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BOARD OF REGENTS

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AGENDA **PLANNING, RESEARCH and PERFORMANCE COMMITTEE**

Wednesday, June 15, 2022
12:40 p.m.

Claiborne Building, 1st Floor
Thomas Jefferson Room A&B 1-136
1201 North Third Street
Baton Rouge, Louisiana

I. Call to Order

II. Roll Call

III. Consent Agenda

A. R.S. 17:1808 (Licensure)

1. Initial Application
 - a. Oral Roberts University
2. Renewal Application
 - a. Central Texas College
 - b. Infinity College
 - c. National University
 - d. Reach University (Oxford Teachers College)
 - e. Relay Graduate School of Education

B. Proprietary Schools Advisory Commission

1. Initial Applications
 - a. Advanced Truck Driving School & Safety Services - New Iberia, LA
 - b. Brow Canvas Academy - Mandeville, LA
 - c. Ripple Learning LLC, DBA Hands on HVAC School - Shreveport, LA
 - d. Louisiana Green Corps. - New Orleans, LA
2. Renewal Applications
 - a. Academy of Acadiana, New Iberia, LA – License #2086
 - b. At-Home Professions, Fort Collins, CO – License #1015
 - c. Baton Rouge Dental Assistant Academy, Baton Rouge, LA – License #2191
 - d. CDL Mentors, LLC, Lake Charles, LA – License #2299
 - e. Charity Health Training Institute, LLC, Lafayette, LA – License #2316
 - f. Coastal College - Lafayette, Opelousas, LA – License #1002
 - g. Coastal College - Monroe, Calhoun, LA – License #957
 - h. Delta College of Arts & Technology, Lafayette, LA – License #2075

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- i. Elise Phlebotomy Training Center, Harvey, LA – License #2317
 - j. Goodwill Technical College, New Orleans, LA – License #2210
 - k. Lenora School of Phlebotomy, Slidell, LA – License #911
 - l. Louisiana Culinary Institute, LLC, Baton Rouge, LA – License #2045
 - m. Saint Christopher College, Carencro, LA – License #2269
 - n. Southwest Dental Academy, Lafayette, LA – License #2318
 - o. Tulsa Welding School & Technology Center, Houston, TX – License #2212
 - p. Unitech Training Academy, Houma, LA – License #2087
 - q. Unitech Training Academy, Lafayette, LA – License #988
3. Approval of Initial Rulemaking - Allows for changes to Proprietary Schools forms for increased efficiency and agility, as well as alignment with the upcoming online platform implementation.

IV. Proprietary School Adjudicatory Hearing Results

V. Other Business

VI. Adjournment

Committee Members: Terrie P. Sterling, Chair; Judy A. Williams-Brown, Vice Chair; Stephanie A. Finley; Robert W. Levy; Charles R. McDonald; Sonia A. Pérez; Wilbert D. Pryor; Felix R. Weill Staff: Susannah Craig, Deputy Commissioner for Strategic Planning and Student Success

AGENDA ITEM III.A.1.a.
Oral Roberts University
Tulsa, Oklahoma

BACKGROUND

Oral Roberts University (ORU) is a private institution with its main campus located in Tulsa, Oklahoma with an additional location at Church of the King in Mandeville, Louisiana. This institution is accredited by the Higher Learning Commission

ACADEMIC PROGRAM

ORU offers 30 academic programs that lead to bachelor's and master's degrees as well as certificates. These programs include subject areas of religious studies, business, healthcare, sports administration, communication studies, liberal studies, information technology, leadership studies, psychology, political science, and education. This institution currently has eighty-four students in its Louisiana Unduplicated Headcount Enrollment.

Degree Level	Louisiana Unduplicated Headcount Enrollment
Doctorate	0
Master's	4
Bachelor's	80
Associate	0
Certificate	0
Other	0
Total	84

FACULTY

Oral Roberts University has 90 part-time faculty members with either a master's or a doctorate degree supporting Louisiana operations.

