

Additional Campus Application to Operate In-state

DPOS Connect User Guide

V 1.0

May 16, 2022



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

Q: How long will the approval process take?

A: Allow at least 60 to 90 days for review. Once a school submits the Application for a Certificate of Approval with all required attachments and fees to the Division, applications are processed in the order they are received. Once the application has been reviewed, you will be contacted to schedule the site visit. Applications must be presented to the Board for approval. The school will need to have a representative available for the Board meeting.

Documents you will need:

1. List of other members having controlling interest in the school
2. Articles of Incorporation
3. Certificate of Good Standing from the Colorado Secretary of State
4. Statement of trade name or Doing Business As (DBA), if applicable
5. Statement of foreign entity authority to transact business in Colorado, if applicable
6. Completed Agent Applications (download from [DPOS Connect website](#))
7. Surety amount proposal document showing detailed calculations
8. Bond application, or Irrevocable Letter of Credit form, or CD-Savings account assignment form (download from [DPOS Connect website](#))
9. Pro-forma financials (balance sheet and income and expense statements) to estimate the next 12 months
10. Facility's lease agreement
11. Current safety inspection report for facility completed within past 12 months
12. Current equipment inspection report (if applicable)
13. Catalog and Catalog Checklist (download from [DPOS Connect website](#))
14. Enrollment Agreement and Checklist (download [from DPOS Connect website](#))
15. Evaluator reports or Advisory Committee minutes for each program/stand-alone course submitted with application
16. Syllabi for all courses
17. Draft copies of media advertising
18. Draft diplomas/degrees/certificates of completion
19. Draft version of transcript
20. Complete list of physical inventory of equipment
21. Internship/externship agreements, if applicable

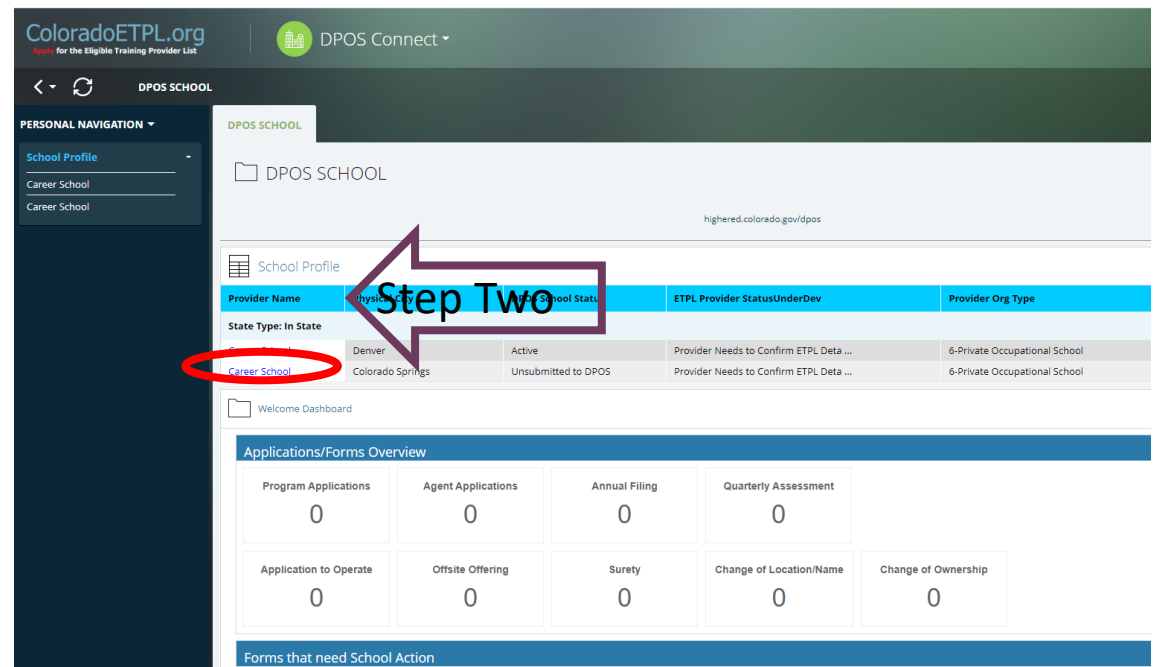
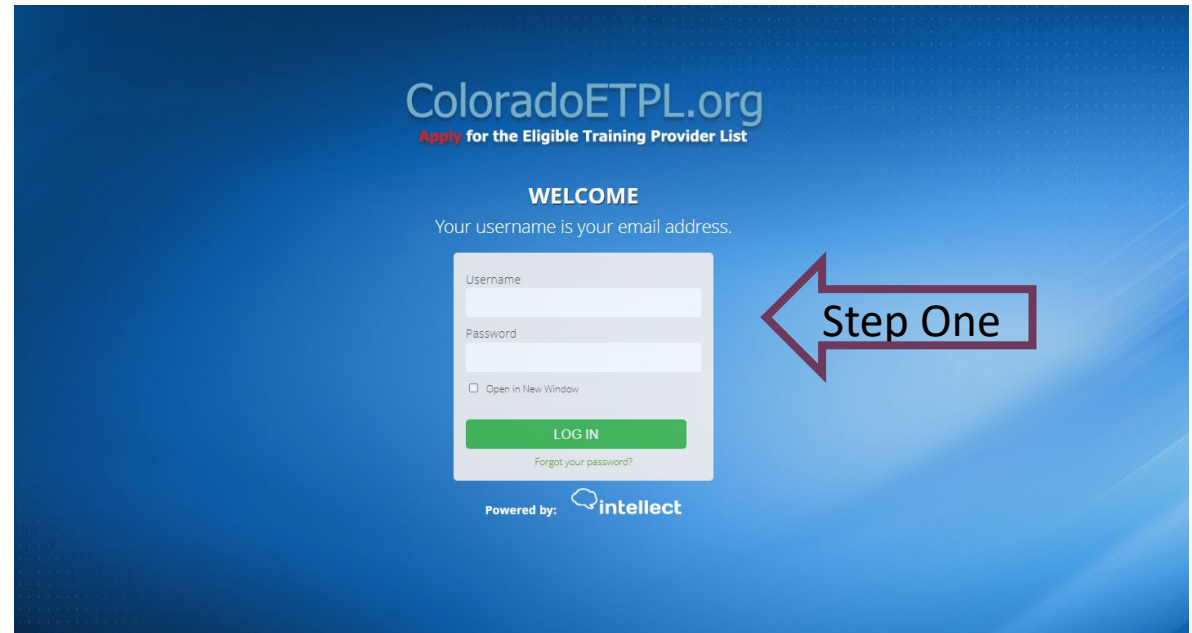
How to Login

Step One: Login to DPOS Connect

To begin a new application to operate an additional campus, go to [DPOS Connect](#) and click on the DPOS Connect button. Enter your username and password to log in.

