

**MINUTES OF THE STATE BOARD OF CAREER  
COLLEGES AND SCHOOLS BOARD MEETING  
MAY 23, 2012**

**PRESIDING:** Dr. Kenneth Searfoss, Chairperson

**PRESENT:** Mr. Kenneth Miller, Vice Chairperson  
Dr. Jerome Brockway, Board Member  
Mr. Charles Kramer, Board Member  
Dr. Kathy Shibley, Board Member

**ABSENT:** Mr. Dennis Bartels, Board Secretary

**STAFF:** Mr. John Ware, Executive Director  
Ms. Ruth Myers, Assistant Director  
Ms. Kimberly Stein, Investigator  
Mr. Tim Boylan, Consultant/Evaluator  
Dr. Richard Brubaker, Consultant/Evaluator  
Ms. Carol Whitman Imfeld, Consultant/Evaluator  
Dr. Steven Puckett, Consultant/Evaluator  
Ms. Mia Yaniko, Assistant Attorney General

**ABSENT:** Dr. Harold Brown, Consultant/Evaluator

**GUESTS:** Mr. David Rankin, Ohio Association of Career Colleges and Schools  
Mr. Shane DeGarmo, Ohio Board of Regents  
Mr. David LaRue, Akron Institute of Herzog University  
Mr. David Heilman, Ohio Business College  
Mr. Dennis Gibbons, Gibbons School of Massage Therapy  
Mr. Jim Smolinski, Lincoln College of Technology - Dayton  
Mr. Edward Rito, Beckfield College  
Ms. Lisa Koebel, Anderson Academy of Dental Assisting  
Mr. Claude Smith, Fortis College - Centerville  
Ms. Beth Millard, Miami-Jacobs Career College - Springboro  
Mr. Dan Neville, Fortis College - Centerville  
Mr. Allan Brussolo, Miami-Jacobs Career College - Troy  
Ms. Joan Krein, Miami-Jacobs Career College - Columbus  
Mr. David Baisden, Ohio School of Phlebotomy  
Ms. Bronte Clifford, Ohio School of Phlebotomy  
Mr. Mark Sullivan, Lincoln College of Technology  
Ms. Wendy Beahn, Hondros College  
Mr. Kevin Yockey, A.B.C. Basic Medical Training  
Mr. Michael Roth, Film Industry Training  
Ms. Sara Martin, ITT Technical Institute  
Mr. Tim Duffy, Cleveland Industrial Training Center  
Mr. Jeff Spilman, Film Industry Training  
Mr. Tony Filipe, Ross Education LLC  
Ms. Pat Mozley, Harrison College

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**MEETING CALLED  
TO ORDER**

**Dr. Kenneth Searfoss, Chairperson  
called the meeting to order at 9:00 a.m.**

**ROLL CALL:**

**Dr. Kathy Shibley - Yes  
Dr. Brockway - Yes  
Dr. Searfoss - Yes  
Mr. Kramer - Yes  
Mr. Bartels - Absent  
Mr. Miller - Yes**

**(12-215)Mr. Charles Kramer moved that the Board go into Executive Session at 9:02 a.m. for discussion of pending litigation, pending investigations, and personnel matters.**

**Dr. Kathy Shibley seconded. 5 Ayes - 0 Nays. Motion carried.**

**Let the record show that Mr. Shane DeGarmo, Ohio Board of Regents, arrived at 9:10 a.m. and left at 9:50 a.m.**

**Let the record show that Mr. Charles Kramer, Board Member, left Executive Session at 9:15 a.m.**

**(12-216)Mr. Kenneth Miller moved to end Executive Session at 9:40 a.m. Public Session began at 10:00 a.m.**

**Dr. Kathy Shibley seconded. 4 Ayes - 0 Nays. Motion carried.**

**ROLL CALL:**

**Dr. Kathy Shibley - Yes  
Dr. Brockway - Yes  
Dr. Searfoss - Yes  
Mr. Kramer - Yes  
Mr. Bartels - Absent  
Mr. Miller - Yes**

**INTRODUCTION OF GUESTS**

**(12-217)Dr. Jerome Brockway moved for Approval of the Minutes of March 28, 2012.**

**Mr. Kenneth Miller seconded. 5 Ayes - 0 Nays. Motion carried.**

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**Executive Director Mr. John Ware** reported on the following:

