewed the materials of this limited liability company for the Commission members, informing them that this institution was proposing to offer one program of study, Certified Nursing Assistant (CNA), which is a two-week, 80.0 clock hour program (inclusive of both classroom and clinical experience). The program has received the required approval from the Department of Health, Health Standards Section. Charity Health Training Institute, LLC, had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the owner's professional background and reason for opening a proprietary school, the requirement for liability insurance at the clinical site, the minimum age requirement for an individual to be employed as a CNA, the potential for a CNA to advance educationally in the nursing profession, and marketing strategies,

**On motion of Ms. Despino, seconded by Ms. Million, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Charity Health Training Institute, LLC, located in Lafayette, Louisiana.**

The second initial license application considered by the Commission was from Elise Phlebotomy Training Center, located in Gretna, Louisiana, and represented by the school's owner, Ms. Candace E. McKinnies. Ms. Marabella reviewed the materials for this limited liability company for the Commission, informing it that this institution would be offering two programs of study, EKG Technician, which is a 48.0 clock hour program with an anticipated completion time of six weeks, and Phlebotomy Technician, which is a 87.0 clock hour program with an anticipated completion time of seven weeks. Elise Phlebotomy Training Center had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the owner's professional background and motivation for opening a proprietary school, employment opportunities for Phlebotomy and EKG Technicians, the availability of tuition payment plans, recruitment and marketing strategies, and the owner's plans to remain financially solvent,

**On motion of Ms. Potter, seconded by Ms. Million, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Elise Phlebotomy Training Center, located in Gretna, Louisiana.**

The next agenda item considered by the Commission involved a change of ownership license application from Southwest Dental Academy, a limited liability company that is located in Lafayette, Louisiana, and was represented by the institution's owner/director/instructor, Ms. Malanie S. Cothorn. This school has been licensed by the Board of Regents since January 25, 2012. Ms. Marabella reminded the Commission that the Proprietary Schools Law requires that a change of ownership be treated no differently than an initial license application. Under the

change of ownership at Southwest Dental Academy, the new owner is continuing to offer the Dental Assistant program which is 170.0 clock hours in length with an estimated completion time of nine weeks. Southwest Dental Academy had met all the legal and administrative requirements to be approved for a change of ownership license.

Following further discussion regarding the owner's professional background and reason for purchasing the school, the need for Dental Assistants, competition within the geographical area, and the average class size,

**On motion of Ms. Despino, seconded by Mr. Dorris, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve the change of ownership license application for Southwest Dental Academy, located in Lafayette, Louisiana.**

The next agenda item considered by the Commission was operating license renewals. Ms. Marabella informed the Commission members that there were sixteen (16) schools seeking renewal. These schools scheduled for renewal were in complete compliance, having met all the legal and administrative requirements to be re-licensed.

Following further discussion,

**On motion of Ms. Million, seconded by Ms. Despino, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents renew the licenses of the following proprietary schools (initial license date in parentheses).**

**Baton Rouge School of Court Reporting (01/26/06)**  
**Becker Professional Education Online (01/09/17)**  
**Beso Beauty, LLC (01/09/17)**  
**Blue Cliff College--Lafayette (01/27/00)**  
**Burks Medical Training, LLC (01/14/19)**  
**Carter's Career Center, LLC (02/22/18)**  
**Coastal College--Hammond (02/23/89)**

**Gonzales Medical Assistant School (01/09/17)**  
**Griff's Marine Training, Inc. (01/27/10)**  
**ITI Technical College (01/27/00)**  
**Louisiana Dental Assistant School, LLC (01/27/05)**  
**Louisiana Dental Institute, LLC (02/21/18)**  
**Moore Career College, Inc. (01/14/19)**  
**Professional Laser Training, LLC (01/14/19)**  
**Rosemond School of Phlebotomy (02/22/16)**  
**Tulsa Welding School--Jacksonville Campus (01/27/10)**

Ms. Marabella informed the Commission that there were three institutions that did not renew their licenses this renewal cycle: Dryades YMCA School of Commerce (02/27/97), Felician Medical Training Academy (02/23/15), and Peach Tree School of Dental Assisting (01/19/17). Staff will follow through to secure the student records from each school for safekeeping.

The next item on the agenda was an update on program approvals. Chair Fontenot reminded the Commission that staff approved these updates administratively and course approvals were being shared for informational purposes only.

Under Report from Staff, Ms. Marabella shared with the Commission that staff would be conducting its biannual "Orientation for New Licensees" on March 26, 2020. Future plans would include an orientation delivered via video conference.

The next meeting of the Proprietary Schools Advisory Commission is scheduled for Tuesday, May 12, 2020, at 10:00 a.m., in Room 1-190 of the Claiborne Building. There being no further business, the meeting adjourned at 10:53 a.m.

APPENDIX A  
GUESTS

Malanie Cothorn

Candace McKinnies

Lindsay Woods

Southwest Dental Academy

Elise Phlebotomy Training Center

Charity Health Training Institute