

Additional Campus Request

DPOS Connect User Guide

V 1.0

November 16, 2021



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

Q: What is Common Ownership?

A: Schools with the same owner and same school name

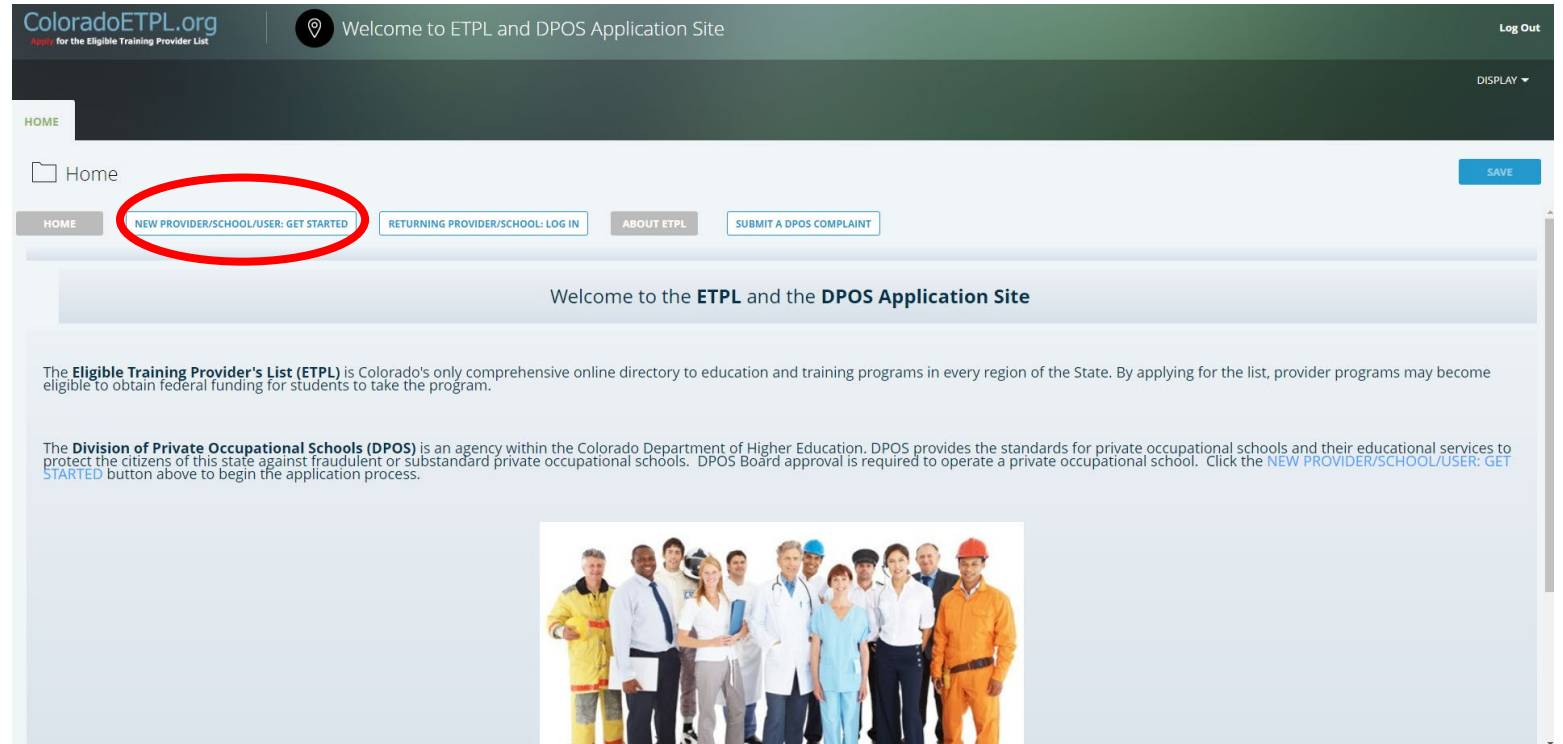
Q: Do I need to apply for a separate Certificate of Approval?