1. **Agent Training:** We have completed the second online training course for agents and all agents applying for a renewal license with the Board will now be required to complete “CM305: Ohio’s Postsecondary Education Regulatory Environment” within thirty (30) days of submitting a request for a renewal agent permit. All agents applying for a new license will continue to be required to complete “CM202: Ohio Rules and Regulations for Admissions Agents” within sixty (60) days of submitting a request for a new agent permit.
2. **Two-year Audit:** The State Auditor’s Office recently completed their two-year audit of the Board. I hope to receive a final audit report by the next Board meeting that will include the auditor’s findings and recommendations.
3. **NASASPS Conference:** The annual conference of the National Association of State Administrators and Supervisors of Private Schools (NASASPS) was held April 22nd-25th in Arlington, Virginia. There were approximately 160 representatives from other states, accrediting agencies, guaranty agencies, schools, and the U.S. Department of Education in attendance. During the conference, I was re-elected President of the NASASPS Board of Directors.
4. **Consultant Update:** Earlier this week, Dr. Harold Brown informed me that he will not seek an ongoing contract with the Board for FY13, thus effectively “retiring” from the Board on June 30<sup>th</sup> after 26 years of service as a consultant. Dr. Brown could not be here today. However, I have asked that he return for either the July or September Board meeting so that we can properly recognize his contributions to the Board.

**Executive Director Mr. John Ware** reported on the 3<sup>rd</sup> Quarter Financial Report (see attached).

**Investigator Ms. Kimberly Stein** reported on the following:

Since the March 28, 2012 meeting, we have opened sixteen (16) new cases.  
Since the March 28, 2012 meeting, we have closed fourteen (14) total cases.

**Below is a summary of investigative activity for FY12:**

<u>Total Number of Cases</u>	<u>Open/Active Cases</u>	<u>#Open 30 days/more</u>	<u>Closed Cases</u>
80	17	9	63

**PUBLIC COMMENT**

There was no Public Comment.

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**OLD BUSINESS**

**Executive Director Mr. John Ware** reported on the Agent Training Requirements Update - New/Renewal.

**NEW BUSINESS**

**(12-218)Dr. Jerome Brockway moved** that the Board appoint J. Stephen Teetor as hearing officer in all administrative hearing matters involving Carnegie Career College.

**Mr. Kenneth Miller seconded. 4 Ayes - 1 Abstention (Kramer) - 0 Nays. Motion carried.**

**(12-219)Dr. Jerome Brockway moved** that the Board allocate funding for the following contracts for FY 2012 and FY 2013:

FY 2012

J. Stephen Teetor: \$1,200

Cyanna Educational Services: \$6,120

FY 2013

Board Consultants: \$105,000

J. Stephen Teetor: \$10,000

**Dr. Kathy Shibley seconded. 5 Ayes - 0 Nays. Motion carried.**

**Executive Director Mr. John Ware** reported on the Administrative Rule Review.

**(12-220)Dr. Jerome Brockway moved** for Approval of the following New Program(s):

- A. Beckfield College  
225 Pictoria Drive, Suite 200  
Springdale, OH 45246  
Consultant: Dr. Brown  
**APPROVAL TO MAY 2013**

- 1. Dental Assisting - Diploma  
**PENDING COMPLETION OF LAB**  
**(anticipated start date: 1/2/13)**

**Dr. Kathy Shibley seconded. 5 Ayes - 0 Nays. Motion carried.**

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**(12-221)Mr. Kenneth Miller moved** for Approval of the following New Program(s):

- B. Everest Institute  
825 Tech Center Drive  
Gahanna, OH 43230  
Consultant: Dr. Brown  
**APPROVAL TO JULY 2013**
1. Business - Office Administration - Diploma
  2. Business - Sales and Customer Service - Diploma  
**(anticipated start date: 12/19/12)**

**Dr. Kathy Shibley seconded. 5 Ayes - 0 Nays. Motion carried.**

**(12-222)Mr. Charles Kramer moved** for Approval of the following New Program(s):

- \_\_\_\_ C. Fortis College  
555 E. Alex Bell Road  
Centerville, OH 45459  
Consultant: Dr. Brown  
**APPROVAL TO SEPTEMBER 2012**
1. CompTIA Training Courses - Certificate  
**(anticipated start date: 7/1/12)**

