

DISTRICT OF COLUMBIA  
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 17-07

July 6, 2017

810 First Street, NE  
3<sup>rd</sup> floor – Grand Hall B  
Washington, DC 20002

10:30 am

**I. Call to Order**

Commissioner Mary Dilworth called the meeting to order at 10:55 am.

Commissioners Present: Commissioner Mary Dilworth, Ed.D., Chair  
Commissioner John Cross, A.B., A.M., M.S., Vice Chair  
Commissioner Joanne Joyner, Ph.D., Secretary  
Commissioner Janette Hoston Harris, Ph.D.  
Commissioner Cheryl Steplight, Esq.

Staff Present: Angela Lee, Executive Director  
Jocelyn Harris, Education Compliance Specialist  
Alesia Henry, Education Compliance Specialist  
Dorothy Thomas, Education Compliance Specialist  
Michael Aniton, Attorney Advisor  
Maia Turner, Administrative Assistant

Guests Present: Urban Ed., Inc.  
Violet A. Browne  
Roxanne J. Williams  
  
Case Western Reserve School of Law  
Michael J. Benza  
  
Excel Automotive Institute  
La'Chaun Vire  
Henry Schultz  
K.J. Reynolds  
  
Pedago, LLC (Smartly)  
Rachael Harnish  
Alexie Harper

Tom Adams

Potomac Law Group  
Catherine Guitman-McCabe

Westlink Career Institute  
Dasia Merriweather

AYT Institute  
James Wilson

James Madison University  
David Jones

Launch Academy  
Corinne Babel  
Janessa Norris  
Sean Valiente  
Evan Charles Rozantes  
Dan Pickett

University of Colorado  
Amos Gelb

College of William & Mary  
Adam Anthony

Catholic Charities of the Archdiocese of Washington, DC  
Rosio Gonzalez  
Nancy Butler

Teach-Now  
Emily Feistritzer

Allied Health and Technology Institute  
Frank B. Uzomo  
Ebere Ann

James Loots Law  
James M. Loots

## **II. Ascertainment of Quorum**

Five (5) Commission members were present constituting a quorum.

### **III. Approval of the Agenda**

The Commission voted to approve the July 6, 2017 agenda.

### **IV. Approval of the May 4, 2017 meeting minutes**

The Commission voted to approve the minutes from the May 4, 2017 meeting.

### **V. Report of the Executive Director**

The following are licensure action updates:

- **The Mid-Atlantic College** has met all of the conditions requested of them.
- **Bennett Career Institute** still needs to submit their financial improvement plan.
- **Tony Thomas and Associates d/b/a Community Empowerment Training Academy** has submitted their 2015 financial audit.
- **The Contemporary Family Services** has submitted their audit, and they have submitted a catalog with the numbered pages.
- **Arizona State University** still needs to submit the data survey attached to their conditional exemption.
- **Excel Automotive Institute** submitted all of the requested changes, and is now at compliance.
- **VMT Education Center** has submitted all the requested materials, and is in compliance.
- **Quinnipiac University** has submitted the affiliates listed on their consolidated audited financial report, and they are now in compliance.
- The **University of Phoenix** still needs to submit the accreditation for their nursing programs.

### **VI. Commission Approved Applications**

#### **A. One year approval**

The Commission approved the following applications for one (1) year, not to exceed July 31, 2018.

**Renewals & Amendments** *submitted at time of renewal*

**Institutions**

A.T. Still University of Health Sciences (ATSU), School of Osteopathic Medicine in Arizona (SOMA) (D)  
New York University (NYU Washington DC)  
VETS Group (ND)  
The New York Code and Design Academy (ND)  
Prospect College (D)

**License Type**

Renewal  
Renewal and Amendment  
Renewal  
Renewal and Amendment (New Programs)  
Renewal

**Amendments Only**

\* The licensure period for institutions seeking approval to amend by adding new programs, new location or name change will synchronize with the institutions current license.