A: Yes, schools under common ownership which offer educational services and maintain ongoing individual facilities, faculty or students shall be considered as independent entities (Rules IV. D. 1)

To Apply for Additional Campus

Step One: New School

Go to www.ColoradoETPL.org and click **New Provider/School/User: Get Started**.



The screenshot shows the ColoradoETPL.org website. The header includes the logo 'ColoradoETPL.org' with the tagline 'Apply for the Eligible Training Provider List', a location pin icon, and the text 'Welcome to ETPL and DPOS Application Site'. There are 'Log Out' and 'DISPLAY' links in the top right. A navigation bar contains a 'HOME' link and a 'SAVE' button. Below this is a menu with 'HOME', 'NEW PROVIDER/SCHOOL/USER: GET STARTED' (circled in red), 'RETURNING PROVIDER/SCHOOL: LOG IN', 'ABOUT ETPL', and 'SUBMIT A DPOS COMPLAINT'. The main content area has a heading 'Welcome to the ETPL and the DPOS Application Site' and two paragraphs of text. The first paragraph describes the Eligible Training Provider's List (ETPL) as Colorado's only comprehensive online directory to education and training programs. The second paragraph describes the Division of Private Occupational Schools (DPOS) as an agency within the Colorado Department of Higher Education that provides standards for private occupational schools. At the bottom, there is a photograph of a diverse group of professionals in various work settings, including a construction worker in a yellow safety suit, a doctor in a white lab coat, and a construction worker in an orange safety suit.

Search for Provider

Step Two: Provider Org Type

Select **06-Private Occupational School**.

Step Three: Search

Click **Search**.

Step Four: Search Results

For a school adding an additional campus, the main location will be on the list as an approved DPOS school.

Do **not** select this school. Scroll to the bottom of the search results table and click **Continue (My Organization is not on the List)**.

The screenshot shows a web interface for finding organizations. At the top, there is a 'HOME' link and a 'New Search' button. Below this is a section titled 'Find Your Organization' with instructions: 'Select your Org Type and/or enter part of your organization's name in the Provider Name box below. Click the Search button.' There are two input fields: 'Provider Org Type*' and 'Provider Name'. The 'Provider Org Type*' field contains a list of 17 options, each with a checkbox. Option 06, '06-Private Occupational School', is highlighted with a purple arrow labeled 'Step Two'. Below the list is a 'SEARCH' button, also highlighted with a purple arrow labeled 'Step Three'. At the bottom of the search results table, there is a 'CONTINUE (MY ORGANIZATION IS NOT ON THE LIST)' button, highlighted with a purple arrow labeled 'Step Four'. The search results table shows a list of organizations, including 'The Skincare Academy', 'Truck Driving School 1', 'Truck Driving School 2', and 'Truck Driving School 3'. To the right of the table, there is a column showing the organization type for each entry, all of which are '6-Private Occupational School'.

HOME

New Search

Find Your Organization

Select your Org Type and/or enter part of your organization's name in the Provider Name box below. Click the Search button.

Provider Org Type* 01-Private Occupational School - Exempt
 02-Colorado Public Four-Year Institution
 03-Colorado Public Two-Year or Community College
 04-Colorado Public Area Vocational/Technical College
 05-Colorado Local District Community College
 06-Private Occupational School
 07-Private Degree-Granting Institution
 08-Bible/Seminary College
 09-Registered Apprenticeship
 10-Non-Registered or Pre-Apprenticeship
 11-Real Estate Broker or Appraiser Training
 12-Nursing or Related Training
 13-Non-Credit Programs at Colorado Two-Year Colleges
 14-Out of State Online
 15-Extended Learning Opportunity/ITA Exception
 16-Other
 17-Non-Credit Programs at Colorado Four-Year Colleges

Provider Name

Hint: You may search several times using different Org Types or keywords in Provider Name field if you don't find your organization immediately.

<input type="checkbox"/>	The Skincare Academy	6-Private Occupational School
<input type="checkbox"/>	Truck Driving School 1	6-Private Occupational School
<input type="checkbox"/>	Truck Driving School 2	6-Private Occupational School
<input type="checkbox"/>	Truck Driving School 3	6-Private Occupational School

User Account/Additional Campus

Step Five: Contact Information

Enter contact information. The contact e-mail is the username for the school's account for this additional campus. After the additional campus is approved by the Board, additional users can be added.