**Dr. Jerome Brockway seconded. 5 Ayes - 0 Nays. Motion carried.**

**(12-223)Mr. Kenneth Miller moved** for Approval of the following New Program(s):

- D. Gallipolis Career College  
1176 Jackson Pike, Suite 312  
Gallipolis, OH 45631  
Consultant: Dr. Brown  
**APPROVAL TO JULY 2012**
1. Personal Enrichment Seminar Series - Certificate  
**(anticipated start date: 5/24/12)**

**Dr. Jerome Brockway seconded. 4 Ayes - 1 Abstention (Kramer) - 0 Nays. Motion carried.**

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**(12-224)Mr. Charles Kramer moved** for Approval of the following New Program(s):

E. Miami-Jacobs Career College  
150 E. Gay Street  
Columbus, OH 43215  
Consultant: Dr. Brown  
**APPROVAL TO SEPTEMBER 2013**

Miami-Jacobs Career College  
110 N. Patterson Blvd.  
Dayton, OH 45402  
Consultant: Dr. Brown  
**APPROVAL TO MARCH 2013**

Miami-Jacobs Career College  
6400 Rockside Road  
Independence, OH 44131  
Consultant: Dr. Brown  
**APPROVAL TO SEPTEMBER 2013**

Miami-Jacobs Career College  
2 Crowne Point Court  
Sharonville, OH 45241  
Consultant: Dr. Brown  
**APPROVAL TO SEPTEMBER 2013**

Miami-Jacobs Career College  
875 W. Central Avenue, Springboro, OH 45066  
Consultant: Dr. Brown  
**APPROVAL TO MARCH 2013**

Miami-Jacobs Career College  
865 W. Market Street, Troy, OH 45373  
Consultant: Dr. Brown  
**APPROVAL TO MARCH 2013**

1. Quickbooks 2010 - Certificate
  2. Basic Life Support (CPR) - Certificate
  3. Accounting Clerk - Certificate
  4. Office Applications Specialist - Certificate
  5. Microsoft Office Specialist 2010 - Certificate
  6. CompTIA PC Technician - Certificate
  7. CompTIA PC and Network Technician - Certificate
  8. Cisco Network Technician - Certificate
  9. CompTIA Network Security Technician with Linux - Certificate
  10. Microsoft Windows 7 - Certificate
  11. CompTIA Network Security Technician - Certificate
- (anticipated start date: 7/11/12)**

**Mr. Kenneth Miller seconded. 5 Ayes - 0 Nays. Motion carried.**

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**(12-225)Dr. Kathy Shibley moved** for Approval of the following New Program(s):

- F. Ohio Business College  
1880 E. Dublin Granville Road  
Columbus, OH 43229  
Consultant: Dr. Brown  
**APPROVAL TO JULY 2013**
1. Medical Assisting Bridge Program - Diploma  
**(anticipated start date: 10/1/12)**

**Dr. Jerome Brockway seconded. 5 Ayes - 0 Nays. Motion carried.**

**(12-226)Dr. Kathy Shibley moved** for Approval of the following New Program(s):

- G. Ohio Business College  
5095 Waterford Drive  
Sheffield Village, OH 4403  
Consultant: Dr. Brown  
**APPROVAL TO NOVEMBER 2013**
1. Orthopaedic Technology - Diploma  
2. Medical Assisting Bridge Program - Diploma  
**(anticipated start date: 9/25/12; 10/1/12)**

**Dr. Jerome Brockway seconded. 5 Ayes - 0 Nays. Motion carried.**

**(12-227)Dr. Jerome Brockway moved** for Approval of the following New Program(s):

- H. Ohio Institute of Allied Health  
2380 Bellbrook Avenue  
Xenia, OH 45068  
Consultant: Dr. Brown  
**APPROVAL TO MARCH 2013**
1. Registered Nursing - Diploma  
**SUBJECT TO NURSING BOARD APPROVAL**  
**(anticipated start date: 1/2/13)**

**Mr. Kenneth Miller seconded. 5 Ayes - 0 Nays. Motion carried.**

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**(12-228)Mr. Charles Kramer moved** for Approval of the following New Program(s):

- I. Ohio Valley College of Technology  
15258 State Roue 170  
East Liverpool, OH 43920  
Consultant: Dr. Brown  
**APPROVAL TO JULY 2013**
  - 1. Business Administration - Diploma  
**(anticipated start date: 10/1/12)**

