



Minutes
Advisory Commission on Proprietary Schools
May 12, 2026

The Louisiana Board of Regents' Advisory Commission on Proprietary Schools met on Tuesday, May 12, 2026, in the Oliver Pollack Room in the Galvez Building. Chair James Fontenot called the meeting to order at 10:05 a.m. The roll was then called by Ms. Courtney Britton, and a quorum was established. There were no public comments to be read.

Commission Members Present

Melanie Amrhein, Vice Chair
Carmen Million
Sherrie Despino
James Fontenot, Chair
Larry Tremblay
Chandler LeBoeuf

Staff Members Present

Courtney Britton
Mighan Johnson
Cara Landry
Tischa Mitchell
Allison Vicknair

Commission Members Absent

Chris Broadwater
Jennifer Jackson
Hunter Thevis

Guests Present

(See Appendix)

The first item of business was the election of officers for 2026.

On motion of Carmen Million, seconded by Melanie Amrhein, the Advisory Commission on Proprietary Schools unanimously voted James Fontenot, as Chair of the Advisory Commission on Proprietary Schools.

On motion of Sherri Despino, seconded by Carmen Million, the Advisory Commission on Proprietary Schools unanimously voted Melanie Amrhein, as Vice Chair of the Advisory Commission on Proprietary Schools.

The second item of business was the approval of minutes from the Commission's meeting on January 13, 2026, as presented.

On motion of Dr. Larry Tremblay, seconded by Carmen Million, the Advisory Commission on Proprietary Schools unanimously adopted the minutes, as presented, of January 13, 2026, Advisory Commission on Proprietary Schools meeting.

The next item considered by the Commission was the Associate of Occupational Studies Degree Applications from Blue Cliff College-Metairie, satellite location, license #2361, located in Metairie, Louisiana. The school, which was represented by the Corporate Director, Amanda Roy, would offer two programs: Clinical and Administrative Medical

Assisting (Online) at 1240 clock hours over 18 months and Health Information Management, Billing and Coding (Online) at 1230 clock hours at 19.5 months. Discussion included the merging of the two campuses and the programs' previous approvals at the other campus.

On motion of Larry Tremblay, seconded by Sherri Despino, the Advisory Commission on Proprietary Schools unanimously voted that the Board of Regents approve the Associates of Occupational Studies in Clinical and Administrative Medical Assisting and Health Information Management, Billing and Coding at Blue Cliff College – License #2361.

The next agenda item considered by the Commission was an initial license application from Stepful, located in Detroit, Michigan. The school, which was represented by Sr. GTM Manager, Public Policy, Aubrie Chaillet, would offer two programs: Pharmacy Technician at 410 clock hours at 32 weeks and Clinical Medical Assistant at 260 clock hours at 32 weeks. Discussion included other states the school is licensed with, modality of the programs, goals for the school to expand to all states, the submitted financial statements and revenue for the first quarter of 2026, and the ability for the school to maintain financially, how the didactic portion of the programs would work, the marketing plan, whether the school has pulled licensure from other states, and the competition within the field.

On motion of Sherrie Despino, seconded by Chandler LeBoeuf, the Advisory Commission on Proprietary Schools unanimously voted to approve the initial license application for Stepful, Detroit, MI.

The next agenda item considered by the Commission was an initial license application from Rx Tech School, located in Shreveport, Louisiana. The school, which was represented by owner, Dr. Amanda Smith and Director, Kristin Free, would offer one program: Pharmacy Technician at 780 clock hours at 45 weeks. Discussion included the inspiration for the school, the modality of the program, plans to expand, number of students able to participate in each cohort, recruitment and marketing plans, plans for other programs in the future and additional certifications for Pharmacy Technician graduates, the role of the pharmacist and the pharmacy technician, the salary range for graduates upon completion, and whether the program will assist the students in pursuing a degree in pharmacy.

On motion of Melanie Amrhein, seconded by Sherrie Despino, the Advisory Commission on Proprietary Schools unanimously voted that the Board of Regents approve the initial license application for Rx Tech School, Shreveport, LA.

The next agenda item considered by the Commission was an initial license application from MedEra Technical Institute, located in Hammond, Louisiana. The school, which was represented by owner, India Brumfield, would offer one program: Nurse Aide Training (CNA) at 80 clock hours at 4 weeks. Discussion included what happened with the school's previous license expiration, why the school didn't appear to appeal the license expiration, who does the

bookkeeping for the business, previous operations and whether the school had students and the graduation and placement rates, the school's business plan, and why the school did not complete the revisions recommended by staff. Continued discussion included the school's competition, the financial stance of the school currently, the equipment, the location, marketing plans, the owner's profession, and the site inspection completed by Louisiana Department of Health as part of the approval of a Nurse Aide program. The Commission noted due to the completed site inspection and the fact that current application materials met the requirements outlined in law, that they move approval of the application, but also advised the owner to update the business plan to better prepare for future operations and to retain a CPA to assist with bookkeeping. Additionally, the Commission ensured that the owner understood its concerns and recommendations, which were formally entered into the record.

On motion of Melanie Amrhein, seconded by Larry Tremblay, the Advisory Commission on Proprietary Schools unanimously voted that the Board of Regents approve the initial license application for MedEra Technical Institute, Hammond, LA.

The next agenda item considered by the Commission was the submitted license renewal applications. Over the previous four months, forty-three schools submitted complete renewal applications.