Step Two: School Profile

All campus locations approved for the username will appear on the school profile page. Click the additional campus name to access the application to operate.



School Dashboard

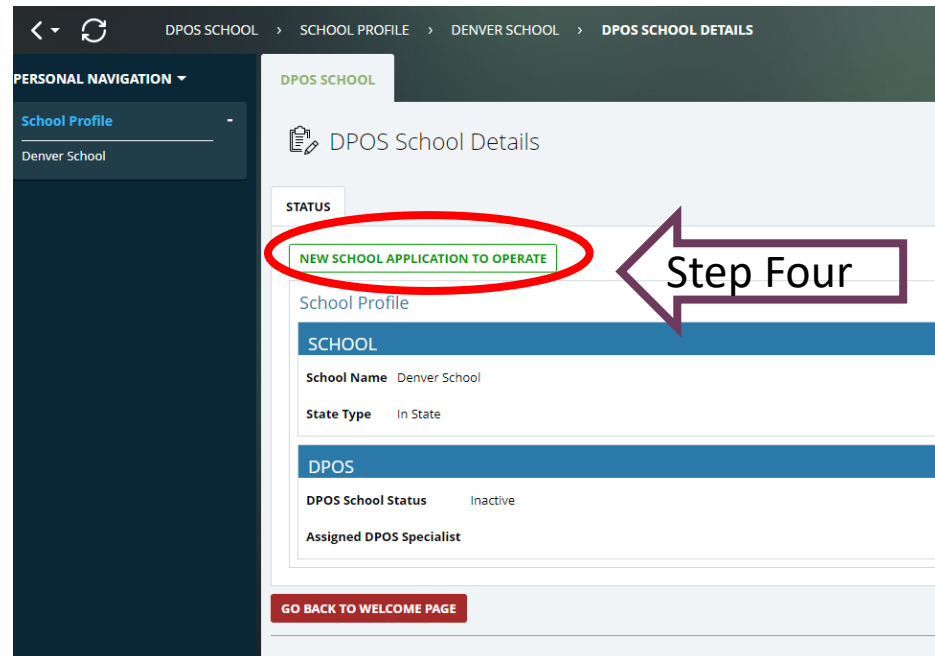
Step Three: DPOS Connect

Click **DPOS Connect** to access the DPOS School Details page.



Step Four: DPOS School Details

Click **New School Application to Operate** to begin the application process for the additional campus.



Fill out Application

Step Five: School Demographics

Basic information will be pre-populated from the new school request form previously submitted. Fill in any missing information.

The screenshot shows the 'School Enters School Information' form. The breadcrumb trail is: DPOS SCHOOL > SCHOOL PROFILE > DENVER SCHOOL > DPOS SCHOOL DETAILS > WORKFLOW ITEMS WAITING FOR YOUR ACTION > SCHOOL ENTERS SCHOOL INFORMATION. The page title is 'DPOS SCHOOL' and the form title is 'School Enters School Information'. There are 'PRINT' and 'SAVE' buttons in the top right. A yellow button says 'SAVE & GO BACK TO DASHBOARD'. Below that, it shows 'Provider Application System ID: 414', 'DPOS Application Stage: Unsubmitted', and 'Provider Application Type: Provisional'. An 'Overview' section shows 'Created By: Joe Smith', 'Created On: 12/7/2021 3:26 PM', and 'Last Modified By: Joe Smith', 'Last Modified On: 12/7/2021 3:26 PM'. There are tabs for 'FILL OUT APPLICATION' and 'GUIDE'. The 'SCHOOL DEMOGRAPHICS' section includes: 'School Name*' (Denver School), 'State Status*' (In State), 'School Telephone (include Ext.)' (1234567891), 'Email Description' (Email address will be publicly published for students to contact the school. It will be used for go... DPOS communication to Schools), 'School E-mail', and 'School Website' (Denver School). There is an 'EDIT HYPERLINK' button. A purple arrow labeled 'Step Five' points to the form.

Step Six: Location

Enter the mailing address if different from physical location address. If the school provides education/training at other locations, check yes and enter the street, city, state, zip code and phone number for the other location. Click the + sign to add additional locations.

The screenshot shows the 'Location' form. The breadcrumb trail is: DPOS SCHOOL > SCHOOL PROFILE > DENVER SCHOOL > DPOS SCHOOL DETAILS > WORKFLOW ITEMS WAITING FOR YOUR ACTION > SCHOOL ENTERS SCHOOL INFORMATION. The page title is 'DPOS SCHOOL' and the form title is 'Location'. There is a 'Location Description' section with text: 'Main location is the school's primary location that will be displayed on all the attached forms (agent applications and instructor applications) submitted on this specific school application. If DPOS approves your application, this location information will also be transferred to the ETPL process as the only physical location you can market offering programs at.' Below that are input fields for: 'Physical Address*' (1600 Broadway St), 'Physical Address 2' (Suite 2200), 'Physical City*' (Denver), 'Physical State*' (CO), 'Physical Zip*' (80202), 'Mail Address', 'Mail Address 2', 'Mail City', 'Mail State' (Select State...), and 'Mail Zip'. At the bottom, there is a question: 'Does the school provide training at any location other than listed above?' with radio buttons for 'No' and 'Yes' (selected). Below that is a text input field for 'Enter Other Classroom Locations (Street, City, State, Zip, Phone Number)' with a '+' sign to the right. A purple arrow labeled 'Step Six' points to the form.

Business Information

Step Seven: Business Information

This section will be pre-populated from the new school request form.

Business Information

Are you adding an additional campus under a common ownership? Yes

Select an active school with the common ownership (with same school name)

Career School - Denver

Type of Business

Corporation

Business Contact Info (as registered with the Colorado Secretary of State)

Business Name Career School

Business Phone 1234567890

Business E-Mail Address joe@gmail.com

Business Address 123 West St, Colorado Springs, CO



Step Eight: Upload Attachments

Click **Choose File** to upload the requested attachments to the application for review.