**Dr. Jerome Brockway seconded. 5Ayes - 0 Nays. Motion carried.**

**(12-229)Dr. Kathy Shibley moved** for Approval of the following New Program(s):

- J. Lincoln College of Technology  
201 East Second Street  
Franklin, OH 45005  
Consultant: Dr. Brown  
**APPROVAL TO JANUARY 2013**
  - 1. Nursing Assistant - Certificate  
**(anticipated start date: 6/27/12)**

**Dr. Jerome Brockway seconded. 5 Ayes - 0 Nays. Motion carried.**

**(12-230)Dr. Kathy Shibley moved** for Approval of the following New Program(s):

- K. Trumbull Business College  
3200 Ridge Road  
Warren, OH 44484  
Consultant: Dr. Brown  
**APPROVAL TO MARCH 2013**
  - 1. EKG Monitoring and Technician Course - Certificate
  - 2. Phlebotomy Technician - Certificate  
**(anticipated start date: 7/2/12)**

**Dr. Jerome Brockway seconded. 5 Ayes - 0 Nays. Motion carried.**

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**(12-231)Dr. Jerome Brockway moved** for Approval of the following New Degree Program(s):

- A. Beckfield College  
225 Pictoria Drive, Suite 200  
Springdale, OH 45246  
Consultant: Dr. Brown  
**AUTHORIZATION TO MAY 2017**
- Associate of Applied Science in Dental Hygiene  
**SUBJECT TO AMERICAN DENTAL ASSOCIATION APPROVAL**  
**(anticipated start date: 7/1/13)**

**Mr. Kenneth Miller seconded. 5 Ayes - 0 Nays. Motion carried.**

**(12-232)Mr. Kenneth Miller moved** for Approval of the following New Degree Program(s):

- B. Lincoln College of Technology  
111 W. First Street, Suite 700  
Dayton, OH 45402  
Consultant: Dr. Brown  
**AUTHORIZATION TO JANUARY 2017**
- Associate of Applied Science in Nursing  
**SUBJECT TO NURSING BOARD APPROVAL**  
**(anticipated start date: 10/1/12)**

**Dr. Kathy Shibley seconded. 5 Ayes - 0 Nays. Motion carried.**

**(12-233)Mr. Charles Kramer moved** for Approval the following New Certificate(s) of Registration and Program Authorization(s):

- A. A.B.C. Basic Medical Training Center LLC - NEW SCHOOL  
2217 W. Fair Avenue  
Lancaster, OH 43130  
Consultant: Dr. Brown/Dr. Puckett  
**APPROVAL TO MAY 2013**
1. Phlebotomy - Certificate  
**(anticipated start date: 6/4/12)**

**Mr. Kenneth Miller seconded. 5 Ayes - 0 Nays. Motion carried.**

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**(12-234)Dr. Jerome Brockway moved** for Approval the following New Certificate(s) of Registration and Program Authorization(s):

B. Anderson Academy of Dental Assisting LLC - NEW SCHOOL  
8284 Beechmont Avenue  
Cincinnati, OH 45255  
Consultant: Dr. Brown/Dr. Brubaker  
**APPROVAL TO MAY 2013**

1. Dental Assisting - Certificate  
**(anticipated start date: 7/7/12)**

**Dr. Kathy Shibley seconded. 5 Ayes - 0 Nays. Motion carried.**

**(12-235)Mr. Kenneth Miller moved** for Approval the following New Certificate(s) of Registration and Program Authorization(s):

\_\_\_\_\_C. Film Industry Training LLC - NEW SCHOOL  
2653 S. Taylor Road  
Cleveland, OH 44118  
Consultant: Dr. Brown/Mr. Boylan  
**APPROVAL TO MAY 2013**

1. FIT Film Industry Training - Level One - Certificate
  2. FIT Film Industry Training - Level Two - Certificate
- PENDING RECEIPT OF FEES AND SURETY BOND(anticipated start date: 6/11/12)**

**Mr. Charles Kramer seconded. 5 Ayes - 0 Nays. Motion carried.**

**(12-236)Dr. Jerome Brockway moved** for Approval the following New Certificate(s) of Registration and Program Authorization(s):

\_\_\_\_\_D. Gibbons School of Massage Therapy & Integrated Medicine  
3690 Orange Place, Suite 175, Beachwood, OH 44122  
Consultant: Dr. Brown/Mr. Boylan  
**APPROVAL TO MAY 2013**

