

Annual Filings

DPOS Connect User Guide

V 2.0

June 27, 2024



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.

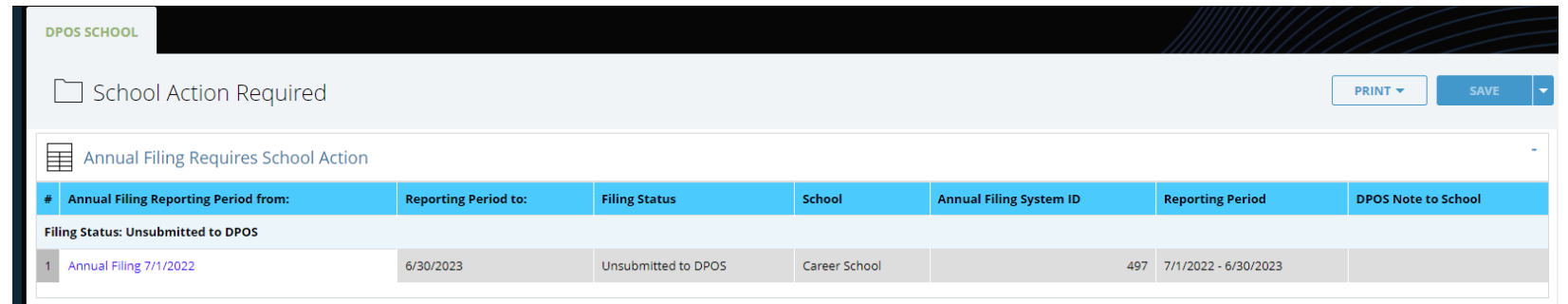
Q. What is the due date for submitting to DPOS?

R. July 31st of each year

Annual Filings Form

To Locate Annual Filings:

On the Welcome Page, click the red SCHOOL ACTION REQUIRED button. The Annual Filings form can be found on the table for Annual Filings. Click on the Annual Filing file name to complete the form.



The screenshot shows a web interface for 'DPOS SCHOOL'. At the top, there is a header with 'DPOS SCHOOL' and a 'School Action Required' notification. Below this, there is a section titled 'Annual Filing Requires School Action'. A table displays the following data:

#	Annual Filing Reporting Period from:	Reporting Period to:	Filing Status	School	Annual Filing System ID	Reporting Period	DPOS Note to School
1	Annual Filing 7/1/2022	6/30/2023	Unsubmitted to DPOS	Career School	497	7/1/2022 - 6/30/2023	

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 7/1/2022 PRINT PREV SAVE

Annual Filing Filing Status Unsubmitted to DPOS

Annual Filing	SCHOOL
Reporting Period 7/1/2022 - 6/30/2023	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

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 the amount of actual prepaid, unearned tuition and fees for each month during the past 12-month reporting period

 Surety Calculation

#	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](#)

9	March	
10	April	
11	May	
12	June	

[EDIT TABLE](#)

[SAVE TABLE](#)

Highest amount of actual prepaid, unearned tuition and fees held at any time during the 12-month reporting period: \$0.00

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 displayed, 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.

Surety Information

Surety upload on an application

If the school's Total Active Surety Amount (shown below) is less than the highest amount of actual prepaid, unearned tuition and fees held at any time during the 12-month reporting period calculated above, the school is required to upload a rider (or other verification document for alternative surety instruments) to verify the new surety amount meets the statutory requirement. Please check "yes" to the question below and follow the instructions.

If your Total Active Surety Amount meets the statutory requirement, then check "no" to the question below and finish completing the form for submittal to DPOS.

Reminder: Schools must upload verification of surety at least 15 days prior to the expiration/maturity date confirming continued coverage. This is completed on the School Details page on the Surety Tab by clicking on the the surety record to update or to upload a brand new surety document, click on the New Surety button under the Applications/Forms tab.

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 race/ethnicity and gender data for graduates for the reporting period.

 Race, Ethnicity, and Gender Data

#	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

Total # of 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 for the reporting period.](#)

#	Program/Course Name	Submittal Type	Award Type	# of Graduates
Submittal Type: Program (series of Courses)				
1	Introduction to Computer Basics	Program (series of Courses)	Certificate	

[EDIT TABLE](#)

[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" button below to update any existing instructor information. To change an instructor's status to inactive, open the instructor's record and select an end date for the last day of employment. 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 Details page under the Instructor tab.

ACTIVE INACTIVE

Active Instructors

#	First Name	Last Name	Start Date	End Date	Will this instructor teach minors?	License, if applicable	Phone Number	E-mailold	Name of Programs/Courses
1	Lucky	Bailey	7/16/2023		No		543543		Accounting

EDIT TABLE

ADD INSTRUCTOR

HB22-1049 Reporting

Number of Students

Enter the number of students and accounts as requested.

Policy

Upload the school's policy which outlines the process by which a student may obtain a transcript or diploma and the circumstances under which a transcript or diploma may be withheld from a current or former student who owes a debt. At a minimum, the policy must include: (I) A reasonable process for verification of conditions a current or former student may demonstrate to receive an exemption pursuant to HB22-1049; (II) An opportunity to establish a payment plan for the debt; (III) Identification of the point at which a student will no longer be able to register for classes due to the debt owed; and (IV) Identification of the point at which a student may be subject to a transcript, diploma, or registration hold, including the time frames and amounts for which the holds are to be used and the lowest amount of debt at which the school will assign the debt to a third-party collection agency. The school shall post this policy and the procedures for filing a complaint with the student loan ombudsperson on the school's website and provide the policy and procedures to students as part of the information shared relating to cost of attendance.

HB22-1049 Reporting

Number of students for whom the school is withholding official transcripts, diplomas, and registration privileges:*

Number of past due student accounts assigned to third-party collection agencies:*

Upload school's policy which outlines the process by which a student may obtain a transcript or diploma and the circumstances under which a transcript or diploma may be withheld*

Choose File No file chosen

Is this policy and the procedures for filing a complaint with the student loan ombudsperson posted on school's website?*

No Yes

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 this reporting period are maintained in electronic format and that the information submitted to the Division in these annual filings is accurate and complete.

Director or School Representative Name:

Director or School Representative Signature

No Signature

SIGN

SUBMIT