Business Documents

List of members having controlling interest in the school with all names, titles, home addresses, and phone numbers No file chosen

A copy of Articles of Incorporation No file chosen

Certificate of Good Standing from the Office of the Secretary of State No file chosen

Statement of Trade Name or DBA (if applicable) No file chosen

Statement of Foreign Entity Authority to transact business in Colorado (if applicable) No file chosen



Add School Contacts

Step Nine: Add School Contacts

Schools are required to provide contact information for at least one director, one school owner, and one designated agent. The designated agent's address must be different from the school's physical address. Click **Add Contact**.

Step Ten: Enter School Contact Information

A new window will pop up to enter the contact information. If the same person is responsible for more than one of the roles, select all job titles from the list that apply. Click **Save and Close** to return to the application. Repeat to add as many contacts as needed. All contacts added to the application will be listed on the School Contacts table. The entries can be edited if needed by clicking **Edit Table**.

Contacts

Contact Instructions

Application requires to have at least

- 1 Director
- 1 School Owner
- 1 Designated Agent (separate from what is uploaded in the Agents section)
* The Designated Agent must provide their address and it cannot be the same address as the school's main address.

**If the school has 1 person that is responsible for more than 1 role, then please enter the person once and add all the job titles in the "Contact Title" drop down.

ADD CONTACT

New DPOS School Contact

Contact Information

First Name*

Last Name*

Contact Priority* Primary
 Secondary
 Other

Contact Title* Administrative
 Designated Agent
 Director
 Other
 School Owner

Telephone (include ext.)* +

Email*

SAVE AND CLOSE **CANCEL**

Add Agents

Step Eleven: Add Agents

Click the **Active Agents Linked for this School** tab to add agents associated with the main location of the school. Click **Add** to view a table of all active agent accounts able to be linked to the additional campus. Check the box next to the agent(s) to be linked. Click **Add DPOS Agent Account** to add to this application to operate.

Click **Add New Agent** to fill out the agent application for a new agent for the additional campus. The agent application must be downloaded from the [DPOS Website](#), completed by the agent applicant, and saved as a file to be uploaded with this application.

DPOS SCHOOL

School Enters School Information

AGENT INFORMATION

ADD NEW AGENT ACTIVE AGENTS LINKED FOR THIS SCHOOL

Select agents to link your school with the agent

ADD

Step Eleven

Add DPOS Agent Account Into List

Add DPOS Agent Account(s) into the list by checking off the matching checkboxes and clicking the Add DPOS Agent Account button.

Agent Name:	First Name	Last Name	Date of Birth	Agent's Current Expiration Date	Operating at other schools	School	Agent System ID
<input checked="" type="checkbox"/>	Hammer,	Bill	Hammer	1/6/2003		Cranes R Us	6

SELECT ALL 1 ADD DPOS AGENT ACCOUNT SEARCH CANCEL

DPOS SCHOOL

School Enters School Information

AGENT INFORMATION

ADD NEW AGENT ACTIVE AGENTS LINKED FOR THIS SCHOOL

ADD NEW AGENT

New Agent Application

Step Twelve: New Agent Permit Application

The new agent permit application will pop up in a new window to enter the agent's information. Click the calendar icon to select the proposed start date for the agent. Enter the city and state for the locations the agent will represent. If the agent operates at any other schools under common ownership, select the schools from the dropdown menu. Enter the applicant's information as requested on the form.

DPOS SCHOOL > SCHOOL PROFILE > CAREER SCHOOL > DPOS SCHOOL DETAILS > SCHOOL ENTERS SCHOOL INFORMATION > . - NEW AGENT APP

PERSONAL NAVIGATION ▾

- School Profile
- Career School
- Career School

DPOS SCHOOL

, - New Agent App

AGENT PERMIT APPLICATION

Type of Submission

Application Type New

Application State Status In State

Proposed Start Date*

Agent's Represented Locations (City, State)*

Other schools the agent operates at

Select Provider Template...

Agent Information

First* MI Last*

Home Phone*

Home Address: Street*

City*

State*

Zip*

Date of Birth*

Is the place of birth in the U.S.?* No Yes

Place of Birth: City*

Place of Birth: State*

Step Twelve

Agent Application (continued)

Step Thirteen: Agent History

Answer Questions A and B. Enter employment history for the last five years by clicking **Insert Row**. Complete agent's employment history table by clicking **Insert Row** to add additional entries for the employment history.

Step Fourteen: Agent Disclosures

Answer each of the five disclosure questions for the agent. For any yes answers, a **Choose File** field will pop up and require an upload providing an explanation and court documentation.

New DPOS Agent Permit Application

History

A. Have you ever been a private occupational school owner before?* Yes No

B. Have you ever been licensed as a private school agent in any state, including Colorado?* Yes No

Employment History: Last five (5) years, starting with the most recent:

Empty.

INSERT ROW **DELETE**

Disclosures

Required Disclosures: If any question below is answered "yes", upload a written explanation in the Explanation field. If this information has not been submitted to the Division with a previous application, include official court documentation which outlines the date and circumstances surrounding the case including, if applicable, charges and disposition of the court case which demonstrates completion of any probation or court ordered terms. **(Please note:** failure to accurately report criminal history may be grounds for immediate board action including but not limited to revocation of agent permits or certificate to operate as a private occupational school.)

Have you ever:

1. Been convicted of or pled to a felony or are felony charges pending?* Yes No
2. Been convicted of or pled to a misdemeanor other than a minor traffic violation or are misdemeanor charges pending?* Yes No
3. Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?* Yes No
4. Been denied, revoked, relinquished or otherwise prevented from obtaining a private occupational school license in Colorado or any other state?* Yes No
5. Been refused bonding by any surety company?* Yes No

Agent Application Affidavit

Step Fifteen: School Affidavit

A school owner or officer must read and sign the affidavit. Click **Sign** to complete a signature in the pop-up window. Use the mouse to complete the signature in the **Sign Here** window and click **OK** to return to agent application.

Step Sixteen: Agent Application Upload

The agent application must be downloaded from the [DPOS Connect](#) website, completed by the applicant, and saved as a file to be uploaded with this application. Click **Choose File** to upload the signed agent application. Click **Save and Close** to return to the application. Additional agents may be added using the same process.

