Request for Exemption

DPOS Connect User Guide

V 1.0

June 29, 2022

COLORADO
Division of Private Occupational Schools
Department of Higher Education

FAQ's

Q: How do I determine if the education or training offered is exempt?

A: Statute provides exemption for some entities from regulation by the DPOS for certain types of education or training as defined in section 23-64-104, C.R.S.   If you believe the educational services provided are exempt, you must state the specific exempt criteria in 23-64-104, C.R.S., and provide supportive and verifiable documentation to DPOS. If the Division Director or Board determines that you meet one or more of the exempt criteria a letter of exemption is issued granting exemption from DPOS regulation. To review the exemption criteria, please refer to the Division's website for the laws governing private occupational schools and education.

Q: How do I qualify for an exemption?

A:There are specific exemption criteria for which a school, institution, organization or business may apply to DPOS requesting exemption from regulation by DPOS and the Board. The statutory exemptions are found at section 23-64-104, C.R.S.

Documents you will need to upload:

1. School/Course catalog and/or brochure
2. Any other marketing or promotional material or link to website
3. Current schedule of educational offerings
4. Schedule of next enrollment dates of each program/course listed
5. Table of Educational Training Programs/Courses offered including number of students, duration for completion, credential, and any prerequisites for each

Exemption Request

Step One: Website
Go to www.ColoradoETPL.org

Step Two: New User
To begin the exemption request, click **New Provider/School/User: Get Started**.

Select Provider Organization Type

Step Three: Find Your Organization
If you are requesting an exemption from DPOS oversight, select Provider Org Type "01-Private Occupational School – Exempt"

Step Four: Search
Click the Search button.

Step Five: DPOS Category
A list of schools will be shown under the search results, scroll to the bottom of the list and click the Continue (My Organization is not on the List) button.

Contact Information

Step Six: Contact Information
Enter contact information. The Contact E-mail will become the username for the school's account

Step Seven: Create a New User
Check no for the answer to the question Are you already a user in the database? Click the **Save & Preview Username** button.

Enter Organization Information

Step Eight: Enter Organization Contact Info
Enter the name and phone number of the organization. To add the school's website, click the Edit Hyperlink button. Use the text box to enter a general description of the programs offered.

Step Nine: School Started/State Type
Click the calendar icon to select the date the organization registered with the Secretary of State. Select if school is either located in Colorado or out-of-state

Step Ten: Location
Enter the address for the location of the school.

Step Eleven: Location Name
Enter the location name as it should appear on the website for consumers.

Enter Organization's Information

Provider/School Name*

Provider/School Phone Number*   Provider/School Website
                                  EDIT HYPERLINK

Programs Offered, General Description*

← Step Eight

Provider Org Type

01-Private Occupational School - Exempt

Provider/School Start Date

DPOS State Type*   ← Step Nine
○ In State
○ Out of State

Location

Address1*   Address2

City*   State*   ← Step Ten
                      CO

Zip Code*

CLICK TO POPULATE LOCATION NAME

Location Name (feel free to modify the name below)*   Consumer Website Location Name

                                                        , Main Location   ← Step Eleven

Complete and Submit Exemption Form

Step Twelve: Exemption Form

Answer all questions on the Exemption Form and upload all required attachments for review. Click **Submit** to send to DPOS to review the request for exemption.

REQUEST FOR DPOS EXEMPTION

REQUEST FOR EXEMPTION FROM REGULATION FOR EXISTING SCHOOLS QUESTIONNAIRE
Pursuant to §23-64-101, et seq., Colorado Revised Statutes

In order for the Division of Private Occupational Schools to make a proper determination whether or not your school is subject to state regulation in accordance to Title 23, Article 64, of the Colorado Revised Statutes concerning Private Occupational Schools, please respond to the following questions and provide applicable requested information and documentation: The Director of the Division of Private Occupational Schools ("Director") reserves the right to request additional information.

1. If you feel you are not subject to state regulation and may be exempt from regulation as set forth in the Colorado Private Occupational Education Act, 23-64-101, et seq., of the Colorado Revised Statutes (C.R.S.) and/or 8 Colorado Code of Regulations 1504-1, please submit a request for exemption. Please include a detailed explanation, cite the specific exemption/s, and provide any supporting documentation in addition to the items requested below, if necessary. Your request for exemption will be thoroughly reviewed by the Division Director and an appropriate determination made with respect to state regulation. Please note: even if you believe you are not subject to state regulation, you must answer the questions below.

2.
Please provide the following concerning the school location:

b. The location (address) where student records are maintained/stored.*

c. The location where students are enrolled.*

10. If the educational program requires an intern/externship or field training component, please provide a list of all locations and contact phone number for each training site/facility. Enter N/A, if not applicable.*

11. For what occupational field or industry or area of employment is the education and training designed for?*

12. Is job placement assistance provided?*
○ Yes ○ No

13.
Please describe how tuition is collected:

13a. Who pays for the trainings?*

13b. Do students pay tuition directly to the school or a third party? Please explain.*

13c. Is any portion of program or course tuition and fees paid in advance or a deposit collected in advance? *
○ Yes ○ No

14. Is student financial aid or student loan programs made available to students (SallieMae, Title IV, TFC, etc.)*
○ Yes ○ No

SUBMIT   CANCEL, RETURN HOME