FACILITIES

ORU offers online and classroom instruction to Louisiana residents.

STAFF RECOMMENDATION

Given the programs' scope and the credentials of its faculty, the institution's campus, program accreditation, and the general oversight by the home campus, Senior Staff recommends approval of the application for an *initial* license from Oral Roberts University (ORU).

AGENDA ITEM III.A.2.a.
Central Texas College
Killeen, Texas

BACKGROUND

Central Texas College (CTC) is a public institution with its main campus located in Killeen, Texas with an additional location at Fort Polk, Louisiana. This institution is accredited by the Southern Association of Colleges and Schools, Commission on Colleges.

ACADEMIC PROGRAM

CTC offers 30 academic programs including associate of applied science programs, associate of arts programs, an associate of science program, and certificates. These programs include subject areas of general studies, social science, applied management, business, social services, chemical dependency, criminal justice, legal studies, cyber defense, cyber and homeland security, hospitality services, information technology, and computer science. This institution currently has two hundred and seventeen students in its Louisiana Unduplicated Headcount Enrollment.

Degree Level	Louisiana Unduplicated Headcount Enrollment
Doctorate	0
Master's	0
Bachelor's	0
Associate	206
Certificate	10
Other (undeclared student)	1
Total	217

FACULTY

CTC has 1 full-time faculty member and 7 part-time faculty members with master's degrees supporting Louisiana operations.

FACILITIES

CTC offers online instruction, classroom lectures, and classroom laboratory instruction to Louisiana students.

STAFF RECOMMENDATION

Given the programs' scope and the credentials of its faculty, the institution's campus, program accreditation, and the general oversight by the home campus, Senior Staff recommends approval of the application for license *renewal* from Central Texas College (CTC).

AGENDA ITEM III.A.2.b.

Infinity College Lafayette, Louisiana

BACKGROUND

Infinity College (IC) is a private institution with its main campus located in Lafayette, Louisiana. This institution is accredited by the Council on Occupational Education.

ACADEMIC PROGRAM

IC offers two academic programs that include an Associate of Applied Science in Healthcare Management and an Associate of Applied Science in Information Technology. This institution is also a licensed proprietary school in Louisiana. This institution currently has thirty students in its Louisiana Unduplicated Headcount Enrollment.

Degree Level	Louisiana Unduplicated Headcount Enrollment
Doctorate	0
Master's	0
Bachelor's	0
Associate	30
Certificate	0
Other (undeclared student)	0
Total	30

FACULTY

Infinity College has six full-time faculty members and 27 part-time faculty members with various degree levels supporting Louisiana operations.

FACILITIES

IC offers online and classroom instruction to Louisiana residents.

STAFF RECOMMENDATION

Given the programs' scope and the credentials of its faculty, the institution's campus, program accreditation, and the general oversight by the home campus, Senior Staff recommends approval of the application for license *renewal* from Infinity College (IC).

AGENDA ITEM III.A.2.c.

National University San Diego, California

BACKGROUND

National University (NU) is a private institution with its main campus located in San Diego, California. This institution is accredited by the Western Association of School and Colleges, Senior College and University Commission as well as the Commission on Collegiate Nursing Education.

ACADEMIC PROGRAM

NU offers 81 academic programs that lead to associate, bachelor's, master's, and doctorate degrees as well as undergraduate, graduate, and postgraduate certificates. These programs include subject areas of science, business, communication studies, education, English, general studies, legal studies and criminal justice, digital media, humanities, social sciences, public administration, public health, computer science and technology, healthcare, engineering and construction, and cyber and homeland security. This institution currently has eighty-five students in its Louisiana Unduplicated Headcount Enrollment.