The screenshot shows a web form titled "Affidavit". The "Affidavit of School:" section contains a paragraph of text: "I, the officer named below, am the owner or officer of the school by whom the above named applicant is employed (or will be employed) as a private occupational school agent. I certify that I have provided the applicant with a copy of the Private Occupational Education Act of 1981 and the Rules and Regulations promulgated pursuant thereto. I further certify that I will accept the responsibility of actively supervising the agent during the period the applicant is in my employ and the requested permit remains in effect. An applicant may not offer or sell to any person within the State of Colorado before a license is actually issued to the applicant." Below this text are two input fields: "Owner or Officer of the Signature*" with a "No Signature" placeholder and a "SIGN" button circled in red; and "Owner or Officer of the School" with an empty text box. A blue bar below the form reads "Please upload completed Agent Application" and contains an "Agent Signature Copy*" field with a "Choose File" button and "No file chosen" text. At the bottom right, "SAVE AND CLOSE" and "CANCEL" buttons are circled in red. Two purple arrows point to the "SIGN" button and the "SAVE AND CLOSE" button, labeled "Step Fifteen" and "Step Sixteen" respectively.

The screenshot shows a pop-up window titled "Sign Here" with a close button (X) in the top right corner. The main area contains a large white box with the text "Your Signature Here" and a small "X" in the bottom left corner. At the bottom, there are three buttons: "OK" (circled in red), "CLEAR", and "CANCEL".

Surety Information

Step Seventeen: Surety Information

Click **Choose File** to upload the Surety Calculation in the form of a letter or table showing the detailed calculations. Enter the amount of surety determined from the proposed surety calculation. Check yes or no for Umbrella Bond. The minimum surety amount for an in-state school is \$5,000.

Step Eighteen: Surety Details

Enter the surety amount obtained for the school. Click the calendar icon to select the effective and expiration/maturity dates for the surety. Click **Choose File** to upload the surety document. Select the type of surety from the choices listed. Enter the surety account information. Click **Submit Surety** to attach the surety document to the application for review. The surety details will be displayed in the table to verify the information is correct.

SURETY INFORMATION

Surety Calculation Instructions

For new schools: Provide a proposed surety calculation in word or excel format
For all other schools: Use the surety calculation sample table to calculate and upload

Surety Calculation No file chosen

Surety calculation amount \$

Umbrella Bond? Yes No

Total surety coverage

In State Total Surety Minimum Amount \$5,000.00

Surety Details

Select Surety Description Continuation Certificate Original Rider

Enter Surety Amount \$

Select Effective Date

Select Expiration/Maturity Date

Surety Document No file chosen

Select Surety Type

- Bond
- CD
- Contract with private entity (Rule IV.E.7)
- Irrevocable Letter of Credit
- Savings Account

Enter Surety Account Number

Select Surety Holder

Enter Surety Company Phone

Final action for surety: Click to attach it to the application



Financial Information

Step Nineteen:

Click **Choose File** to upload pro forma financials to estimate the school's income and expenses for the next 12 months. Click **Add Financial Institution** to enter the information for the financial institution where the school conducts business.

Step Twenty: Facility Attachments

Click **Choose File** to upload the requested documents for review with the application.


FINANCIAL INFORMATION

Financial Attachments

Financial Instructions New schools must submit a set of pro forma financials (balance sheet, income and expense statement) to estimate the school's income and expenses for the next 12 months.
Renewing schools must submit a cover sheet, balance sheet, income and expense statement, and all supporting notes prepared by an independent public accountant or certified public accountant pursuant to Rule III.A.3.

Current Income and Expense Statement (for school itself)	<input type="button" value="Choose File"/> No file chosen
Current Income and Expense Statement (parent firm, if applicable)	<input type="button" value="Choose File"/> No file chosen
Current Balance Sheet (pro forma for new school)	<input type="button" value="Choose File"/> No file chosen
Supporting Notes (if applicable)	<input type="button" value="Choose File"/> No file chosen

Financial Institutions Instruction List the name and addresses of all financial institutions with which the school conducts business:



FACILITY ATTACHMENTS

Copy of facility's signed lease agreement


No file chosen

Current safety inspection report(s) for facility (completed within past 12 months)

No file chosen

Current equipment inspection report(s) (if applicable)

No file chosen



Educational Attachments

Step 21: Educational Attachments

Click **Choose File** to upload draft copies of media advertising, degrees, transcripts, and a complete list of physical inventory of equipment to be used. Upload the remaining requested school documents for review with the application. The Catalog Checklist and Enrollment Agreement Checklist must be downloaded from the [DPOS Connect](#) website, filled out, and saved as a file for upload with the application.

Step 22: Education Information

Answer questions and provide additional information as requested for any yes answers.

EDUCATIONAL ATTACHMENTS

Copies of media advertising, promotional literature, website, and/or social media (draft for new schools)
 No file chosen

Copies of degrees/diplomas/certificates of completion in compliance with Rule III. I. (draft for new schools)
 No file chosen

Copies of transcripts in compliance with Rule III. I. (draft for new schools)
 No file chosen

Complete list of physical inventory of the equipment to be used to present the programs/stand-alone courses
 No file chosen

Catalog No file chosen

Catalog Checklist No file chosen

Enrollment Agreement No file chosen

Enrollment Agreement Checklist No file chosen



EDUCATION INFORMATION

Do you accept student tuition from any lending/funding institutions (e.g. private entities, VA, Workforce, etc.)? Yes No

of students anticipated in 1st year

Does the school offer any programs or courses that contain an internship component? Yes No

Does the school offer any programs or courses that contain an externship component? Yes No

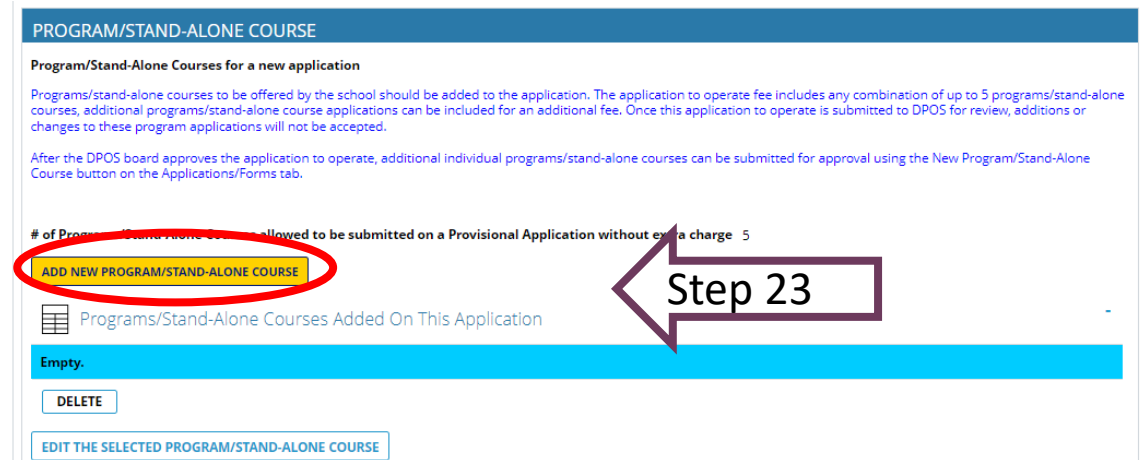
Does the school offer any programs or courses that include online or distance education? Yes No



Program/Stand-Alone Course

Step 23: Add Program/Stand-Alone Course

Five program or stand-alone courses are included in the new school application fee. Additional programs/courses may be added with the application for an additional fee. Click **Add New Program/Stand-Alone Course** to enter information in a new window.