On motion of Larry Tremblay seconded by Chandler LeBoeuf, the Advisory Commission on Proprietary Schools unanimously voted that the Board of Regents renew the licenses of the following proprietary schools:

ABCDL Truck Driving Academy - License #2373 - Hammond, LA
Baton Rouge Dental Assistant Academy - License #2191 - Cedar Park, TX
Baton Rouge School of Court Reporting - License #2083 - Baton Rouge, LA
Beso Beauty - License #2264 - Metairie, LA
Carter's Career Center - License #2286 - Monroe, LA
CDL Mentors - Lake Charles - License #2299 - Lake Charles, LA
Coastal College - Hammond - License #791 - New Orleans, LA
Coastal College - Lafayette - License #1002 - New Orleans, LA
Coastal College - Monroe - License #957 - New Orleans, LA
Coastal Truck Driving School of Lake Charles - License #2372 - New Orleans, LA
Community Helpers Early Learning Professionals - License #2399 - Lake Charles, LA
Delta College - West - License #2400 - Baton Rouge, LA
Delta College of Arts & Technology - Lafayette Branch - License #2075 - Baton Rouge, LA
Dental Assisting Solutions - License #2402 - Shreveport, LA
Elise Phlebotomy Training Center - License #2317 - Harvey, LA

Felician Medical Training Academy - License #2378 - Jackson, LA
Goodwill Technical College - License #2210 - New Orleans, LA
Hospitality Opportunity and Service Training (HOST) Program - License #2312 - Baton Rouge, LA
ITI Technical College - License #2007 - Baton Rouge, LA
Lake Charles Dental Assistant School - License #2401 - Cedar Park, TX
Lenora School of Phlebotomy - License #911 - Slidell, LA
LifeShare Phlebotomy School - License #2313 - Shreveport, LA
Louisiana Culinary Institute - License #2045 - Baton Rouge, LA
Louisiana Dental Assistant School - License #2073 - Zachary, LA
Louisiana Dental Institute - License #2287 - Monroe, LA
Next Level Educational Services - License #2331 - LaPlace, LA
Phlebotomy Training Specialists - License #2383 - Baton Rouge, LA
Phlebotomy Training Specialists - New Orleans - License #2397 - New Orleans, LA
Premier Diagnostic Institute - License #2382 - Thibodaux, LA
River Parishes Institute - License #2351 - Gonzales, LA
Rosebud Training Academy - License #2369 - Baker, LA
Royal Angels Anointed Hands - License #2380 - Greenburg, LA
Saint Christopher College - License #2269 - Carencro, LA
Sovereign College - License #2316 - Lafayette, LA
St. Agatha Career Schools - License #2352 - New Orleans, LA
The H.E.A.R.T. Academy - License #2348 - Baton Rouge, LA
Trinity Bay Vocational Institute, Inc. - License #2379 - St. James, LA
Tulsa Welding School - Jacksonville Campus - License #2123 - Jacksonville, FL
Tulsa Welding School & Technology Center - License #2212 - Houston, TX
United Dental Institute - Baton Rouge - License #2328 - Baton Rouge, LA
United Dental Institute - Lafayette - License #2329 - Lafayette, LA
United Dental Institute - New Orleans - License #2330 - New Orleans, LA
VitaPath Healthcare Academy - License #2350 - Lafayette, LA

Staff also discussed the following non-renewals:

Closure Notice Provided

- Top Tier Dental Assisting School - New Orleans – License #2303
- Top Tier Dental Assisting School - Slidell – License #2304

License Expired – Incomplete or Missing Renewal Application

- Tender Love & Care Allied Health Training – License #2370
- AAA Crane & Rigging – License #2371

The next agenda item discussed was the planned closure and teach-out for Digital Media Institute, Shreveport, LA. The discussion included the length of the teach-out versus the school's license expiration, the approval of the teach-out plan by the school's accreditor, the Council on Occupational Education, and the request for approval of the plan without requiring the school to renew their license in August.

On motion of Larry Tremblay, seconded by Sherrie Despino, the Advisory Commission on Proprietary Schools unanimously voted to approve the planned closure and teach out plan for Digital Media Institute, Shreveport, LA.

The next agenda item was Program Approval updates. Commission members were reminded that program approvals outside of AOS programs were completed by staff, and the list provided was for informational purposes only.

The next agenda item was staffing and department updates. Ms. Britton introduced the new staff, Ms. Tischa Mitchell, Financial Specialist, Ms. Cara Landry, Assistant Program Manager, and Ms. Jennifer Byrd, the new Attorney General representative for the Commission. In addition, Ms. Britton announced that Dr. Jennifer Jackson will be joining the Commission as an appointee by the Louisiana Association of Career and Technical Education, replacing Mr. Ben Baudin.

During the final agenda item, "Other Business," the discussion covered options for guardrails for schools pursuing another license after license expiration, such as a probationary period, the Commission's legal authority to recommend the denial of a license and plans for rule making, the possibility of legislative changes during the 2027 Session, and the request that staff add the occupation's LA Works Star Rating on the school fact sheets. A discussion was held regarding the location of the future Commission meetings in the light of the staff's recent move to the Galvez building.

There being no further business, the meeting adjourned at 11:13 a.m. The next meeting of the Commission is scheduled for July 14, 2026, at 10:00 a.m. in the Claiborne Building.

APPENDIX A

GUESTS

Jennifer Byrd	LA Department of Justice
Aubrie Chaillet	Stepful
Kristin Free	RX Tech School
Amanda LaGroue	LA Department of Justice
Amanda Roy	Blue Cliff College
Amanda Smith	RX Tech School
India Star Brumfield	MedEra Technical Institute