1. Massage Therapy - Diploma  
**SUBJECT TO MEDICAL BOARD APPROVAL (anticipated start date: 1/7/13)**

**Dr. Kathy Shibley seconded. 5 Ayes - 0 Nays. Motion carried**

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**(12-237)Mr. Kenneth Miller moved** for Approval of the following Change of Ownership(s):

- A. Reflexology Certification Institute  
1997 Healthway Drive  
Avon, OH 44011  
Consultant: Dr. Brown/Mr. Boylan  
**APPROVAL TO MAY 2013**

**NEW OWNER(S): Deborah Hitt**

1. 100-Hour Course for Health Care Professionals - Certificate
  2. Foot and Hand Reflexology Certification Course - Certificate
- PENDING RECEIPT OF FEES**

**Mr. Charles Kramer seconded. 5 Ayes - 0 Nays. Motion carried.**

**(12-238)Dr. Jerome Brockway moved** for Approval of the following New Learning Center(s):

- \_\_\_\_\_A. Cleveland Industrial Training Center - MAIN CAMPUS  
1311 Brookpark Road  
Cleveland, OH 44109

Cleveland Industrial Training Center - LEARNING CENTER  
9321 Merchantile Drive  
Mentor, OH 44060  
Consultant: Dr. Brown/Mr. Boylan  
**APPROVAL TO MARCH 2013**

**COURSES IN:**

Full Program in CNC Swiss Machine Operations - Certificate  
**(FULL PROGRAM REQUIRES BOARD AUTHORIZATION)  
PENDING RECEIPT OF FEES, AN APPROVED CONSULTANT  
REPORT/SITE VISIT, AND COMPLETION OF FACILITIES  
COMPLIANCE STATEMENT (anticipated start date: 6/25/12)**

**Mr. Kenneth Miller seconded. 5 Ayes - 0 Nays. Motion carried.**

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**(12-239)Mr. Charles Kramer moved** for Approval of the following New Institutional Scholarship and/or Grant Award(s):

- A. Harrison College  
3880 Jackpot Road  
Grove City, OH 43123

**Humphrey Scholarship  
Charles Cring Legacy Grant  
Harrison College Alumni Memorial Grant**

- B. Ross College - Sylvania  
Ross Medical Education Center  
Cincinnati, Dayton, Niles, Ontario

**Active Military and Spouse of Active Military Grant**

- C. School of Advertising Art  
1725 East David Road  
Kettering, OH 45440

**Business Professionals of America Award Scholarship**

**Mr. Kenneth Miller seconded. 5 Ayes - 0 Nays. Motion carried.**

**(12-240)Mr. Kenneth Miller moved** for Approval of the following Schools Ready for Board Action:

**Renewals:**

Phlebotomy Learning Center, Toledo  
John Casablancas Modeling and Career Center, Cincinnati  
American Home Inspectors Training Institute, Akron  
Diagnostic Imaging Technical Education Center (DITEC), Solon  
ITT Technical Institute, Akron  
Ohio School of Casino Dealers, Warrensville Heights  
American Institute of Alternative Medicine, Columbus  
Ohio School of Phlebotomy, Columbus

**Mr. Charles Kramer seconded. 5 Ayes - 0 Nays. Motion carried.**



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**(12-243)Mr. Charles Kramer moved** for Approval of the following Consent Agenda:

Kaplan College, Columbus	Change of Director (TO: Ms. Patricia Shoope)
National College, Willoughby Hills	Change of Director (TO: Ms. Miria Batig)
Ross Medical Education Center, Dayton	Change of Director (TO: Mr. Joseph Graham)
Ross Medical Education Center, Niles	Change of Director (TO: Mr. Kathleen Salaka)
Trumbull Business College, Warren	Change of Director (TO: Ms. Kimberly Straniak)

**Dr. Jerome Brockway seconded. 5 Ayes - 0 Nays. Motion carried**

Request for Renewal of the following Certificate(s) of Registration, Program Authorization(s), and Re-authorization of Associate Degree(s):

- A. Carnegie Career College  
1292 Waterloo Road  
Suffield, OH 44260  
Consultant: Staff/Ms. Whitman Imfeld  
**APPROVAL TO MARCH 2014**
1. Medical Assistant - Diploma
  2. Manual Lymphatic Drainage/Complex Decongestive Therapy - Certificate
  3. Phlebotomy/EGK Technician - Certificate