PROGRAM/STAND-ALONE COURSE

Program/Stand-Alone Courses for a new application

Programs/stand-alone courses to be offered by the school should be added to the application. The application to operate fee includes any combination of up to 5 programs/stand-alone courses, additional programs/stand-alone course applications can be included for an additional fee. Once this application to operate is submitted to DPOS for review, additions or changes to these program applications will not be accepted.

After the DPOS board approves the application to operate, additional individual programs/stand-alone courses can be submitted for approval using the New Program/Stand-Alone Course button on the Applications/Forms tab.

of Programs/Stand-Alone Courses allowed to be submitted on a Provisional Application without extra charge 5

ADD NEW PROGRAM/STAND-ALONE COURSE

Programs/Stand-Alone Courses Added On This Application

Empty.

DELETE

EDIT THE SELECTED PROGRAM/STAND-ALONE COURSE

Enter Program/Stand-Alone Course Information

Step 24: Enter Name

Enter name of Program/Stand-Alone Course.

Step 25: Enter Program Information

Choose the Type from the dropdown menu: either **Program** (a series of courses) or a **Stand-Alone Course**.

Choose the award type from the next dropdown menu. Choose the method of delivery from the next dropdown menu.

Step 26: DPOS Category

Choose the program category that best describes the subject matter.

The screenshot shows the 'DPOS Program Details' form. At the top, there is a 'School Name' field. Below it, a blue header bar reads 'PROGRAM'. To the right of this bar is a 'DPOS Program Status' dropdown menu set to 'Unsubmitted to DPOS'. Below the header is a text input field for 'Program/Stand-Alone Course Name*' with a purple arrow pointing to it labeled 'Step 24'. Underneath is a section titled 'DPOS FIELDS'. It contains an 'Approval Letter' field with a 'Choose File' button and 'No file chosen' text. Below that is a blue header bar for 'Program Information'. This section contains four dropdown menus: 'Program Type*' (with 'Select DPOS Program Type...' as the placeholder), 'Award Type*' (with 'Select DPOS Type of Award...'), 'Method of Delivery*' (with 'Select DPOS Method of Delivery...'), and 'Category*' (with 'Select DPOS Program Categories...'). Purple arrows point to the 'Program Type*' and 'Award Type*' dropdowns, labeled 'Step 25', and to the 'Category*' dropdown, labeled 'Step 26'.

Distance Education Questions: 100% Online Only or Hybrid/Blended Method of Delivery

****Note: If method of delivery chosen in Step 25 is Classroom Only or Other, skip this page as the Distance Education questions will not appear.**

Answer Questions

Use the text box to answer each of the **Distance Education** questions for the Program/Course. If a question is not applicable, enter N/A in the box.

Distance Questions	
How does the school assess a student's computer literacy to sufficiently understand the instruction?*	<input type="text"/>
How does the school confirm a student has consistent access to necessary technological resources (internet and computer access)?*	<input type="text"/>
Does the coursework require specific computer hardware and/or software?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Who supplies the computer hardware/software?	<input type="radio"/> School purchases & provides to students <input type="radio"/> Students purchase <input type="radio"/> Other
What is the extent of faculty training needed with the software to become proficient?*	<input type="text"/>
What Learning Management System(s) (LMS) does the school use to deliver instruction?*	<input type="text"/>
If an LMS is not used, please explain how the online education is delivered.*	<input type="text"/>
What type of technical support is available to students for the online portion of the course/program?*	<input type="text"/>

Continue Program/Stand-Alone Course Application

Step 27: Student/Teacher Ratios

Enter the student to teacher ratio for theory and lab(if no lab, enter "0") classes in the format:

#students : #teachers

Step 28: Scheduled Length

Choose the expected time frame for completion of the program. Choose full-time, part-time, or both. Select the units of time from the dropdown menu. Enter the number of units of time to complete.

Step 29: Prerequisites

List the minimum prerequisites needed to enroll in the program/course that are not an administrative requirement for acceptance into the school. If none, indicate "None".

Maximum Student/Teacher ratio per Class: Please enter your ratio in ### : ## format. Enter 0 if no lab.

Theory*

Lab*

Maximum time allowed for online education, if applicable.


Scheduled Length

Schedules Offered (Select all that apply): Full Time Part Time

Prerequisite Instructions

List the minimum requirement(s) to enroll in the program/course (i.e. educational credentials, licenses, course work, specialized training or expertise that is NOT an admissions requirements for a into the school).

If no prerequisite is required, please indicate "NONE."

Program/Course Prerequisite(s)* 



Step 27



Step 28



Step 29

Program Costs and Occupational Objective

Step 30: Cost Information

Use the program cost fields to enter the cost for each item. Enter zero if no cost is associated with item.

Step 31: Calculate

Click **Calculate** to verify the total cost of the Program/Course.

Step 32: Occupation

Enter the name of occupation(s) the program/course will provide training and skills.

Step 33: Objective

From the dropdown menu, choose the program objective that applies. Click the + sign to select more than one. Check the yes box if upon successful completion, the graduate is eligible to sit for a licensure/certification exam and enter the name of the exam in the text box that appears.

PROGRAM COSTS

Cost Information If enrollment will increase due to this new program/course, you may need to increase your surety coverage.
Do not leave a cost field blank, enter zero if no cost associated.