**Institutions**

\*Syracuse University (D)

**License Type**

New Program Amendment – Applied Data Science, Entrepreneurship, Executive Master of Public Administration Business Administration  
Licensure period will synchronize with current license which expires 1.31.2018  
New Program Amendment – Executive Master of Arts in Financial Integrity (MAFI)  
Licensure period will synchronize with current license which expires 9.30.2017

\*Case Western Reserve University

**Conditional Exemptions**

**Institutions**

Duke University (D)  
National Technology Transfer (ND)

**License Type**

Renewal  
Renewal

**B. State Approving Agency for Veterans Educational benefits**

The HELC, acting as the District of Columbia State Approving Agency for Veterans Education benefits, approved the following applications:

**Institute of Higher Learning**

TEACH-NOW dba Educators School of Education

**Application Type**

Initial Approval

**Non-College Degree**

Georgetown School of Continuing Studies (16 programs)

**Application Type**

New Program

**VII. Unfinished Business**

**A. American International College**

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American International College submitted an application for Conditional Exemption to place students in the Occupational Therapy Program and fieldwork education only. At the May 4, 2017 public session the Commission voted to deny the conditional exemption application submitted by American International College based on the name prohibition law, Chapter 38-1309 (c-1) (1). Upon notification of the denial the institution requested a reconsideration of the decision.

The Commission voted unanimously to approve the request for good cause waiver and the request for conditional exemption submitted by American International College for one (1) year, not to exceed July 31, 2018 with the condition or providing copies of all print and web collateral with a statement of non-affiliation to the District or Federal government.

### **B. VMT Education Center**

VMT Education Center submitted an application for renewal to continue offering the following programs: Nursing Assistant (NA), Home Health Aide (HHA), and Nursing Assistant to Home Health Aide Bridge Program.

At the May 4, 2017 public session the Commission voted to defer decision on the renewal licensure application submitted by VMT Education Center until the next scheduled Commission meeting pending the submission of a revised catalog and a placement improvement plan by May 31, 2017.

Based on the institutions compliance with the requested documentation the Commission voted (4 affirmative, 1 abstention) to approve the renewal licensure application submitted by VMT Education Center for one (1) year, not to exceed July 31, 2018.

### **C. Excel Automotive Institute**

Excel Automotive Institute submitted an application for renewal to continue offering non-degree programs in: Maintenance & Light Repair, Cluster #1 (Electrical-Electronics, Brakes & Steering Suspension), Cluster #2 (Engine Repair, Heating-Air Conditioning & Engine Performance), and Cluster #3 (Manual Transmission & Automatic Transmission).

At the May 4, 2017 public session the Commission unanimously voted to defer decision on the renewal licensure application submitted by Excel Automotive Institute until the next scheduled Commission meeting pending the submission of all documentation required to demonstrate compliance with the HELC licensure standard Administration, Curriculum, Retention, Catalog, Student Records, Publications and Advertising. Additionally, the institution failed to seek approval prior to offering a new program by June 5, 2017.

Having complied with the submission of the requested documentation, the Commission voted unanimously to approve the application for license renewal submitted by Excel Automotive Institute for one (1) year, not to exceed July 31, 2018.

#### **D. Allied Health and Technology Institute**

Allied Health and Technology Institute submitted an application requesting license renewal to continue offering non-degree programs in: Home Health Aide (HHA) and a request to add English for Speakers of Other Languages (ESL).

At the March 2, 2017 public session the Commission voted to deny the application for license renewal and new program amendment submitted by Allied Health and Technology Institute because the institution's application failed to demonstrate compliance with the following licensure standards pursuant to 5-A DCMR: 8112-Retention, 8113-Job Placement, 8115-Physical Plant and Equipment & 8116-Catalog.

In response to the Notice of Intent to Deny, on April 14, 2017, the HELC received a request for a hearing on the matter (case no 2017-007D) from Attorney James Loots on behalf of Allied Health and Technology Institute. The hearing, initially scheduled for June 14, 2017, was postponed as a result of pre-hearing communication between the attorneys of record and hearing officer when it was determined that a settlement agreement *may* be reached.

The Commission voted to accept the Order of Compromise (5 affirmative, 0 negative) for Case Number 2017-007D which approved the renewal of the license submitted by Allied Health and Technology Institute for a period not to exceed December 31, 2017, and included the condition of the submission of a full copy of the institution's catalog by July 31, 2017.

