



BOARD of REGENTS
STATE OF LOUISIANA

**Minutes
Advisory Commission on Proprietary Schools
October 13, 2025**

The Louisiana Board of Regents' Advisory Commission on Proprietary Schools met on Monday, October 13, 2025, in Room 1–153 in the Claiborne Building. Chair James Fontenot called the meeting to order at 1:00 p.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

Chris Broadwater
Sherrie Despino
James Fontenot, Chair
Chandler LeBoeuf
Larry Tremblay

Staff Members Present

Courtney Britton
Chandra Cheatham
Mighan Johnson
Antonio Williams
Allison Vicknair

Commission Members Absent

Melanie Amrhein, Vice Chair
Benjamin Baudoin
Carmen Million
Hunter Thevis

Guests Present

(See Appendix)

The first item of business was the approval of minutes from the Commission's meeting on July 31, 2025.

On motion of Chris Broadwater, seconded by Larry Tremblay, the Advisory Commission on Proprietary Schools unanimously adopted the minutes of the July 31, 2025, Advisory Commission on Proprietary Schools meeting.

The next item considered by the Commission was the initial license applications from Zollege Healthcare Career Schools with locations: Lafayette Medical Assistant School, Lafayette, LA, Shreveport Medical Assistant School, Shreveport, LA, and Mandeville Medical Assistant School, Mandeville, LA. The schools, which were represented by the Director of Compliance, Pete Gilkey, will offer one program: Medical Assistant at 199 clock hours over eighteen weeks. Discussion included the company's history in the state and new endeavors with their Medical Assistant programs, the new location selection process, the need for medical assistants and whether there have been any issues with finding instructors at any locations.

On motion Sherrie Despino, seconded by Chandler LeBeouf the Advisory Commission on Proprietary Schools unanimously voted that the Board of Regents approve the initial license applications for Lafayette Medical Assistant School, Lafayette, LA, Mandeville Medical Assistant School, Mandeville, LA, and Shreveport Medical Assistant School, Shreveport, LA.

The next item considered by the Commission was the change of ownership application from Medical Education (MediEd), formerly Academy of Acadiana, located in New Iberia, LA. The school, which was represented by the new owner, Keisha Barras, would offer four programs: Dental Assistant (Hybrid) at 240 clock hours over ten weeks, Dental Assistant (Traditional) at 240 clock hours over ten weeks, EKG Technician (Online) at 80 clock hours over four weeks, and Medical Insurance and Coding (Online) at 80 clock hours over four weeks. Discussion included the owner's background and education, as well as the history of the school, future opportunities for expansion and collaboration with the owner's current cosmetology school, the financial documents and concerns about maintaining the school. Additional discussion focused on the modality of programs and conflicting documentation regarding the EKG programs designation.

On motion of Chris Broadwater, seconded by Sherrie Despino, the Advisory Commission on Proprietary Schools unanimously voted that the Board of Regents approve the change of ownership application and its three programs for Medical Education (MediEd), New Iberia, Louisiana, and provide conditional approval for the fourth program, EKG Technician program, subject to confirmation of correct submission of previously approved materials or the submission of corrections to meet the requirements for modality.

The next agenda item considered by the Commission was submitted license renewal applications. Over the previous two months, thirty-four schools submitted renewal applications deemed complete and compliant.

On motion of Sherrie Despino, seconded by Chris Broadwater, the Advisory Commission on Proprietary Schools unanimously voted that the Board of Regents renew the licenses of the following proprietary schools:

1. 160 Driving Academy-Shreveport – Shreveport – License #2364
2. Acadiana Area Career College – Lafayette – License #2357
3. Accelerated Academy-Baton Rouge – Baton Rouge – License #2220
4. Accelerated Academy-Denham Springs – Denham Springs – License #2154
5. Accelerated Academy-Hammond – Hammond – License #2235
6. Accelerated Academy-Houma – Houma – License #2288
7. Accelerated Academy-Lafayette – Lafayette - License #2219
8. Accelerated Academy-Lake Charles – Lake Charles – License #2308
9. Accelerated Academy-Metairie – Metairie - License #2230
10. Accelerated Academy-Monroe – Monroe – License #2223
11. Accelerated Academy-Slidell– Slidell – License #2224
12. Advance Nursing Training – New Orleans – License #2197
13. Ark-La-Tex Dental Assisting Academy – Shreveport – License #2131
14. Baton Rouge School of Phlebotomy – Baton Rouge – License #2335
15. Blue Cliff College-Alexandria – Alexandria– License #2358
16. Blue Cliff College-Metairie Satellite Location – Metairie – License #2361
17. Camelot College – Baton Rouge – License #680
18. Coastal College-Alexandria – Alexandria – License #991

