

# *Change of Location In-State School*

DPOS Connect User Guide

V 1.0

April 15, 2022



**COLORADO**  
Division of Private  
Occupational Schools  
Department of Higher Education

# FAQ's

***Q. When am I required to submit this form?***

***A. Within 30 days before the relocation date***

***Q. Will I need a site visit from DPOS?***

***A. Yes***

# Documents you will need to upload:

Updated documents using the new address:

1. Catalog/Completed Catalog checklist from DPOS Connect website
2. Enrollment agreement/Completed Enrollment agreement checklist from DPOS Connect website
3. Current advertising
4. Completed bond form from DPOS Connect website
5. Lease for new location
6. Articles of Incorporation
7. Safety Inspection Report for new location

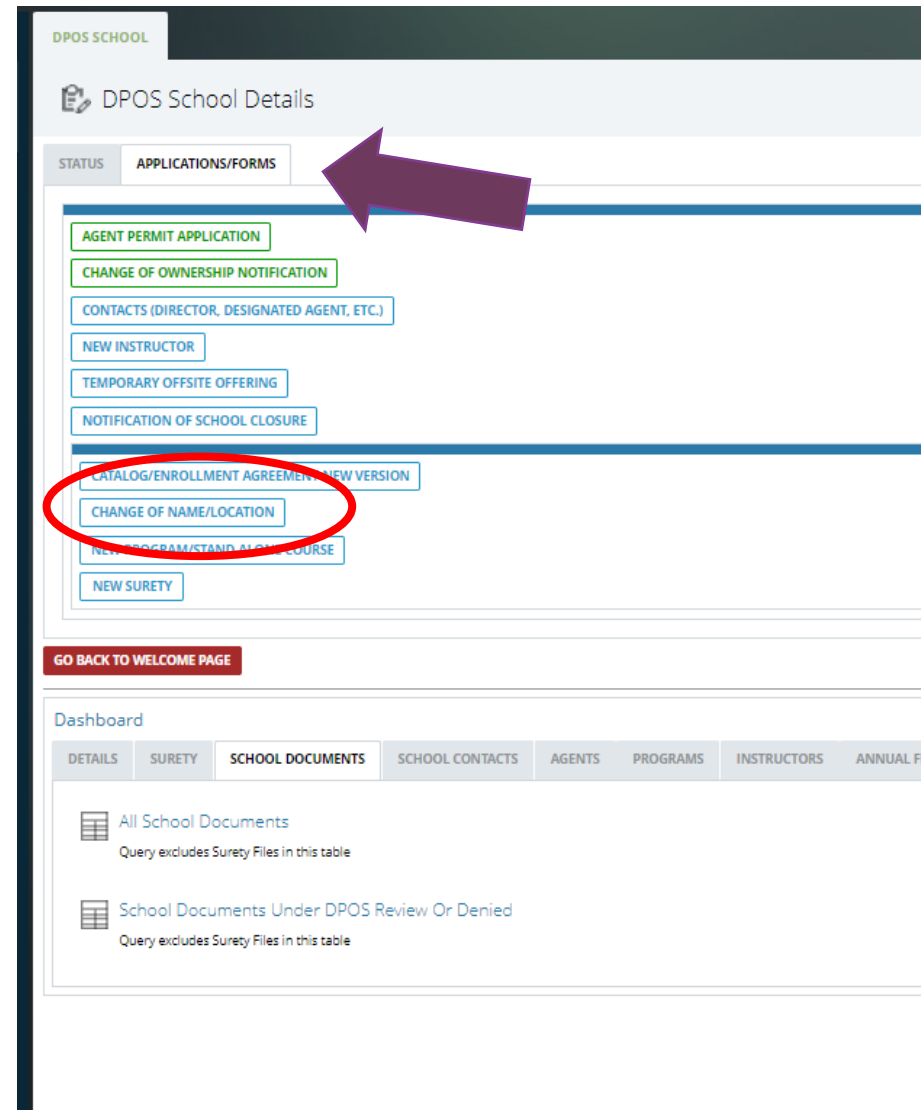
# To Begin Application

## Step One: Click on the Tab

Click **Applications/Forms** tab at the top of the DPOS school details page.

## Step Two: Click Button

Click **Change of Name/Location** on the list of Applications/Forms to start.



The screenshot displays the DPOS School Details page. At the top, there is a header for 'DPOS SCHOOL' and a sub-header 'DPOS School Details'. Below this, there is a navigation bar with tabs for 'STATUS' and 'APPLICATIONS/FORMS'. A purple arrow points to the 'APPLICATIONS/FORMS' tab. Underneath, a list of application types is shown, including 'AGENT PERMIT APPLICATION', 'CHANGE OF OWNERSHIP NOTIFICATION', 'CONTACTS (DIRECTOR, DESIGNATED AGENT, ETC.)', 'NEW INSTRUCTOR', 'TEMPORARY OFFSITE OFFERING', 'NOTIFICATION OF SCHOOL CLOSURE', 'CATALOG/ENROLLMENT AGREEMENT NEW VERSION', 'CHANGE OF NAME/LOCATION', 'NEW PROGRAM STAND ALONE COURSE', and 'NEW SURETY'. The 'CHANGE OF NAME/LOCATION' button is circled in red. At the bottom of the page, there is a 'GO BACK TO WELCOME PAGE' button and a 'Dashboard' section with tabs for 'DETAILS', 'SURETY', 'SCHOOL DOCUMENTS', 'SCHOOL CONTACTS', 'AGENTS', 'PROGRAMS', 'INSTRUCTORS', and 'ANNUAL FIL'. The 'SCHOOL DOCUMENTS' tab is selected, showing two sections: 'All School Documents' and 'School Documents Under DPOS Review Or Denied', both with a note that the query excludes Surety Files.