### **VIII. Provisional Applications**

#### **A. Launch Academy**

Launch Academy submitted to the Higher Education Licensure Commission an application for provisional licensure to offer non-degree programs as follows: Fundamentals of Web Development consisting of ten (10) separate courses: Ignition (IG100), Advanced Object-Oriented Programming (ADVOOP), JavaScript (INROJS), HTTP and Web App Development (HTTPWAD), Structured Query Language and Active Record (SQLAR), MVC Web Architecture (MVCWA), Building User Interfaces and React (BUIWR), Become a Web Developer: Group Project (BWDGP), and Become a Web Developer: Final Project (BWDFP), Career Services (CRSERV).

The Commission voted (4 affirmative, 1 abstention) to approve the provisional application submitted by Launch Academy for a period of one (1) year, not to exceed July 31, 2018 with the condition of providing proof of installation of a handicap ramp by July 31, 2017.

## **B. James Madison University**

James Madison University submitted to the Higher Education Licensure Commission a provisional application for licensure to offer the Semester in Washington program (open to all JMU undergraduate majors but with greatest enrollment from students earning degrees in Political Science (BA), International Affairs (BA), and Public Policy & Administration (BA)).

The Commission voted unanimously to approve the provisional license for the James Madison University for a period of one (1) year, not to exceed July 31, 2018.

## **C. Urban Ed., Inc.**

Urban Ed., Inc. submitted to the Higher Education Licensure Commission an application for provisional licensure to offer non-degree programs as follows: Computer User Support Specialist, Computer System Analyst, Network & Computer Systems Administrators, Information Security Analysts, Computer Programmers and Medical Records and Health Information Technologies.

The Commission voted unanimously to approve the provisional application submitted by Urban Ed., Inc. for one (1) year, not to exceed July 31, 2018, with condition of submitting a full financial audit by July 31, 2017.

## **IX. Renewal/Amendment Applications**

### **A. Catholic Charities of the Archdiocese of Washington, Inc.**

Catholic Charities of the Archdiocese of Washington, Inc. submitted to the Higher Education Licensure Commission an application requesting license amendment to add a non-degree certificate Professional Counseling Education certificate program.

The Commission voted (4 affirmative) to defer the request for program amendment submitted by Catholic Charities of the Archdiocese of Washington, Inc. pending the submission and review of an application for amendment to add a new location. This matter will be brought forth again during the next public session scheduled for August 30, 2017.

### **B. AYT Institute**

AYT Institute submitted to the Higher Education Licensure Commission an application requesting license renewal to continue offering non-degree certificate training in: Life Skills and Basic Computer Literacy Training, Twelve-Month Automotive Training, and Six-Month Automotive Training.

The Commission voted (4 affirmative, 1 negative) to deny the request for license renewal

submitted by AYT Institute for failure to demonstrate compliance with the licensure standard 5-A DCMR: 8004.6 finance and 8004.14 student catalog.

### **C. Westlink Career Institute**

Westlink Career Institute submitted to the Higher Education Licensure Commission an application requesting license renewal to continue offering the following non-degree programs: Basic Emergency Medical Technician, Advanced Emergency Medical Technician, Phlebotomy, Medical Assistant, and EKG Program.

The Commission voted (4 affirmative, 1 abstention) to approve the application submitted by Westlink Career Institute for a period of one (1) year, not to exceed July 31, 2018, with the condition of submitting a complete thorough financial audit no later than August 30, 2017.

### **D. BUEI, LLC d/b/a Mentora College**

BUEI, LLC d/b/a Mentora College submitted to the Higher Education Licensure Commission an application requesting license renewal to continue offering non-degree programs as follows: English as a Second Language (ESL) Programs, Intensive ESL-(Specialized 1-month certificate courses (Business English/Legal English), TEFL Certificate program; ESL Deaf and Hard of Hearing, The American Experience, and Test Preparation Courses, TOEFL, IELTS, GMAT, GRE, SAT.

The Commission voted (4 affirmative, 1 abstention) to defer decision on the application for license renewal submitted by BUEI, LLC d/b/a Mentora College until the next public session scheduled for August 30, 2017 pending the submission and review of a full financial audit due no later than July 31, 2017.