19. Cross Road CDL Academy – Harvey – License #2321
20. Delta College South (formerly Medical Training College) – Baton Rouge – License #969
21. Digital Media Institute – Shreveport – License #2198
22. Fortis College – Baton Rouge – License #2134
23. Healthcare Training Institute – Kenner – License #2109
24. Life Care – Marrero – License #2182
25. Louisiana Truck Driving Training – Tickfaw – License #2393
26. MedCerts – Livonia, MI – License #2337
27. New Orleans Medical Assistant School (Formerly: BRDAA-South) – New Orleans – License #2305
28. Opelousas Academy of Nondestructive Testing – Opelousas – License #2275
29. Remington College-Baton Rouge – Baton Rouge – License #2277
30. River Cities School of Dental Assisting – Shreveport – License #2089
31. Smith Institute – Shreveport – License #2362
32. Stick It Phlebotomy – Ruston – License #2226
33. Synergy Massage Institute-Metairie – Metairie – License #2365
34. The Captain School – Marrero – License #2392

Staff also provided a list of the following non-renewals:

- AGI CDL Driving Academy, Lake Charles, LA, License #2395
- Blue Cliff College-Lafayette, Lafayette, LA, License #2359
- Blue Cliff College-Metairie Main, Metairie, LA, License #2360
- NOLA Institute of Gaming, New Orleans, LA, License #2322
- RelyOn Nutec USA, Houma, LA, License #2156

The next agenda item was program approval updates. The commission was reminded that program approvals were approved by staff, and the provided list was for informational purposes only.

- Delta College-Covington – Covington, LA
 - Amend
Massage Therapy – 660.0 clock hours/45.0 Quarter Credits
- Delta College-South – Baton Rouge, LA
 - Amend
Massage Therapy – 660.0 clock hours/45.0 Quarter Credits
- Gonzales Medical Assistant School – Gonzales, LA
 - Amend
Medical Assistant – 199.0 clock hours
- Stick It Phlebotomy – Ruston, LA
 - Add
Certified Clinical Medical Assistant – 554.0 clock hours
- Unitech Training Academy-Alexandria – Alexandria, LA
 - Add
Surgical Technology – 840.0 clock hours/ 57.17 Quarter Credits
- Unitech Training Academy-Lafayette – Lafayette, LA
 - Add
AI Integrated Technical Support Specialist – 550.0 clock hours/ 42.5 Quarter Credits

- Unitech Training Academy-West Monroe – West Monroe, LA
 - Add
Electrical– 480.0 clock hours/ 39.0 Quarter Credits

The next agenda item considered by the Commission was establishing new compliance training requirements and enacting compliance requirements regarding missing student data submissions. As requested by the Commission at their previous meeting, staff provided a proposal for establishing annual compliance training for all schools, who would be required to attend, and penalties for failure to attend the training. A second proposal regarding procedures for those who fail to submit annual student data was also submitted. (See Appendix B for proposals.) Additional discussion included the due dates for completion of training in relation to the annual renewal or the calendar year, how much time the schools would have regarding the new compliance training mandate prior to the due date, method of notification and dissemination of mandatory participation, and the inclusion of mandatory compliance training in Rule.

On motion of Chris Broadwater, seconded by Larry Tremblay, the Advisory Commission on Proprietary Schools unanimously voted that the Board of Regents establish the mandatory annual compliance training requirements and the penalties as presented in Staff's proposals.

During the final agenda item, "Other Business," the discussion covered investigation into recent federal indictment of owners of two Louisiana proprietary schools providing CDL training, an overview of the alleged charges and the possibility of violations of Proprietary School Law and revocation of the licenses.

The next meeting of the Commission is scheduled for November 18, 2025, at 10:00 a.m. in Room 1–153 of the Claiborne Building. There being no further business, the meeting adjourned at 1:42 p.m.