Associate of Applied Science in:  
Culinary Arts & Restaurant Management  
Rehabilitation Massage Therapy  
Forensic Science Investigation & Administration  
Chemical Dependency Counseling Studies  
Building/Construction Trades  
Dental Assistant  
Cardiovascular Technician

Associate of Applied Business in:  
Business Administration/Management

**(APPROVAL TO MARCH 2018)**

**PENDING RESOLUTION OF ALL STAFF CONCERNS**

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**(12-244)Mr. Kenneth Miller moved** for Approval of the following motion:

WHEREAS Carnegie Career College currently holds a valid certificate of registration with this Board numbered 11-05-1965T; and

WHEREAS Carnegie Career College has submitted an application for renewal of its certificate of registration and program authorization and for re-authorization of its degree programs; and

WHEREAS Carnegie Career College has admitted students into academic programs who did not possess high school diplomas in violation of the school's own admissions policies; and

WHEREAS Carnegie Career College provided to students and/or assisted students in obtaining fraudulent high school diplomas and these fraudulent high school diplomas were placed in student files and provided to the Board and others, including the U.S. Department of Education, in an effort to mislead the Board and other regulators to believe that students met admissions criteria; and

WHEREAS these actions constitute a violation of Ohio Revised Code Sections: 3332.09(A), 3332.09(B), 3332.09(F); and Ohio Administrative Code Sections: 3332-1-04.5(B), 3332-1-04.5(F), 3332-1-08(A), 3332-1-09(A), 3332-1-09(G).

Therefore be it resolved that:

RESOLVED, that the Executive Director of this Board, be, and he hereby is, directed to notify the aforementioned schools and the owners thereof, that this Board denies its application for renewal of its certificates of registration and program authorizations and for re-authorization of its degree programs pursuant to Ohio Revised Code Sections 3332.05, 3332.09 and 3332.091 and in accordance with Ohio Revised Code Chapter 119 for the aforementioned violations.

**Dr. Jerome Brockway seconded. 4 Ayes - 1 Abstention (Kramer) - 0. Motion carried.**

No representative for the SAA for Veterans Training.

**Mr. David Rankin** reported for the Ohio Association of Career Colleges and Schools.

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The Board took a five (5) minute break at 10:55 a.m. Public Session resumed at 11:00 a.m.

**ROLL CALL:**

**Dr. Kathy Shibley - Yes**

**Dr. Brockway - Yes**

**Dr. Searfoss - Yes**

**Mr. Kramer - Yes**

**Mr. Bartels - Absent**

**Mr. Miller - Yes**

**DISCIPLINARY HEARING - National Center for Urban Solutions TEC** (transcript of Hearing available on Board Recordings).

**(12-245)Dr. Kathy Shibley moved** that the Board Adopt the following adjudication order:

WHEREAS this Board adopted a resolution proposing to impose disciplinary action against the **National Center for Urban Solutions TEC**; and

WHEREAS this Board provided notice to the **National Center for Urban Solutions TEC** and the owner thereof and gave them the opportunity to request a hearing and not hearing was requested; and

WHEREAS in consideration of the testimony and documents reviewed by the Board during the hearing on May 23, 2012, the Board finds that the **National Center for Urban Solutions TEC** has committed the following violations of the Board's laws and rules:

The school has failed to submit required fees for the renewal of their certificate of registration; and,

WHEREAS these acts constitutes a violation of sections 3332.07 and 3332.09 of the Ohio Revised Code and sections 3332-1-04.5 and 3332-1-22.1 of the Ohio Administrative Code.

**THEREFORE BE IT RESOLVED THAT:**

The Board hereby fines the school \$1,000 and revokes the certificate of registration and program authorization held by **National Center for Urban Solutions TEC**, however, the revocation is suspended until July 25, 2012 in order to permit the school to pay all currently due fees and fines. If the school makes payment of the required fees and fines the Board may reconsider the revocation order at its July 25, 2012 meeting.

**BE IT FURTHER RESOLVED** that the Executive Director of this Board is directed to notify the **National Center for Urban Solutions TEC** and the owner thereof, of this Board's order.

**Mr. Kenneth Miller seconded. 5 Ayes - 0 Nays. Motion carried.**

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**(12-246)Mr. Kenneth Miller moved** that the Board adjourn at 11:20 a.m.

**Mr. Charles Kramer seconded. 5 Ayes - 0 Nays. Motion carried.**

Respectfully Submitted,

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Chairperson or Vice Chairperson

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Board Secretary