Degree Level	Louisiana Unduplicated Headcount Enrollment
Doctorate	2
Master's	29
Bachelor's	44
Associate	9
Certificate	1
Other	0
Total	85

FACULTY

National University has 242 full-time faculty members and 2,326 part-time faculty with various levels of degrees supporting Louisiana operations.

FACILITIES

NU offers online instruction to Louisiana residents.

STAFF RECOMMENDATION

Given the programs' scope and the credentials of its faculty, the institution's campus, program accreditation, and the general oversight by the home campus, Senior Staff recommends approval of the application for license *renewal* from National University (NU).

AGENDA ITEM III.A.2.d.

Reach University Oakland, California

BACKGROUND

Reach University is a private institution with its main campus located in Oakland, California and offers two programs through their Oxford Teachers College (OTC). This institution is accredited by the Western Association of Schools and Colleges Senior College and University Commission.

ACADEMIC PROGRAM

Oxford Teachers College at Reach University offers a Bachelor's Degree in Global Education with Teaching Certificate and a Bachelor's Degree in Liberal Studies. This institution currently has two hundred and thirty-five students in its Louisiana Unduplicated Headcount Enrollment.

Degree Level	Louisiana Unduplicated Headcount Enrollment
Doctorate	0
Master's	0
Bachelor's	235
Associate	0
Certificate	0
Other	0
Total	235

FACULTY

Oxford Teachers College at Reach University has three full-time faculty members and 30 part-time faculty members with either a master's or a doctorate degree supporting Louisiana operations.

FACILITIES

OTC at Reach University offers online instruction and independent study to Louisiana residents.

STAFF RECOMMENDATION

Given the programs' scope and the credentials of its faculty, the institution's campus, program accreditation, and the general oversight by the home campus, Senior Staff recommends approval of the application for license *renewal* from Reach University.

AGENDA ITEM III.A.2.e.
Relay Graduate School of Education
New York, New York

BACKGROUND

Relay Graduate School of Education (Relay GSE) is a private institution with its main campus located in New York, NY with an additional location in New Orleans, LA as well as Baton Rouge, LA. This institution is accredited by the Middle States Commission on Higher Education as well as the Council for the Accreditation of Educator Preparation.

ACADEMIC PROGRAM

Relay GSE offers a Master of Arts in Teaching with multiple majors including Early Childhood Education, Elementary Education, Secondary Math, Secondary Science, Secondary English Language Arts, and Secondary Social Studies. They also offer a Practitioner Teacher Program (Alternative Certification Program) in Early Childhood Education (PK-3), Elementary Education (Grades 1-5), Middle School Education (Grades 4-8, with multiple majors), Secondary Education (Grades 6-12, with multiple majors) and an add-on certification in Special Education Mild/Moderate Elementary, Middle School and Secondary. This institution currently has ninety-four students in its Louisiana Unduplicated Headcount Enrollment.

Degree Level	Louisiana Unduplicated Headcount Enrollment
Doctorate	0
Master's	75
Bachelor's	0
Associate	0
Certificate	19
Other	0
Total	94

FACULTY

Relay Graduate School of Education has seven full-time faculty members and 10 part-time faculty members with either a master's or a doctorate degree supporting Louisiana operations.

FACILITIES

Relay GSE offers online instruction, classroom lecture, and blended instruction (online and in-person) option to Louisiana residents.

STAFF RECOMMENDATION

Given the programs' scope and the credentials of its faculty, the institution's campus, program accreditation, and the general oversight by the home campus, Senior Staff recommends approval of the application for license *renewal* from Relay Graduate School of Education (Relay GSE).

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Cameron T. Jackson, Student

Minutes
Board of Regents' Proprietary Schools Advisory Commission
May 10, 2022

The Louisiana Board of Regents' Proprietary Schools Advisory Commission met Tuesday, May 10, 2022, in Room 153 in the Claiborne Building. Chair James Fontenot called the meeting to order at 10:15 a.m. The roll was then called, and a quorum was established. There were no public comments to be read.