### **E. Smartly**

The Smartly submitted to the Higher Education Licensure Commission an application requesting license renewal to continue offering degree programs in: Master of Business Administration (MBA), Strategy and Innovation (Certificate), Data and Decisions (Certificate), Finance and Accounting (Certificate), Leading Organizations (Certificate), MBA Fundamentals (Certificate), and Markets and Economics (Certificate).

And program amendment to add programs in: Executive Master of Business Administration, Data Science (Certificate), Finance (Certificate), Marketing (Certificate), Entrepreneurship (Certificate), and Management (Certificate).

The Commission voted unanimously to approve the request for license renewal and program amendment submitted by Smartly for a period of one (1) year, not to exceed July 31, 2018, conditioned upon the quarterly submission of balance sheets and bank statements for the next



year and the submission of a surety bond due July 31, 2017.

## **X. Agent Applications**

### **A. The Art Institute of Atlanta**

The Art Institute of Atlanta submitted a provisional agent license application for representative NeNatte Johnson and a renewal application for representative Matthew Yannuzzi to recruit prospective students in the District.

The Commission voted unanimously to deny the application submitted by The Art Institute of Atlanta pursuant to 5 DCMR A8004 and 5 DCMR A8011 given the institution's probation status with its accreditor due to the poor financial health of its parent company.

## **XI. Provisional Conditional Exemption Applications**

### **A. College of William & Mary**

The College of William & Mary submitted to the Higher Education Licensure Commission a conditional exemption application pursuant to DC Official Code 38-1310 (f) to offer programs in: American Politics: Urban Education, Judicial Politics, Foreign Policy, National Defense Politics and Budgeting, and Law School Externships.

The Commission voted unanimously to approve the request for conditional exemption submitted by The College of William & Mary pursuant to DC Official Code 38-1310 (f) for a period of one (1) year, not to exceed July 31, 2018.

### **B. Boston University**

Boston University submitted to the Higher Education Licensure Commission conditional exemption application pursuant to DC Official Code 38-1310 (f) to provide the following programs: Master of Science in Occupational Therapy, Entry level Doctor of Occupational Therapy, Combined Bachelor of Science in Athletic Training/Doctor of Physical Therapy, Master of Science in Athletic Training, Bachelor of Science in Health Studies/Doctor of Physical Therapy, Doctor of Physical Therapy, Master of Science in Nutrition + Dietetic Internship, Didactic Program in Dietetics/Master of Science in Nutrition + Dietetic Internship, and Master of Science in Speech-Language Pathology.

The Commission voted unanimously to approve the request for conditional exemption submitted by Boston University pursuant to DC Official Code 38-1310 (f) for a period of one (1) year, not to exceed July 31, 2018.

### **C. University of Colorado Boulder**

University of Colorado Boulder submitted to the Higher Education Licensure Commission a conditional exemption application pursuant to DC Official Code 38-1310 (f) to offer the CU in DC Internship Program.

The Commission voted (3 affirmative, 2 abstentions) to approve the request for conditional exemption submitted by University of Colorado Boulder pursuant to DC Official Code 38-1310 (f) for a period of one (1) year, not to exceed July 31, 2018.

## **XII. State Authorization Reciprocity Agreement (SARA) Applications**

### **A. TeachNow d/b/a Educatore**

TeachNow d/b/a Educatore School of Education submitted to the Higher Education Licensure Commission an initial application for institutional participation in the State Authorization Reciprocity Agreement (SARA).

The Commission voted (4 affirmative, 1 abstention) to approve the application submitted by TeachNow d/b/a Educatore School of Education institutional participation in SARA for a period of one (1) year, not to exceed July 31, 2018.

## **XIII. Closure Plan**

### **A. DevBoot Camp**

Shortly after receiving initial approval to operate a post-secondary institution in the District, the President of DevBoot Camp decided that the school would modify the curriculum prior to enrolling students. The improvement process is still in progress and will continue beyond the renewal license deadline. The institution will not be prepared to submit a renewal package and therefore requested to withdraw licensure until such time that they are ready to operate. The closure plan was submitted on May 2, 2017 with a proposed closure date of May 1, 2017. The institution never enrolled students nor offered instruction.

