



COLORADO

Division of Private
Occupational Schools

Department of Higher Education

Jared Polis
Governor

Dr. Angie Paccione
Executive Director

Lorna Candler
Chief Occupational Education Officer/Director

**NOTICE OF ANNUAL FILINGS
(BOND, INSTRUCTOR, GRADUATE DATA & PLACEMENT)
DUE: JULY 31, 2021**

To: School Directors
From: Lorna Candler, Chief Occupational Education Officer/Director, Division of Private Occupational Schools
Date: June 4, 2021
Subject: 2021 Annual Filings

The Division of Private Occupational Schools, Colorado Department of Higher Education (“Division”) is providing a courtesy notice of the deadline for Annual Filings. The notice will be placed on the Division website and emailed to the primary email address of all active schools.

All submittals must contain the specific and complete information requested in the enclosed materials and be attested to by the School Director or authorized school representative. The instructions and required forms are included as an attachment.

****Please note: Schools with more than one campus must submit filings and attachments for EACH campus.****

Section Nine of the Annual Filing Form is where schools will report the race/ethnicity and gender data of its graduates as required by the change to Rule V.B.1.d. effective April 1, 2021. This data will be included as part of the Department of Higher Education Return on Investment report to Colorado citizens. This is an important step towards meeting the Department goals of erasing the equity gap in higher education for Coloradans.

The required filings are due to the Division no later than July 31, 2021.
Late fees pursuant to 8 CCR 1504-1, Rule II - FEE SCHEDULE will apply for:

- Failure to submit by the July 31, 2021 deadline.
 - Filings submitted by July 31, 2021 but deemed incomplete by the Division.
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Please submit completed Annual Filings form and Surety documentation via email to your school’s assigned Program Specialist:

April Cordova: April.Cordova@dhe.state.co.us
Carrie Harding: Carrie.Harding@dhe.state.co.us
Jonathan Rendon: Jonathan.Rendon@dhe.state.co.us
Rachel Acosta: Rachel.Acosta@dhe.state.co.us

If you do not know who your Program Specialist is, please direct the information to Carrie Harding.

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