# Fill Out Application

## Step Three: Choose Application

Click the box to choose which option to change (you may select both options). These instructions are for the change of location form.

## Step Four: Enter NEW Physical Location

Enter the NEW physical location information. Click the calendar icon to choose the date the school will resume operations.

## Step Five: Enrollment

Enter the enrollment information.

**DPOS SCHOOL**

New DPOS Change Form

Change Form Status Unsubmitted to DPOS Change Form System ID

What are you changing? (you may select more than 1)\*  Location  Name

**Form Type**

School's State Type In State

**Change Location**

Current Physical Address

Will move our school to: New Physical Location

**Location Instructions**

Please fill out your new physical location. Once the form is approved, you can update the mailing address information on your school's profile page.

Note: If you are/plan to be part of Colorado's ETPL process, this new physical address will be your defaulted main location in the ETPL process.



Address1\*

Address2

City\*

State\* CO

Zip\*

The school will resume operations on\*   

Present enrollment (number):\*

Number of students who will not transfer:\*

# Attachments and Surety

## Step Six: Upload Attachments

Click **Choose File** to upload each of the required attachments with the NEW location address.

## Step Seven: Start Surety

Click **Start Surety Requirement** to upload surety information.

## Step Eight: Upload Surety Information

At least one surety document with the new address must be uploaded. Check the correct box for the surety description type. If you choose Original, continue to Step Nine. If you choose Rider or Continuation Certificate, skip to Step Thirteen.

**Attachments**

**Attachment Instructions**  
Please upload the following documents with the school's new name and/or new location.

Safety Inspection report for New Location*	<input type="button" value="Choose File"/> No file chosen
Catalog*	<input type="button" value="Choose File"/> No file chosen
Enrollment Agreement*	<input type="button" value="Choose File"/> No file chosen
Enrollment Agreement Checklist*	<input type="button" value="Choose File"/> No file chosen
Catalog Checklist*	<input type="button" value="Choose File"/> No file chosen
Lease*	<input type="button" value="Choose File"/> No file chosen
Articles of Incorporation*	<input type="button" value="Choose File"/> No file chosen
Current Advertising*	<input type="button" value="Choose File"/> No file chosen

Please upload at least 1 surety upload for this application. It must equal or be greater than the current active surety amount

**Change Form Surety Upload Instructions**  
Please upload active surety which reflects the new name and/or address.

Current Active Surety Amount \$0.00

Select Surety Description  Continuation Certificate  Original  Rider

# Original Surety

## Step Nine: Surety Amount and Type

Enter the amount of surety. Click the calendar icon to select the effective and expiration/maturity dates of the surety document.

## Step Ten: Upload Surety

Click **Choose File** to upload the original surety document with the NEW school address. Click the circle next to the type of surety obtained for the school.

## Step Eleven: Enter Surety Information

Enter the account number of the surety, select the surety holder from the dropdown menu, and enter the phone number of the surety company.

## Step Twelve: Upload Surety to Application

Click **Upload Surety to Application** to attach the surety to the application. Skip to Step Fifteen to finish application.

Please upload at least 1 surety upload for this application. It must equal or be greater than the current active surety amount

Change Form Surety Upload Instructions  
Please upload active surety which reflects the new name and/or address.

Current Active Surety Amount \$0.00

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

Step Nine

Step Ten

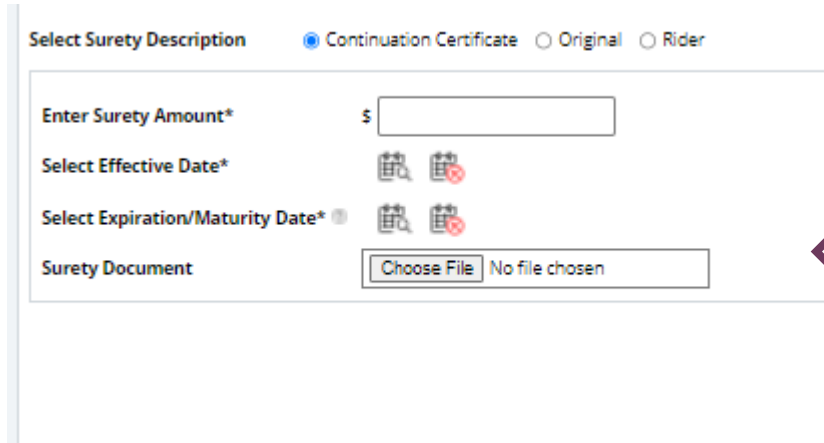
Step Eleven

Step Twelve

# Rider or Continuation Certificate

## Step Thirteen: Rider or Continuation Certificate

Enter the amount of surety. Click the calendar icon to select the effective and expiration/maturity dates of the surety document. Click **Choose File** to upload the surety document with the NEW school address.