Program Tuition Cost* \$

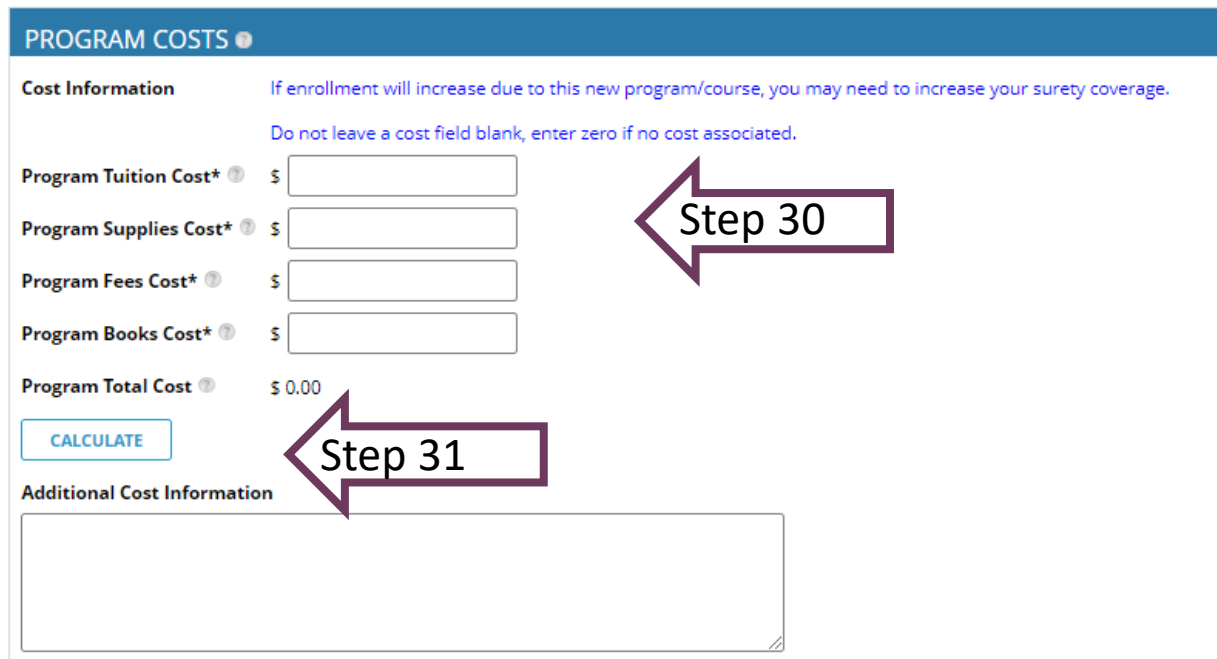
Program Supplies Cost* \$

Program Fees Cost* \$

Program Books Cost* \$

Program Total Cost \$ 0.00

Additional Cost Information



Occupational Objective

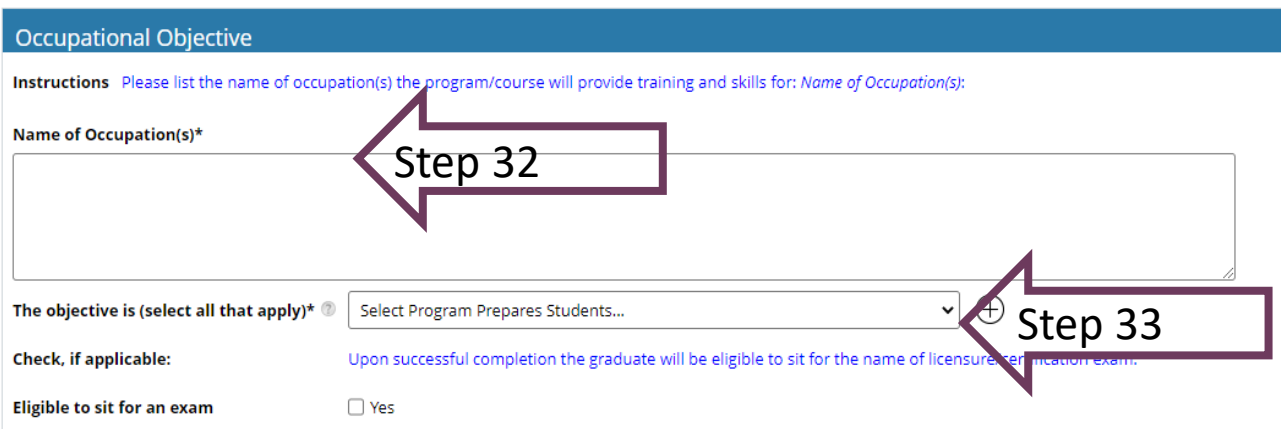
Instructions Please list the name of occupation(s) the program/course will provide training and skills for: Name of Occupation(s):

Name of Occupation(s)*

The objective is (select all that apply)*

Check, if applicable: Upon successful completion the graduate will be eligible to sit for the name of licensure/certification exam.

Eligible to sit for an exam Yes



Program/Stand-Alone Course Attachments

Step 34: Attachments

Choose the type of evaluator for the program/course. If it is Advisory Committee, upload the advisory committee minutes. If it is evaluator, upload three evaluator reports in the appropriate fields. All remaining items are required to be uploaded with the application. Click **Start Program/Course Outline** to add details.

Step 35: Program/Course Outline

A new section pops up within the application, click **Add Course/Topic**. A new window will appear to enter each course/topic within the program.

Required Attachments for Programs/Stand-Alone Courses

Instructions:
The following items properly labeled and identified MUST be uploaded and become a part of the application:

The curriculum has been reviewed by:* Advisory Committee Evaluator

Evaluator Report 1 No file chosen

Evaluator Report 2 No file chosen

Evaluator Report 3 No file chosen

Externship agreement in compliance with Rule III.B.6, if applicable. No file chosen

A complete physical inventory of equipment to be used for the course.* No file chosen

A list of textbooks used including titles, publishers, and copyright dates.* No file chosen

A list of reference materials.* No file chosen

A list of teaching aids, materials and supplies.* No file chosen

START PROGRAM/COURSE OUTLINE

PROGRAM/COURSE OUTLINE: Must enter at least 1 record

ADD COURSE/TOPIC

Course Outline Window

Step 36: Enter Course Details

Enter course title and the number for the sequential order the course will be offered. Answer attendance questions, if applicable based on method of delivery chosen. Synchronous learning is education that happens in real time. Asynchronous learning occurs through on-line channels without real time interaction.

Step 37: Hours and Syllabus

Enter the number of theory, lab, and credit hours. Click **Choose File** to upload course syllabus. Sample course syllabus can be found on the [DPOS Connect](#) website. Click **Save and Close** to return to the program application. To add additional courses to the program, click **Add Course/Topic** to repeat process.

