

Annual Filings

DPOS Connect User Guide

V 1.0

June 14, 2022



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

Q. What are Annual Filings?

R. Per Rule V, each school shall file annually a bond calculation, student enrollment and graduate/completion data, instructional staff, placement statistics, and an attestation that all student records for the reporting period are maintained in electronic format.

Q. Who is required to complete and submit?

R. All active in-state DPOS approved schools.

Q. What is the due date for submitting to DPOS?

R. July 31st of each year

Information you will need:

- Total amount of unearned tuition and fees collected for each month, for the past twelve months
- Documents to upload for any “yes” answers to required disclosure questions on application
- For the 2022 reporting year (July 1, 2021 - June 30, 2022) schools will report race, ethnicity, and gender data for its graduates.

Annual Filings Form

(there are two ways to access the Annual Filings form)

First Option to locate Annual Filings:

On the school profile page, the Applications/Forms Overview scorecards will show an orange number when there is an application/form that needs the school's attention. The actual application/form can be found below in the Forms that need School Action section. Annual Filings and Quarterly Assessments will be available during the submittal time period on the Recurring Forms tab. Click on the Annual Filing name to complete the form.

The screenshot displays the DPOS SCHOOL interface. On the left, a dark sidebar contains 'PERSONAL NAVIGATION' with 'School Profile' and 'Career School' options. The main content area is titled 'DPOS SCHOOL' and 'School Profile'. A table shows school details: Provider Name (Career School), Physical City (Denver), DPOS School Status (Active), ETPL Provider Status (UnderDev), and Provider Org Type (6-Private Occupational Sc). Below this is a 'Welcome Dashboard' section with an 'Applications/Forms Overview' grid. The grid includes categories like Program Applications (0), Agent Applications (0), Annual Filing (1), Quarterly Assessment (0), Application to Operate (0), Offsite Offering (0), Surety (0), Change of Location/Name (0), and Change of Ownership (0). A purple arrow points to the 'Annual Filing' card. Below the grid is a 'Forms that need School Action' section with tabs for PROGRAM, SURETIES, AGENT, RECURRING FORMS, APPLICATION TO OPERATE, and CHANGE OF OWNERSHIP. The 'RECURRING FORMS' tab is selected and circled in red. It shows a table for 'Annual Filings Needs School's Action' with columns: No., Annual Filing Reporting Period From, Reporting Period to, Filing Status, Name, and Annual Filing System ID. A row is highlighted with a red circle, showing 'Annual Filing 7/1/2021' with a status of 'Submitted to DPOS'. Below this is a table for 'Unsubmitted Quarterly Assessment' with columns: No., Quarterly Assessment Period, Number of Students, Fee Per Student, Total, Quarterly Assessment Submission Deadline, School, and Quarterly Assessment Status. A row shows '4 2022' with a status of 'Unsubmitted'. At the bottom, there are expandable sections for 'Submitted Initiate Ownership Change Requests', 'Submitted School Closure Request Forms', 'Submitted Change of Name and/or Location', and 'Offsite Offering sent back to school to fix'.

Annual Filings Form

(there are two ways to access the Annual Filings form)

Second Option to locate Annual Filings:

On the school profile page, click the school name. Click the DPOS Connect button on the next page to go to the School Details page. On the School Details page, click the Annual Filings tab to view the Annual Filings forms that are currently incomplete and also all completed Annual Filings. Click on the Annual Filing name for the reporting period to complete and submit to DPOS.

PERSONAL NAVIGATION ▾
School Profile
Career School

DPOS SCHOOL

DPOS SCHOOL

School Profile

Provider Name	Physical City	DPOS School Status	ETPL Provider StatusUnderDev	Provider Org Type
Career School	Denver	Active	Provider Needs to Confirm ETPL Data ...	6-Private Occupational Sc

Welcome Dashboard

Applications/Forms Overview

Program Applications	Agent Applications	Annual Filing	Quarterly Assessment	
0	0	1	0	
Application to Operate	Offsite Offering	Surety	Change of Location/Name	Change of Ownership
0	0	0	0	0

Forms that need School Action

PROGRAM SURETIES AGENT RECURRING FORMS APPLICATION TO OPERATE CHANGE OF OWNERSHIP

GO BACK TO WELCOME PAGE

Dashboard

DETAILS SURETY SCHOOL DOCUMENTS SCHOOL CONTACTS AGENTS PROGRAMS INSTRUCTORS ANNUAL FILINGS PAYMENTS EXEMPTIONS OTHER AP

Incomplete Annual Filings

No.	Annual Filing Reporting Period from:	Reporting Period to:	Filing Status
1	Annual Filing 7/1/2021	6/30/2022	Unsubmitted to DPOS

Completed Filings

Empty.

EXPORT

Annual Filing Form

Placement Statistics

If the school offers job placement assistance, check yes and enter statistics for the reporting period. If the school does not offer placement assistance, check no and move to next section.

Minor Students

If the school teaches or plans to teach minor students (under the age of 16 at time of enrollment), check yes and answer the attestation.

DPOS SCHOOL [REDACTED]

Annual Filing 7/1/2021

Annual Filing

Annual Filing	SCHOOL
Reporting Period 7/1/2021 - 6/30/2022	Name Career School

PLACEMENT STATISTICS

Does the school offer, advertise or make representation of job placement assistance?* No Yes

Number of graduates who requested placement assistance:*

Number of graduates who received job offers for which they were trained:*

Number of graduates who received job offers in a related area for which they were trained:*

MINOR STUDENTS

Description

[A minor student is a student who is under the age of 16 at the time of enrollment](#)

Does your school currently teach minor students?* No Yes

Does your school plan on teaching minor students in the future? No Yes

I attest that all instructors have completed the fingerprinting and criminal background check process* Yes

Surety

Surety Calculation

Click **Edit Table** below the table to enter the total amount of prepaid unearned tuition and fees collected each month in the space that appears next to each month.