Commission Members Present

Chris Broadwater
Sherrie Despino
James Fontenot, Chair
Jada Lewis
Randy Plaisance

Commission Members Absent

Melanie Amrhein, Vice Chair
James Dorris
Carmen Million

Staff Members Present

Courtney Britton
Chandra Cheatham
Dr. Susannah Craig
Brianna Golden
Mighan Johnson
Antonio Williams

Guests Present

(See Appendix)

The first item of business was the approval of minutes from the Commission's meeting of March 8, 2022.

On motion of Mr. Chris Broadwater, seconded by Ms. Sherrie Despino, the Proprietary Schools Advisory Commission unanimously adopted the minutes of the March 8, 2022, Proprietary Schools Advisory Commission meeting.

The next agenda item considered by the Commission was the initial license application from Advanced Truck Driving School & Safety Services, LLC. The school, to be located in New Iberia, Louisiana, was represented by the owner, Mr. Rodney Provost. Ms. Mighan Johnson, Board of Regents, reviewed the materials for the Commission members, informing them that the institution was proposing to offer seven programs: Class A CDL Entry-Level Truck

Driver (160 clock hours), Class B CDL Entry-Level Truck Driver (80 clock hours), Class B to Class A CDL Upgrade Truck Driver (120 clock hours), Class B CDL w/Passenger Endorsement Training (64 clock hours), Class B CDL w/School Bus Endorsement Training (64 clock hours), CDL Truck Driver Refresher Training (40 clock hours), Hazardous Materials (HazMat) Training (24 clock hours). The application met all legal and administrative requirements to be approved for an initial license.

Discussion focused on Mr. Provost and his partner's reasons for starting the school, their focus on the safety training, the schools necessary inventory including trucks and how it related to the school's finances, and possible avenues for financial assistance for students. Following the discussion,

on motion of Ms. Despino, seconded by Mr. Broadwater, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the initial license application for Advanced Truck Driving School & Safety Services, LLC, New Iberia, Louisiana.

The next item considered by the Commission was the initial license application from Brow Canvas Academy, LLC. The school will be located in Mandeville, Louisiana. The school was represented by its owner, Ms. Amber Littlejohn. Mr. Antonio Williams, Board of Regents, reviewed the materials for the Commission members, informing them that the institution was proposing to offer one program: Microblading Introduction (32 clock hours). The application met all legal and administrative requirements to be approved for an initial license.

Following further discussion regarding Ms. Littlejohn's background and desire to start the school, her curriculum development based on her own professional development experiences, the number of instructors, financial payment methods for students, and the required Louisiana Health Department regulations for the school,

on motion of Ms. Despino, seconded by Mr. Broadwater, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the initial license application for Brow Canvas Academy, LLC, Gonzales, Louisiana.

The next item considered by the Commission was the initial license application from Ripple Learning LLC, DBA Hands on HVAC School-Shreveport. The school will be located in Shreveport, Louisiana. The school was represented by CEO, Mr. Jeremiah Sawyer. Ms. Johnson reviewed the materials for the Commission members, informing them that the institution was proposing to offer one program: HVAC Course (100 clock hours). The application met all legal and administrative requirements to be approved for an initial license.

The commission then discussed the reason for starting the school and other competition in the area, the founders' background in other proprietary schools and how they planned to use the same model for this school, their success in

Texas and the need for shorter term credentials opposed to longer programs that have been lengthened to make sure they are eligible for Title IX funding. Following the discussion,

on motion of Mr. Broadwater, seconded by Ms. Jada Lewis, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the initial license application for Hands on HVAC School-Shreveport, in Shreveport, LA.

The next item considered by the Commission was the initial license application from Louisiana Green Corps., Inc. The school will be located in New Orleans, Louisiana. The school was represented by Executive Director, Mr. Ryan Mattingly. Ms. Johnson reviewed the materials for the Commission members, informing them that the institution was proposing to offer two programs: Youth Construction and Conservation Corps (440 clock hours) and Green Infrastructure and Conservation Corps (384 clock hours). The application met all legal and administrative requirements to be approved for an initial license.