The screenshot shows a web form titled "New DPOS Program Course Outline". The form contains the following fields and options:

- Course/Topic***: A text input field.
- Student can elect distance education or on-site training?**: Radio buttons for "Yes" and "No".
- Student Attendance Options (Select all that apply)**: Checkboxes for "Asynchronous" and "Synchronous".
- Number Field Instructions**: A note stating "You can enter zeros in the required number field(s)".
- Theory Hours***: A text input field.
- Lab Hours***: A text input field.
- Internship/Externship Hours (if applicable)**: A text input field.
- Total Contact Hours**: A text input field containing "0.00".
- Credit Hours (if applicable)**: A dropdown menu with "Select Credit Duration..." as the selected option.
- # of Credit Hours**: A text input field.
- Online Only: # of Lessons**: A text input field.
- Course Syllabus Attachment***: A "Choose File" button and the text "No file chosen".

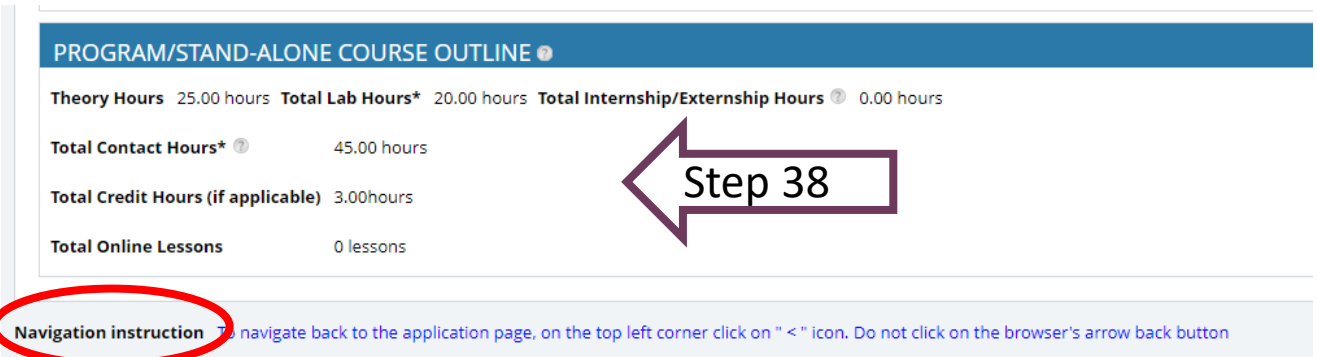
Annotations on the screenshot include:

- A purple arrow labeled "Step 36" pointing to the "Course/Topic*" field.
- A purple arrow labeled "Step 37" pointing to the "Credit Hours (if applicable)" dropdown menu.
- A red circle around the "SAVE AND CLOSE" button at the bottom right of the form.

Return to Provisional Application

Step 38: Review

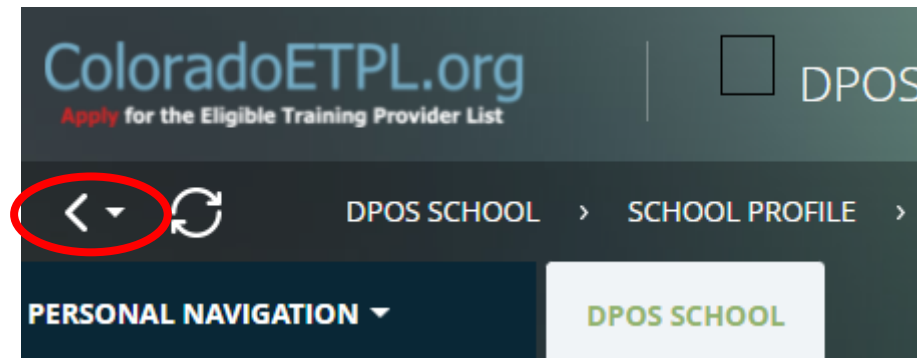
After all courses/topics are added, this section will calculate the total hours. To navigate back to the provisional application, use the “<” icon in the top left corner. Do not use the browser’s back arrow.



PROGRAM/STAND-ALONE COURSE OUTLINE

Theory Hours	25.00 hours	Total Lab Hours*	20.00 hours	Total Internship/Externship Hours	0.00 hours
Total Contact Hours*	45.00 hours				
Total Credit Hours (if applicable)	3.00hours				
Total Online Lessons	0 lessons				

Navigation instruction To navigate back to the application page, on the top left corner click on "<" icon. Do not click on the browser's arrow back button



ColoradoETPL.org | DPOS
Apply for the Eligible Training Provider List

< | DPOS SCHOOL > SCHOOL PROFILE >

PERSONAL NAVIGATION | DPOS SCHOOL

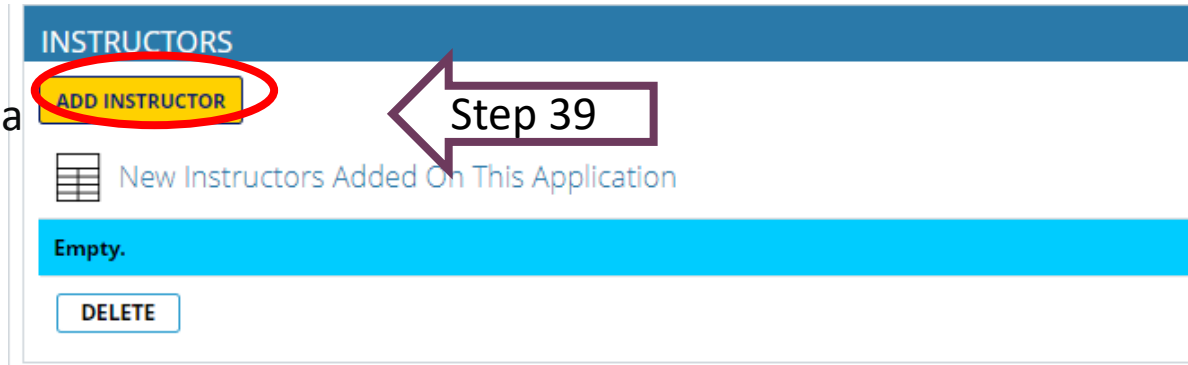
Instructors

Step 39: Add Instructors

Click **Add Instructor** to enter instructor information on a new pop-up window.