Save Table

After entering the total amounts for each month, click **Save Table** to view the result of the Highest Amount of prepaid, unearned tuition held at any time during the 12-month reporting period.

Surety

Surety Instructions

Click the "Edit Table" button below the table to enter monthly surety calculation data

Surety Calculation

No.	Month	Prepaid Unearned Tuition and Fees Collected:
1	July	
2	August	
3	September	
4	October	
5	November	
6	December	
7	January	
8	February	
9	March	
10	April	
11	May	
12	June	

EDIT TABLE

SAVE TABLE

6	December	\$0.00
7	January	\$3,500.00
8	February	\$2,600.00
9	March	\$0.00
10	April	\$0.00
11	May	\$0.00
12	June	\$0.00

SAVE TABLE

Highest amount of actual prepaid, unearned tuition and fees held at any time during the 12-month reporting period: \$3500.00

Is your surety sufficient?

Surety Information


If the highest amount of actual prepaid, unearned tuition and fees calculated in the previous step is greater than the Total Active Surety Amount, check yes to the question and upload a rider showing the new surety amount. If the Total Active Surety Amount is sufficient, check no to the question and move to the next section.

Highest amount of actual prepaid, unearned tuition and fees held at any time during the 12-month reporting period: \$3500.00

Surety Information

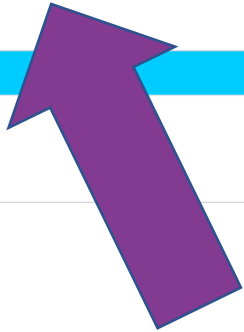
Surety upload on an application
If you would like to upload a new surety or upload a rider to change a surety amount, please answer yes below. However, you cannot decrease a surety amount on an application or update the expiration date.
On the school's DPOS Profile page, under the Surety tab, double click on the surety record that you would like to edit and decrease the amount or update the expiration date.

Do you need to upload a new surety or continuation certificate or rider?* No Yes

 Current Active Surety Files -

Empty.

Total Surety Amount Uploaded On this Application	\$0.00
Total Active Surety Amount	\$0.00



Annual Student Graduate Race/ Ethnicity and Gender Data

Report Race/Ethnicity and Gender Graduate Data

Click **Edit Table** to enter the graduate data for the reporting period as required. Click **Save Table** to calculate the total number of graduates.

ANNUAL STUDENT GRADUATE RACE/ETHNICITY & GENDER DATA

Please note:
Failure to collect & report data may be reported to the Board as a noncompliance matter.

Instructions Click the "Edit Table" button below the table to enter student data numbers

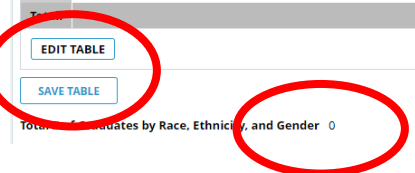
☰ Race, Ethnicity, and Gender Data

No.	Race/Ethnicity	Male	Female	Other/Unknown Gender	Total Number of Graduates
1	American Indian or Alaska Native				0
2	Black or African American				0
3	White				0
4	Native Hawaiian or Other Pacific Islander				0
5	Asian				0
6	Two or more races				0
7	Hispanic or Latino				0
8	Other/Unknown				0
Total		0	0	0	0

EDIT TABLE

SAVE TABLE

Total Graduates by Race, Ethnicity, and Gender 0




Annual Student Graduate Data

Report Annual Student Graduate Data

Click **Edit Table** to enter the student graduate data for each approved program/stand-alone course for the reporting period. The program/course names will be prepopulated from your Active Programs table. Click **Save Table** to calculate the total number of graduates. This total number of graduates must be equal to the total number of graduates by race, ethnicity and gender calculated in the previous section.

ANNUAL STUDENT GRADUATE DATA

Instructions Click the "Edit Table" button below the table to enter student graduate data numbers.

 Program/Course Annual Student Graduate Data

Empty.

SAVE TABLE

Total # of Annual Graduates 0



Annual Instructor List

Update Instructional Staff

Click **Edit Table** to update any existing instructor information. To update an active instructor's status to inactive, click the instructor's first name, then click on the calendar icon and select an end date. The instructor record will move to the Inactive Instructor table. Click **Add Instructor** to add a new instructor record to the Active Instructors table.

ANNUAL INSTRUCTOR LIST: Must fill out all required fields on this form before you can add a new instructor

Instructor Instructions Click on the "Edit Table" below to update any existing instructor information. To change an instructor's status to inactive, select an end date on the record. The instructor's record will move to the inactive table on the school details page.
All instructor information can also be modified on your school profile page under the instructor tab.

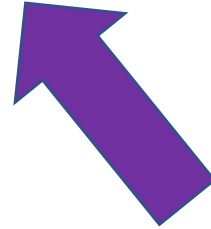
ACTIVE INACTIVE

Active Instructors

No.	First Name	Last Name	Start Date	End Date	Will this instructor teach minors?	License, if applicable	Phone Number	Name of Programs/Courses
1	Jane	Smith	6/1/2020		No		1234567891	Accounting

EDIT TABLE

ADD INSTRUCTOR



Attestation and Submit

Complete Attestation

Enter the name of the school director or school representative completing the form. Click **Sign** to complete the electronic signature. Click **Submit** to submit to DPOS for review.

ATTESTATION

Attestation I hereby certify with my signature and attest in good faith that all student records for the reporting period are maintained in electronic format, all active instructors meet all minimum qualifications required, and the information submitted to the Division is accurate and complete.

Director or School Representative Name:

Director or School Representative Signature

No Signature

SIGN

SUBMIT