The commission then discussed the background of the organization and its original funding model for WIOA funds before changes in how the local offices worked, the unique training the organization was able to provide for individuals who receive SNAP benefits, the staffing and overhead needed to meet those SNAP training requirements and the goals of expanding the program to other individuals in the New Orleans area. Following the discussion,

on motion of Mr. Broadwater, seconded by Ms. Lewis, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the initial license application for Louisiana Green Corps., New Orleans, LA.

After a short break, the next agenda item was the Adjudicatory Hearing for the formerly licensed proprietary school, Louisiana Driver Training and Vocational Career Center in LaPlace, LA. Mr. Broadwater served as hearing chair, prosecuting attorney was Ms. Uma Subramanian and Ms. Courtney Britton represented the commission and staff. School owner Mr. Michael Dillon was present and brought with him as witness, school staff member, Ms. Chante Robertson Landry.

The commission considered the evidence to decide if the school was guilty of three charges: 1) One (1) violation of La. R.S. 17:3140.7(D)(15), 2) One (1) violation of La. R.S. 17:3140.15(B)(3), 3) One (1) violation of La. R.S. 17:3140.4(A)(6). Staff presented evidence via Ms. Britton's testimony and twelve staff exhibits. Mr. Dillon and Ms. Landry then presented their own verbal testimony. After reviewing and discussing the evidence as presented,

the Proprietary Schools Advisory Commission unanimously voted that Louisiana Driver Training and Vocational Career Center did NOT offer an unapproved program;

the Proprietary Schools Advisory Commission unanimously voted that Louisiana Driver Training and Vocational Career Center failed to maintain a signed enrollment agreement and recommends a fine of one hundred dollars (\$100.00);

the Proprietary Schools Advisory Commission voted in a 3-2 decision that Louisiana Driver Training and Vocational Career Center failed to refund student tuition and recommends two thousand dollars (\$2,000.00) in restitution.

The next agenda item considered by the Commission was operating license renewals. Over the previous two months, 17 schools submitted complete renewal applications. Ms. Britton noted three schools did not renew their licenses, Blue Cliff – Houma and the final two campuses of Universal Technical Institute, whose programs are covered by the state’s NC-SARA agreement.

On motion of Ms. Despino, seconded by Ms. Lewis, the Proprietary Schools Advisory Commission unanimously voted the Board of Regents renew the licenses of the following proprietary schools:

Academy of Acadiana, New Iberia, LA – License #2086
At-Home Professions, Fort Collins, CO – License #1015
Baton Rouge Dental Assistant Academy, Baton Rouge, LA – License #2191
CDL Mentors, LLC, Lake Charles, LA – License #2299
Charity Health Training Institute, LLC, Lafayette, LA – License #2316
Coastal College - Lafayette, Opelousas, LA – License #1002
Coastal College - Monroe, Calhoun, LA – License #957
Delta College of Arts & Technology, Lafayette, LA – License #2075
Elise Phlebotomy Training Center, Harvey, LA – License #2317
Goodwill Technical College, New Orleans, LA – License #2210
Lenora School of Phlebotomy, Slidell, LA – License #911
Louisiana Culinary Institute, LLC, Baton Rouge, LA – License #2045
Saint Christopher College, Carencro, LA – License #2269
Southwest Dental Academy, Lafayette, LA – License #2318
Tulsa Welding School & Technology Center, Houston, TX – License #2212
Unitech Training Academy, Houma, LA – License #2087
Unitech Training Academy, Lafayette, LA – License #988

The next agenda item was an update on program approvals. Chair Fontenot reminded the Commission that program approvals were being shared for informational purposes only. No questions were brought forward regarding the following program approvals.