Step 40: Enter Instructor Information

Enter requested instructor information. Click calendar icon to select start date. Do not select end date for an active instructor. This will be used, when needed, to make an instructor inactive once the school is approved. For the License, if applicable, field enter any license information if required to teach. Click **Save and Close** to return to the application. Added instructors will be listed on the table for review. Repeat to add as many instructors as needed.



The screenshot shows a 'New DPOS Instructor Information' form. The form has a blue header 'Instructor Information'. It contains several input fields: 'First Name*', 'Last Name*', 'Start Date*' (with a calendar icon), 'End Date' (with a calendar icon), 'License, if applicable', 'Phone Number*', 'E-mail*', and 'Name of Programs/Courses*' (with a plus icon). There is a section for 'End Date Instructions' with a blue text block: 'To update a current active instructor's status to inactive, select the end date as the last day of employment. The instructor's status will change to inactive on the end date selected. To change an inactive instructor back to active status, remove the end date and leave blank.' Below this is a radio button question: 'Will this instructor teach minors?*' with options 'No' and 'Yes'. A purple callout box with the text 'Step 40' and a left-pointing arrow is positioned to the right of the 'Start Date' field.

Required Disclosures

Step 41: Disclosures

Answer these three questions. For any yes answers, provide the additional information requested.

Step 42: Principal Owner Disclosures

Answer all questions for any principal owner(s), officer(s), or any person in management capacity. For any yes answers, click **Choose File** to upload the required explanation and document. Click **Next Step: Preview Unsubmitted Application** to review all application details.

REQUIRED DISCLOSURES

Are there any other regulatory bodies or national organizations that oversee the school, the facility, or the type of training offered at the school?
 Yes No

Is this a franchise? Yes No

Has the school director, owner, or any of the school's corporate officers previously owned any private occupational school, other than the school listed in this application?
 Yes No

Required Disclosures

If any question below is answered "yes", upload a written explanation. Include official court documentation which outlines the date and circumstances surrounding the case including, if applicable, charges and disposition of the court case which demonstrates completion of any probation or court ordered terms. (**Please note:** failure to accurately report criminal history may be grounds for immediate board action including but not limited to denial of agent permits or certificate to operate as a private occupational school.)

Has any principal owner(s), officer(s) or any person in management capacity ever:

Been involved in a bankruptcy?
 Yes No

Been convicted of or pled to a felony or are felony charges pending?
 Yes No

Been convicted of or pled to a misdemeanor other than a minor traffic violation or are misdemeanor charges pending?
 Yes No

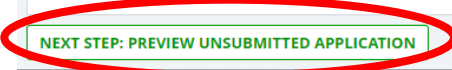
Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?
 Yes No

Had a professional license or permit disciplined, denied, revoked, or relinquished in Colorado or any other state?
 Yes No

Ever been disciplined by any governmental regulatory body or professional association in Colorado or any other state?
 Yes No

Does the School teach students under the age of 16 years? If yes, instructors teaching these students are subject to a criminal background check.
 Yes No

NEXT STEP: PREVIEW UNSUBMITTED APPLICATION **CANCEL APPLICATION**



Review Application

Step 43: Review Application

Click on each tab to review each section of the application.

Step 44: View Payment Details

After reviewing each section, scroll to the bottom to choose the next step. To complete payment of fees, click **Next Step: View Payment Details**. If any application requirements are missing, a message will popup with a list of items that need to be addressed prior to moving to the next step.

PERSONAL NAVIGATION

School Profile
KC Test School

DPOS SCHOOL > SCHOOL PROFILE > KC TEST SCHOOL > DPOS SCHOOL DETAILS > WORKFLOW ITEMS WAITING FOR YOUR ACTION > SCHOOL REVIEWS APPLICATION

PRINT SAVE

School Reviews Application

Overview

DPOS Application Stage Unsubmitted

Provider Application Type Provisional

DPOS School Status Inactive Provider Application_System ID 975

How to edit table

You can double click to open the record and edit. You will then need to click on > to navigate back to the previous page.

Otherwise, you can click on the record to open the record and edit.

SCHOOL DEMOGRAPHICS AGENTS SURETY ADDITIONAL INFO DISCLOSURES

SCHOOL DEMOGRAPHICS

School Name KC Test School

State Status* In State

School Telephone (include Ext.)* 1234567891

Email Description Email address will be publicly published for students to contact the school. It will be used for general DPOS communication to Schools

School E-mail* kconnors0513@gmail.com

School Website EDIT HYPERLINK

Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?*

Yes No

Had a professional license or permit disciplined, denied, revoked, or relinquished in Colorado or any other state?*

Yes No

Ever been disciplined by any governmental regulatory body or professional association in Colorado or any other state?*

Yes No

Does the School teach students under the age of 16 years? If yes, instructors teaching these students are subject to a criminal background check.*

Yes No

GO BACK TO 1ST STEP LEAVE APPLICATION & GO TO SCHOOL'S DPOS PROFILE PAGE NEXT STEP: VIEW PAYMENT DETAILS CANCEL APPLICATION -> CAN'T UNDO

Step 44

Make Payment and Submit to DPOS

Step 45: Pay Invoice

Click **Click Here to Pay** which will open a new window on Colorado.gov to complete the secure transaction. Once payment is completed, a printable receipt will be generated, and a confirmation email will be sent. Scroll to the bottom of the receipt page and click **Continue** to return to DPOS Connect.

Step 46: Update Payment Status and Submit

Click **Update Payment Status** to verify payment status is **Paid**. Click **Submit to DPOS** to send application to DPOS for review.

Payment Instructions

Either click on the "Payment Link" in the table

- OR -

Double click into the invoice record to view the itemize invoice and the link that will direct you to the payment portal.

The invoice total is the total amount DPOS will collect from you, the invoice's total does not include the service payment fee from Colorado State Web Portal that is automatically charged per transaction.

Once you click on the payment link, a new browser tab will open for you to enter your payment information.

Your Invoice

No.	Invoice ID	Payment Link	Generated On	Amount	Payment Status
1	6	Click Here To Pay	12/15/2021 9:32:12 AM	\$5,300.00	Unpaid

EDIT APPLICATION **UPDATE PAYMENT STATUS** **SUBMIT TO DPOS**

Invoice Line Items

No.	Payment Code	Price	Description	Quantity	Total
Invoice ID: 6					
1	PAF	\$5,000.00	Provisional (New In-State) School Application Fee	1	\$5,000.00
2	IAF	\$300.00	In-State Agent (New & Renewal) Fee	1	\$300.00
Total:					\$5,300.00