Step Six: Already a User

Check **Yes** for the answer to the question *Are you already a user in the database?* Click **Search for your User Account**. Verify that the correct user account was found.

or

Step Six: New User

Check **No** for the question *Are you already a user in the database?* Click **Save and Preview Username**

Step Seven: Ownership

Check **Yes** for adding an additional campus under common ownership. Select all active schools with the same owner/same name from the dropdown menu. Use the plus sign to add more than one school to be associated with.

The screenshot shows the ColoradoETPL.org application site. The header includes the logo and the text "Welcome to ETPL and DPOS Application Site". Below the header, there is a "HOME" link and a checkbox labeled "Enter Org Info & User Account". A yellow button labeled "CANCEL, RETURN HOME" is visible. The main form is titled "Enter Your Contact Information" and contains the following fields: "Contact First Name*", "Contact Last Name*", "Contact Phone Number*", and "Contact E-mail (Username)*". Below these fields is a question: "Are you already a user in the database?" with radio buttons for "No" and "Yes". A yellow button labeled "CLICK TO SEARCH FOR YOUR USER ACCOUNT" is circled in red. Below this is a section titled "Already A User" with a text input field and a label "Existing User Account found:". The "Ownership" section follows, with a question: "Are you adding an additional campus under a common ownership?" and radio buttons for "No" and "Yes". Below this is a dropdown menu labeled "Select all active school(s) with the common school name" and a "Select Provider Template..." dropdown menu. Annotations include three purple arrows pointing to the "Contact Phone Number*" field (labeled "Step Five"), the "CLICK TO SEARCH FOR YOUR USER ACCOUNT" button (labeled "Step Six"), and the "Select Provider Template..." dropdown (labeled "Step Seven").

Enter Additional Campus Information

Step 8: Business Information

For the additional campus, enter the business information.

Type of Business

- Corporation
- Limited Liability Company (LLC)
- Nonprofit Organization
- Partnership
- Sole Proprietorship

Business Name as registered with the Colorado Secretary of State

* [Please include business trade name and/or DBA.](#)

Business Phone

Business E-mail Address

Business Address

Enter Organization Information

Step Nine: Enter Organization Contact Info

Enter the name and phone number of the organization. To add the school's website, click **Edit Hyperlink**. In the **Programs Offered** field, enter a general description of the programs offered.

Step Ten: Date Opened/State Type

Click the calendar icon to select the date the business organization registered with the Secretary of State. Choose the location of the additional campus - either **In State** (Colorado) or **Out of State**.

Step Eleven: Location

Enter the address for the location of the additional campus.

Step Twelve: Location Name

Enter the location name as it should appear on the website for consumers. Click **Submit** to send request to DPOS for approval.

Enter Organization's Information

Provider/School Name*

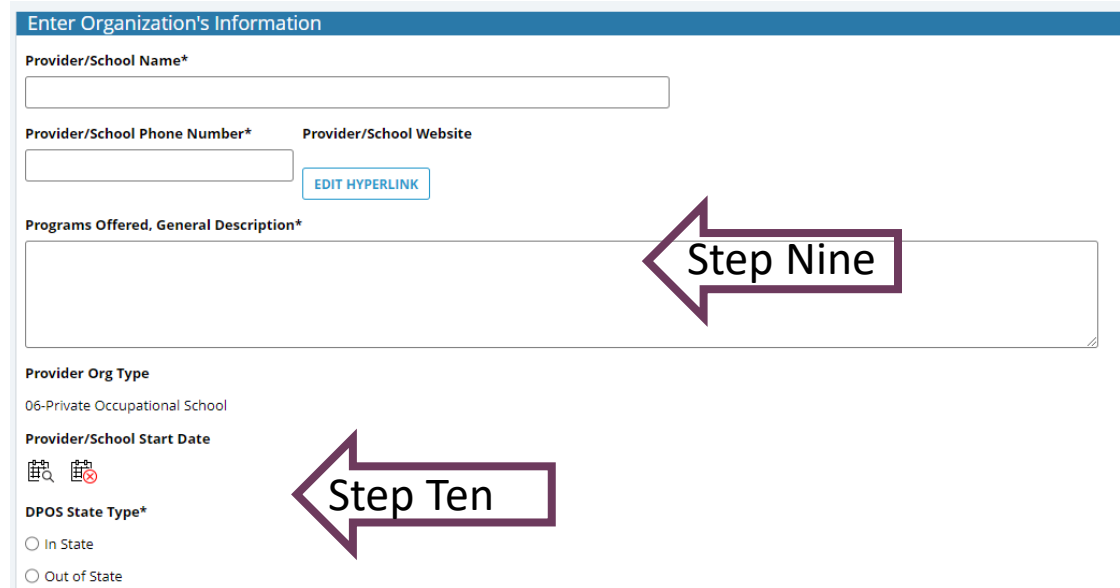
Provider/School Phone Number* Provider/School Website [EDIT HYPERLINK](#)