Accelerated Dental Assisting Academy - Baton Rouge, LA

- Amended Program
Dental Assisting-80.0 clock hours

Accelerated Dental Assisting Academy - Denham Springs, LA

- Amended Program
Dental Assisting-80.0 clock hours

Accelerated Dental Assisting Academy - Hammond, LA

- Amended Program
Dental Assisting-80.0 clock hours

Accelerated Dental Assisting Academy - Lafayette, LA

- Amended Program
Dental Assisting-80.0 clock hours

Accelerated Dental Assisting Academy - Lake Charles, LA

- Amended Program
Dental Assisting-80.0 clock hours

Accelerated Dental Assisting Academy - Metairie, LA

- Amended Program
Dental Assisting-80.0 clock hours

Accelerated Dental Assisting Academy - Monroe, LA

- Amended Program
Dental Assisting-80.0 clock hours

Accelerated Dental Assisting Academy - Slidell, LA

- Amended Program
Dental Assisting-80.0 clock hours

Accelerated Dental Assisting Academy - Houma, LA

- Amended Program
Dental Assisting-80.0 clock hours

Unitech Training Academy - Lafayette, LA

- Added Programs:
Computer Information Systems (Online)-800.0 clock hours
Computer Networking (Online)-200.0 clock hours
Microsoft 365 (Online)-50.0 clock hours
Microsoft Azure (Online)-200.0 clock hours
Network Security (Online)-200.0 clock hours

Goodwill Technical College - New Orleans, LA

- Added Programs:
Medical Assistant: Phlebotomy-315.0 clock hours
Medical Assistant: Administrative Assistant-720.0 clock hours
Medical Assistant-990.0 clock hours
- Amended Programs:
Hospitality-900.0 clock hours
Medical Billing and Coding-990.0 clock hours

Delta College of Arts and Technology - Lafayette, LA

- Amended Program
Medical Office and Health Information Technician (Hybrid)-794.0 clock hours

Delta College of Arts and Technology - Baton Rouge, LA

- Amended Program
Medical Office and Health Information Technician (Hybrid)-794.0 clock hours

For the other business items, Ms. Britton announced that staff would be pursuing some additional Rulemaking this summer. The minor changes to proprietary school forms section of the Rules will allow for the Edvera platform to function to its full capabilities. In addition, Mr. Broadwater announced that he would be resigning his post after this meeting, as he is leaving LCTCS in June. Staff and fellow Commission members wished him well. The next meeting of the Proprietary Schools Advisory Commission is scheduled for Tuesday, July 12, at 10:00 a.m., in Room 1-155 of the Claiborne Building. There being no further business, the meeting adjourned at 1:29 p.m.

APPENDIX A
GUESTS

Michael Dillon	Louisiana Truck Driver and Vocational Career Center
Amanda LaGroue	LA Department of Justice
Chante Robertson Landry	Louisiana Truck Driver and Vocational Career Center
Amber Littlejohn	Brow Canvas Academy
Ryan Mattingly	Louisiana Green Corps.
Edward Provost, Jr.	Advanced Truck Driving
Edward Provost, Sr.	Advanced Truck Driving
John Provost, Jr.	Advanced Truck Driving
Rodney Provost	Advanced Truck Driving
Jeremiah Sawyer	Hands on HVAC School-Shreveport
Uma Subramanian	Staff Counsel

Agenda Item III.B.3

Approval of Initial Rulemaking

Authorize publication of rulemaking to amend Section 2301 of the Proprietary Schools rules to allow for changes to Proprietary Schools forms to increase efficiency and agility, as well as ensure alignment with the upcoming online platform implementation.

Background:

Administrative Code Title 28 Part III, Section 2301, currently lists every form approved by the Advisory Commission on Proprietary Schools and the individual items contained on each form. If staff and the Commission decide that an additional data element is needed on an existing form or that a new form should be created, the Rulemaking process outlined in the Administrative Code must be followed.

