

Change of Name In-State School

DPOS Connect User Guide

V 1.2

October 4, 2022



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

Q: When does this application need to be submitted?

A: Application is required to be submitted at least 30 days before the effective date of name change.

Q: Will a site visit be required?

A: No, once the application is reviewed and approved by the Division a new Certificate of Approval will be issued and uploaded to DPOS Connect.

Documents you will need to upload:

Updated documents with the new name:

1. Catalog
2. Enrollment Agreement
3. Completed Catalog Checklist (download [here](#))
4. Completed Enrollment Agreement Checklist (download [here](#))
5. Current Advertising
6. Surety (Original or Rider)
7. Facility Lease Agreement
8. Articles of Incorporation

To Begin Application

Click the **Applications/Forms to Submit** button on the Welcome Page.

The screenshot shows the 'DPOS SCHOOL' interface for 'Test School'. At the top, there is a 'Welcome Page' header with the Colorado Department of Higher Education logo and the text 'COLORADO Division of Private Occupational Schools'. Below this is a 'DPOS Connect' section with two buttons: 'VIEW/MODIFY CURRENT SCHOOL DETAILS' and 'APPLICATIONS/FORMS TO SUBMIT'. A large purple arrow points to the 'APPLICATIONS/FORMS TO SUBMIT' button. Below the buttons, the 'DPOS School Status' is shown as 'Active', and the 'Assigned DPOS Specialist' is 'Kristi Connors'. A red 'SCHOOL ACTION REQUIRED' button is visible, with a message below it: 'You have Applications/Forms that need action. Please click on the School Action Required button above to navigate to the application/form needing action to complete.' On the right side, there is a sidebar with 'PROVIDER' information, including 'Provider Name: Test School', 'Provider Org: 6-Private Oc', and 'ETPL' status.

Click the button for the **Change Name/Location** application to complete and submit to DPOS for review.

The screenshot shows the 'DPOS Applications and Form...' page. At the top, there is a 'GO BACK TO WELCOME PAGE' button. Below this, there are two columns of application buttons. The left column includes: 'AGENT PERMIT APPLICATION', 'CHANGE OF OWNERSHIP NOTIFICATION', 'CONTACTS (DIRECTOR, DESIGNATED AGENT, ETC.)', 'NEW INSTRUCTOR', 'TEMPORARY OFFSITE OFFERING', and 'NOTIFICATION OF SCHOOL CLOSURE'. The right column includes: 'CATALOG/ENROLLMENT AGREEMENT-NEW VERSION', 'CHANGE OF NAME/LOCATION', 'NEW PROGRAM/STAND-ALONE COURSE', and 'NEW SURETY'. A large purple arrow points to the 'CHANGE OF NAME/LOCATION' button.

Fill Out Application

Choose Application

Click box next to which option to change (you may select more than 1). These instructions are for the change of name application.

Enter NEW Name

The current school's name will be prepopulated. Enter the NEW Name of the school. Choose the effective date of the name change by clicking the calendar icon.

Name Change Reason

Next, enter the reason for the name change.

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 Name

Current School Name Career School

NEW School Name:

Effective date of name change:*  

Reason for name change:*

Attachments and Surety

Upload Attachments

Click **Choose File** to upload each of the required attachments with the school's new name.

Start Surety

Click **Start Surety Requirement** to upload at least one surety document with the new name.

Upload Surety Information

Check the correct box for the surety description – either an original or a rider..

Attachments

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

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 surety document for this application with new name/location

Change Form Surety Upload Instructions
Please upload active surety which reflects the new name and/or address. The surety amount must be equal or greater than the current active surety amount.

Current Active Surety Amount \$0.00

Select Surety Description Continuation Certificate Original Rider

Surety Uploads for DPOS to review for this application

Empty.

To Upload an Original Surety

Surety Amount and Type

Enter the amount of surety. Select the effective and expiration/maturity dates.

Upload Surety

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

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.

Upload Surety to Application

Click **Upload Surety to Application** to attach the surety to the application.

Please upload surety document for this application with new name/location

Change Form Surety Upload Instructions
Please upload active surety which reflects the new name and/or address. The surety amount must be equal or greater than the current active surety amount.

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

To Upload a Continuation Certificate or Rider

Surety Information

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

Select Surety Record

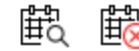
Select the box next to the surety record that the continuation certificate/rider is associated with. Click **Confirm Surety Record** to attach the surety to the application.

Select Surety Description Continuation Certificate Original Rider

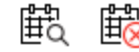
Enter Surety Amount*

\$

Select Effective Date*



Select Expiration/Maturity Date* ?



Surety Document

No file chosen

2. Select which surety record the rider is associated with

Surety Record 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 Main Surety Record											
No.	<input type="checkbox"/>	Type of File ID#Upload_System ID	Effective Date	Expiration Date	Surety Type	Surety Account Number	Surety Amount	Surety Holder	Other: Surety Holder	Surety Company Phone	Attachment(s)
1	<input checked="" type="checkbox"/>	Surety File ID#217	11/23/2021	11/23/2022	Bond	123	\$5,000.00	American Contractors Indemnity Comp ...		123	kermit.jff
Total:							\$5,000.00				

Selected Surety Record for the Rider ID#

Final action for surety: Click to attach it to the application.

Step Fourteen

Verify Surety and Sign

Verify Surety

A new section will pop up after confirming the surety. This box will contain the details of the surety for DPOS to review. Follow the directions to edit any information before submitting.

Attestation

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

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

How to edit surety uploads on this application

To modify a surety attached on this application, you can either

- double click on the record to open and edit the record
- OR
- delete the record and enter a new surety upload

To delete a surety attached on this application, please click on the "Delete" button at the bottom of the table. Then select the checkbox next to the record to delete.

You can enter a brand new surety record, select a surety description, fill out the information, and then click the last button to upload it.

Surety Uploads for DPOS to review for this application

No.	Surety Surety Description_ID#Surety Version_System ID	Upload Surety Document	Select Effective Date	Select Expiration Date	Enter Surety Amount	Select Surety Type	Enter Surety Account Number	Select Surety Holder	Enter "Other" Surety Holder	Enter Surety Company Phone	Main Surety Record
Surety Version Review Status: Unsubmitted to DPOS											
1	Surety Rider_ID#174	Doggie.jpg	11/9/2021	11/9/2022	\$5,000.00	Bond	123	American Contractors Indemnity Comp ...		123	Surety File ID#217
Total:					\$5,000.00						

Current Active Surety Amount \$5,000.00

Active Surety Files

Page must refresh/save to show current active records. Click the + sign on the right of this table to expand the table to view school's active surety files in the system that DPOS already approved.

Attestation

Information for school after submitting form

Your form is submitted. If this change form involves changing a location, then a DPOS on site visit is required to determine if this form is approved or rejected.

Name Change Certification:

I hereby certify that the information herein and attached hereto is correct:

Name

Title

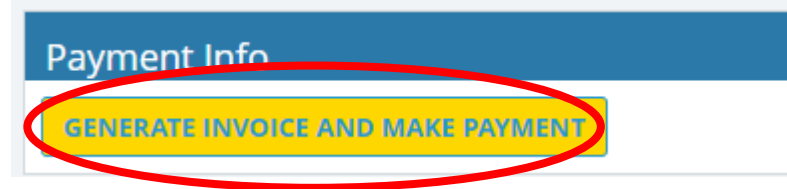
Signature

← Step Sixteen

Generate Invoice and Submit to DPOS

Generate Invoice

Click **Generate Invoice and Make Payment**.



Pay Invoice and Submit

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** to send for review.