Select Surety Description  Continuation Certificate  Original  Rider

Enter Surety Amount\* \$

Select Effective Date\*

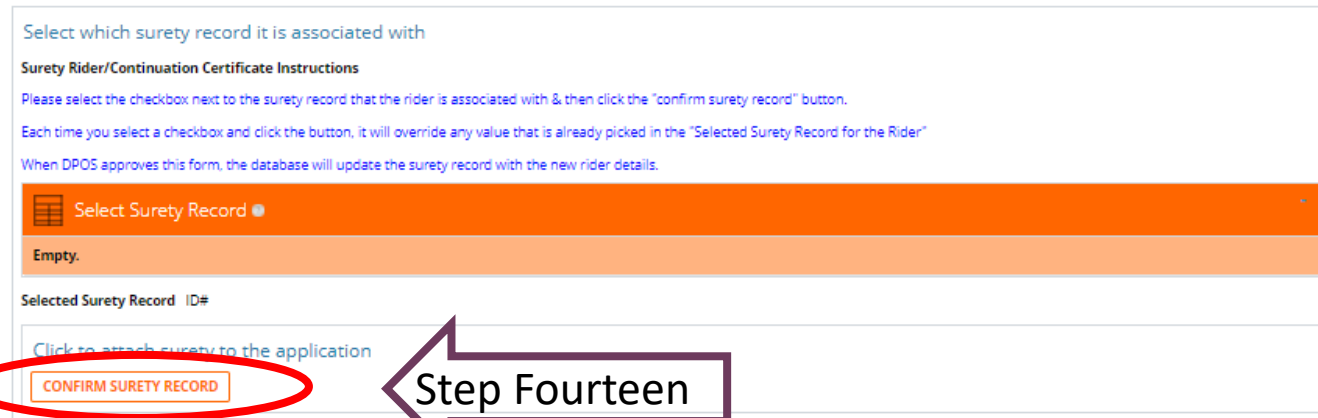
Select Expiration/Maturity Date\*

Surety Document  No file chosen

Step Thirteen

## Step Fourteen: Select Main Surety Record

Select the box next to the surety record that the rider is associated with. Click **Confirm Surety Record For The Rider** to attach the rider to the original surety record.



Select which surety record it is associated with

**Surety Rider/Continuation Certificate Instructions**

Please select the checkbox next to the surety record that the rider is associated with & then click the "confirm surety record" button.

Each time you select a checkbox and click the button, it will override any value that is already picked in the "Selected Surety Record for the Rider"

When DPOS approves this form, the database will update the surety record with the new rider details.

Select Surety Record  Empty.

Selected Surety Record ID#

Click to attach surety to the application

Step Fourteen



# Verify Surety and Sign Form

## Step Fifteen: Verify Surety

A new section will pop up after confirming the surety. This table will contain the details of the surety being submitted for DPOS to review.

Surety Uploads for DPOS to review for this application

Empty.

DELETE

SUBMIT TO DPOS CANCEL & DELETE FORM-->CAN'T UNDO

## Step Sixteen: Attestation

Enter the name and title of the person submitting the form. Click **Sign** use the mouse to complete the signature in the pop-up window.

Attestation

Information for school after submitting form

By clicking the "Submit" button below, your form will be submitted. If this change form involves changing a location, then a DPOS on-site visit is required to determine if this application is approved or denied.

Location Change Certification:

*I hereby certify that students were informed of the move. Those students who informed the school of their intention to withdraw because of inconvenience were refunded tuition on a pro-rata basis. Further, all appropriate local, state and federal agencies have been informed of the move and the school has complied with all requirements.*

Name

Title

Signature

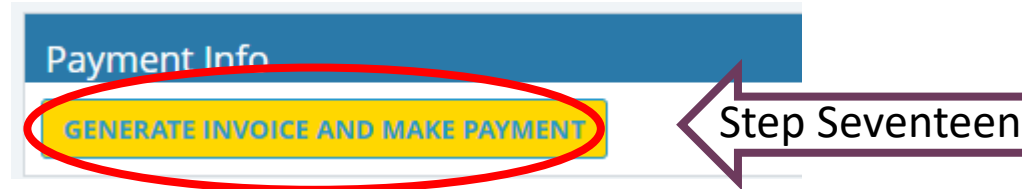
SIGN

Step Sixteen

# Generate Invoice and Submit to DPOS

## Step Seventeen: Generate Invoice

Click **Generate Invoice and Make Payment**.



## Step Eighteen: Pay Invoice

Click on the payment link 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 be returned to the application site. Click **Refresh Invoice Status** to verify payment status is paid. Click **Submit to DPOS** for review.