Programs Offered, General Description*

Provider Org Type
06-Private Occupational School

Provider/School Start Date

DPOS State Type*
 In State
 Out of State



The screenshot shows the 'Enter Organization's Information' form. A purple arrow labeled 'Step Nine' points to the 'Programs Offered, General Description' text area. Another purple arrow labeled 'Step Ten' points to the 'Provider/School Start Date' calendar icon and the 'DPOS State Type' radio buttons.

Location

Address1* Address2

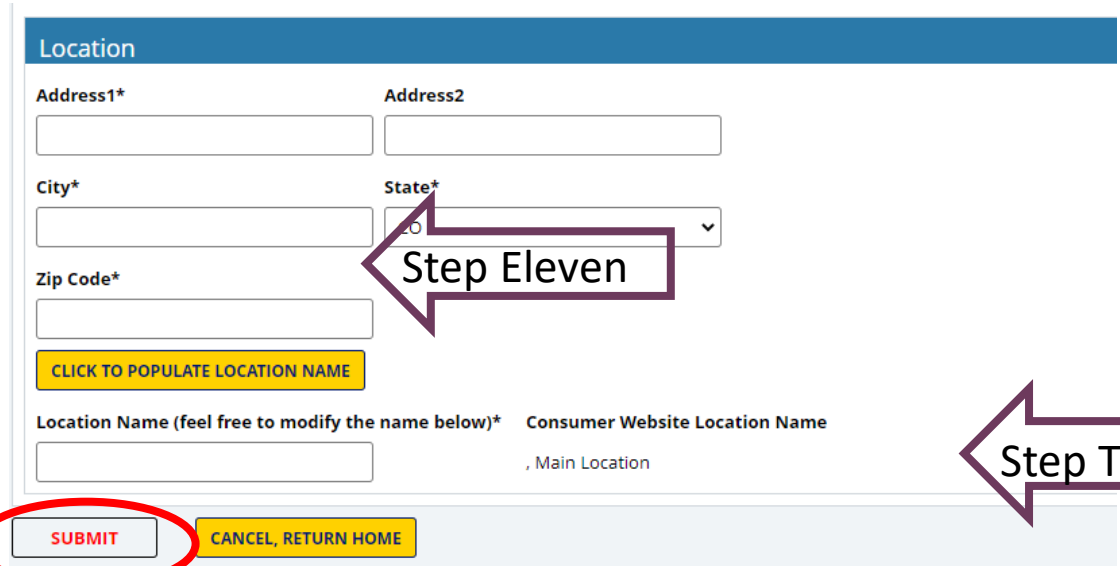
City* State*

Zip Code*

[CLICK TO POPULATE LOCATION NAME](#)

Location Name (feel free to modify the name below)* Consumer Website Location Name
, Main Location

[SUBMIT](#) [CANCEL, RETURN HOME](#)



The screenshot shows the 'Location' form. A purple arrow labeled 'Step Eleven' points to the 'State' dropdown menu. Another purple arrow labeled 'Step Twelve' points to the 'Location Name' and 'Consumer Website Location Name' text areas. A red circle highlights the 'SUBMIT' button at the bottom.

Request Approved

Step Thirteen: Check your email account

If the request is approved by DPOS, an email will be sent to the user alerting the request was approved.