The Commission voted unanimously to approve the closure plan submitted by DevBoot Camp.

## **XIV. Correspondence and Communications**

### **A. Bennett Career Institute**

In a letter dated 04/24/17, the Commission received notification that the percent of the institution's business ownership will be changing as follows:

Joyce A. Bennett – from 43% to 28%  
Chet A. Bennett – from 19% to 24%  
Roberta A. Bennett – From 19% to 24%  
Robert L. Bennett, Jr. – from 19% to 24%

No action is required at this time by the Commission at this time.

### **B. Prospect College**

In a letter dated 05/15/17, from Prospect College CEO Mark Toufanian, the institution request a waiver of the five hundred dollar late submission fee. The letter indicates that “the primary reason for this request is that it was our first late submission and we commit to submit the renewal application on time in the future.”

The Commission voted unanimously to deny the request submitted by Prospect College to waive the late submission fee and that the fee of \$500 be remitted by July 31, 2017, made payable to the DC Treasurer.

### **C. Adtalem Global Education Inc. (formerly DeVry Education Group)**

In a copy of a letter dated 05/24/17, notifying that effective May 24 the DeVry Education Group has changed its name to be Adtalem Global Education Incorporated and provides updated contact information.

No action is required by the Commission at this time.

### **D. Commission on Collegiate Nursing Education**

Re: Revised CCNE Procedures for Accreditation of Baccalaureate and Graduate Nursing Programs

A communication dated 03/31/17, announces that on May 8, 2017, the CCNE Board of Commissioners revised the Procedures for Accreditation of Baccalaureate and Graduate Nursing Programs (2017), which will go into effect immediately. The revisions are non-substantive in nature and codify existing CCNE practice.

No action is required by the Commission at this time.

### **E. Strayer University**

In a letter dated 05/24/17, Strayer University notified the HELC that the CCNE Board of Commissioners acted as its meeting on April 25-27, 2017, to grant accreditation to the baccalaureate degree program in nursing at Strayer University for five (5) years, extending to

June 30, 2022. The accreditation action was effective as of September 7, 2016, which was the first day of the program's recent CCNE on-site evaluation.

No action is required by the Commission at this time.

**F. National Council State Authorization Reciprocity Agreement (NC SARA) and Southern Regional Education Board (SREB)**

Re: The ending of SECERRA (SREB's Electronic Campus Regional Reciprocity Agreement and Florida's participation in SARA).

A memorandum dated 06/15/17, addressed to State higher education regulators and other interested parties provided information that the Florida legislature passed legislation enabling the state to apply to become a member of SARA. The legislature passed enabling legislation June 9, 2017. Several additional steps are necessary before Florida institutions may participate in SARA. Simultaneously, SECERRA ended June 30, 2017. The memo is requesting leniency from the states while Florida institutions transition from SECERRA to SARA.

No action required by the Commission at this time.

**G. US Department of Education- Federal Student Aid**

Re: Universidad del Este Final Program Review Determination, OPE ID: 00394100; PRCN: 201520228959

The Commission was copied on a letter dated 04/21/17, addressed to the President of University del Este regarding final determinations made concerning outstanding findings of the program review report. The letter identified liabilities resulting from the findings of the program review report, provided instructions for payment of liabilities to the Department and notification to the institution of its right to appeal. The total liabilities due from the institution from the program review are nearly \$250,000.00.

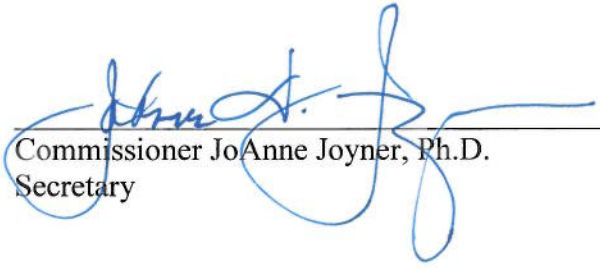
No action is required by the Commission at this time.

**XV. Public Comments**

No public comments.

**XVI. Adjournment**

Having no further business, the meeting was adjourned at 3:10pm.  
Respectfully submitted,



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Commissioner JoAnne Joyner, Ph.D.  
Secretary