In addition, many Proprietary Schools forms currently require notarization by rule, even when not required by law (R.S. 17:3140). To meet this current requirement, during the application process licensed schools would still have to submit multiple forms with physical notarization, nullifying the hoped-for process improvements gained through the new online license application platform, EDvera.

At its meeting on May 10, 2022, the Advisory Commission on Proprietary Schools charged Board of Regents staff to pursue rule changes to codify current practices and procedures, allowing for the streamlining of the Proprietary School forms section and expedited process improvements.

STAFF RECOMMENDATION

Senior Staff recommends that the Board of Regents authorize the publication of a Notice of Intent regarding the Proprietary Schools proposed rules changes.

Agenda Item IV.

Proprietary School Adjudicatory Hearing Results

Executive Summary

This summary is to inform you that, at its May 10, 2022 meeting, the Advisory Commission on Proprietary Schools (“Commission”) held an adjudicatory hearing and by a formal vote in a public hearing, found that Louisiana Driver Training and Vocational Career Center, Inc. (“LDTVCC”) was in violation of the following provisions of the Louisiana Proprietary School laws, rules, and/or regulations:

1. One (1) violation of La. R.S. 17:3140.15(B)(3), which provides in pertinent part that “[e]ach school shall keep records of: . . . [t]he student’s enrollment agreement.”
2. One (1) violation of La. R.S. 17:3140.4(A)(6), which provides in pertinent part that “[t]he school adheres to the tuition refund schedule established by the board. The refund schedule shall be included in the enrollment contract or agreement and may include an administrative or registration fee for the school that shall not exceed one hundred fifty dollars.” Specifically, LAC 28:III.701(B)(5)(d) which provides in pertinent part that “[f]or programs 300 clock hours or longer, the withdrawal after commencement of classes refund policy shall be: during the second 25 percent of the program, the institution shall refund at least 30 percent of the tuition, less the registration fee, thereafter.”

The Commission found that LDTVCC was NOT in violation of one (1) count of the following the following provision of the Louisiana Proprietary School laws, rules, and/or regulations:

1. Louisiana Revised Statute 17:3140.7(D)(15), which provides in pertinent part that “[t]he commission may recommend to the board that the license of a school be suspended, revoked, cancelled, or restricted for any of the following reasons: . . . [o]ffering an unapproved program.”

The Commission then voted to recommend the imposition of a fine of **one hundred dollars (\$100.00)** and **two thousand dollars (\$2,000.00)** in restitution. A copy of the fully executed Findings of Fact and Conclusions of Law is enclosed.

This summary is being sent pursuant to La. R.S. 17:3140.9(D), which requires the Commission to transmit its finding and recommendations to the Board of Regents. Additionally enclosed is the record of this proceeding for the Board’s review.

STAFF RECOMMENDATION

Senior Staff recommends the Board accept the recommendations of the Commission, including the corrective actions of the restitution order and fine, based on the record of proceedings conducted before the commission.

Proprietary Schools Adjudicatory Hearing Evidence List

The list of the staff exhibit evidence is below. To review these items you may visit the dropbox link found here: <https://www.dropbox.com/sh/n97k6q588bhguux/AABj-kg457lv7rNDwH1uo48ca?dl=0>

StaffExhibit1 – 2020 Renewal PSC-1

StaffExhibit2 – 2021 Amended PSC-1

StaffExhibit3 – Approved PSC-9s

StaffExhibit4 – PSC-4 Solicitor Permit

StaffExhibit5 – 2020 Approved Student Enrollment Agreement

StaffExhibit6 – Formal Written Student Complaint

StaffExhibit7 – Additional Student Complaint Documentation

StaffExhibit8 – School Response to Complaint

StaffExhibit9 – 2021 Renewal Reminder Letter

StaffExhibit10 – 2021RenewalApplication

StaffExhibit11 – 2021RenewalCorrespondence

StaffExhibit12 – Continued Advertisements

LOUISIANA BOARD OF REGENTS
ADVISORY COMMISSION ON PROPRIETARY SCHOOLS
ADJUDICATORY HEARING

IN THE MATTER OF
LOUISIANA DRIVER TRAINING AND
VOCATIONAL CAREER CENTER, INC.