APPENDIX A
GUESTS

Keisha Barras

Medical Education

Clint Federick

Medical Education

Peter Gilkey

Zollege Healthcare

Tyler Savoy

LA Department of Justice

APPENDIX B
COMPLIANCE PROPOSALS

Proposed Proprietary Schools Compliance Training Requirements

Board of Regents (BoR) Staff propose the following for annual compliance training requirements for all licensed Proprietary Schools. The proposed process also includes formalization of how non-compliance issues will be addressed if discovered as part of standard interactions with schools.

Who: All Leadership/Authorized Representatives: Owners, Directors, Administrators, or equivalent staff member(s) who engage with BoR Staff and would submit applications and/or documents on behalf of the school.

When: Previously licensed schools and staff – By November 1 of each year
New Schools – within 90 days of licensure
New hires – within 90 days of hire

How*: Watch recorded trainings created by BoR Staff
Complete Online JotForm Quiz to attest/confirm attendance
Staff will try and offer one or two in-person trainings, that would cover all elements and will not require the online quiz, as long as someone attended the entire training.

Where: Zoom, YouTube or similar, JotForm. At least one in-person event will be held at the Claiborne Building. The other might be held off-site, staff and budget dependent.

What: Compliance Training will be made of four parts.

Proprietary School Compliance Training Contents

Part One: Keys to Compliance: Know the Law and Code

- PSC-2 Overview and Reminder
- Proprietary School Law
- Proprietary School Code
- Other applicable Laws and Rules

Part Two: License Maintenance

- Know your License Information
- Updating your Bond Coverage
- Advertising
- Annual Student Level Data Collection
- Records Training – What the Law Requires
- Student Complaints

Part Three: Online Applications Management in Edvera

- Some System Basics
 - Dashboard
 - Documents
- Staffing Updates
 - Director / Leadership Level Items
 - Instructors
 - New Hires
 - Updating Courses Taught
 - Solicitors
 - New Hires
 - Permit Renewals
- Change Application Documents
 - Change of Address
 - Change of School Name
 - Change a Program
 - Add a New Program
 - Bond Change
 - Accreditation

- Annual License Renewal Application Document
 - Process Overview
 - Application Sections
 1. General Information
 2. Contacts and Staff
 3. Programs
 4. Bond Information
 5. Financials
 6. Student Record Certifications
 7. Payment Information

Part Four: Intermittent Requirements and Non-Compliance Process

- Change of Ownership
- School Closures
- Annual Payment to Student Protection fund
- Site Visits
- Non-Compliance Process Steps
 - Warning Notice (Correct within 15 days)
 - Site visit possible during this time frame
 - Formal Non-Compliance Letter (Correct within 30 days)
 - Charge Letter – One of 2 resolutions
 - Stipulation agreement and accompanying fine
 - A Hearing Before the Commission

*Note: The described training will be in place for 2026. In the future, staff will investigate if the tracking of the training can be integrated into the online application management system, Edvera. If so, this should create a more streamlined process for both schools and staff.

Annual Student Data Non-Compliance Process Proposal

After rulemaking made in 2021, all licensed Proprietary Schools have been required to submit annual student level data to the Board of Regents.

Proprietary Schools Section Staff have worked with other Board of Regents teams, specifically IT and Institutional Research/Data (IR) teams to improve the data collection process each year. Despite the improvement processes and constant communication with all licensed schools, each year several schools miss the extended deadline. Depending on the year, staff have either had to discuss next steps with the Commission or tell schools that they will be brought before the Commission for consideration of next steps.

2026 will be the fifth year of the annual student level data collection. Schools will have had the opportunity to attend compliance training since 2025, including new recorded compliance trainings, available at the start of 2026. As such, Staff feel like a formalization of steps to take for those that do not complete the data submission is warranted. While the standard non-compliance process could be followed, given the numerous communications that BoR Staff will send out to each school in months leading up to the due date, and that there is usually at least one due date extension given by the IR team, a condensed process seems appropriate in this specific instance.

Proposed Process

1. Formal Non-Compliance Letter
 - Sent the day after final deadline determined in consultation with IT and IR.
 - Schools will have 15 days to submit the past due data
2. If data is not received in 15 days, a Charge letter will be sent
3. Resolutions to a Charge letter
 - School signs a stipulation agreement and pays the minimum fine in addition to submitting data
 - Comes before the Commission for an Administrative hearing to contest the charge
- If a school receives a second charge letter for late data submission, within 13 months, the minimum fine will double.
- If a school receives a third charge letter for late data submission, within 26 months, the school must come before the Commission at an Administrative Hearing.