CASE NO: 2022-5010

FINDINGS OF FACT AND CONCLUSIONS OF LAW

The Advisory Commission on Proprietary Schools (“Commission”) held an administrative adjudicatory hearing in this matter on May 10, 2022. A quorum of the Commission was present with Chris Broadwater, commission member, serving as hearing officer. The Commission’s representative was Courtney Britton and its prosecuting attorney was Uma Subramanian. The owner of Louisiana Driver Training and Vocational Career Center, Inc. (“LDTVCC”), Michael Dillon, was present in proper person.

A. Findings of Fact:

After receiving the evidence presented, including exhibits and testimony, the Commission made the following three (3) findings of fact:

1. LDTVCC did NOT offer an unapproved program;
2. LDTVCC failed to maintain a signed enrollment agreement; and
3. LDTVCC failed to refund student tuition.

B. Conclusions of Law:

Based upon the evidence presented and the aforementioned findings of fact, the Commission concluded that, as a matter of law, LDTVCC is NOT guilty of one (1) violation of the following provision of the Louisiana Proprietary School laws, rules, and/or regulations:

1. Louisiana Revised Statute 17:3140.7(D)(15), which provides in pertinent part that “[t]he commission may recommend to the board that the license of a school be suspended, revoked, cancelled, or restricted for any of the following reasons:...[o]ffering an unapproved program.”

Based upon the evidence presented and the aforementioned findings of fact, the Commission conclude that, as a matter of law, LDTVCC is guilty of violations of the following provisions of the Louisiana Proprietary School laws, rules, and/or regulations:

1. One (1) violation of La. R.S. 17:3140.15(B)(3), which provides in pertinent part that “[e]ach school shall keep records of: . . . [t]he student’s enrollment agreement.”
2. One (1) violation of La. R.S. 17:3140.4(A)(6), which provides in pertinent part that “[t]he school adheres to the tuition refund schedule established by the board. The refund schedule shall be included in the enrollment contract or agreement and may

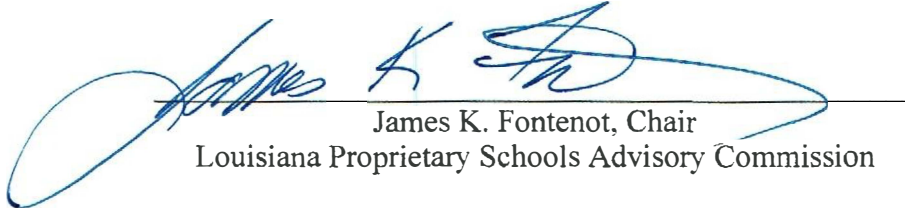
include an administrative or registration fee for the school that shall not exceed one hundred fifty dollars.” Specifically, LAC 28:III.901(B)(5)(d), which provides in pertinent part that “[f]or programs 300 clock hours or longer, the withdrawal after commencement of classes refund policy shall be: during the second 25 percent of the program, the institution shall refund at least 30 percent of the tuition, less the registration fee, thereafter.”

C. Recommended Penalties

After making the aforementioned findings of fact and conclusions of law, the Commission recommends to the Board a fine of one hundred dollars (\$100.00) and two thousand dollars (\$2,000.00) in restitution.

The findings of fact, conclusions of law, and recommended penalty were approved by the Commission in an open hearing on May 10, 2022, at Baton Rouge Louisiana

This document signed this 17th day of May, 2022, at Baton Rouge, Louisiana.



James K. Fontenot, Chair
Louisiana Proprietary Schools Advisory Commission