

Request for Exemption

DPOS Connect User Guide

V 1.0

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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**.



The screenshot shows the homepage of ColoradoETPL.org. The header includes the logo, a location pin icon, and the text "Welcome to ETPL and DPOS Application Site". A navigation bar contains several buttons: "HOME", "NEW PROVIDER/SCHOOL/USER: GET STARTED" (circled in red), "RETURNING PROVIDER/SCHOOL: LOG IN", "ABOUT ETPL", and "SUBMIT A DPOS COMPLAINT". Below the navigation bar, there is a main heading "Welcome to the ETPL and the DPOS Application Site" and two paragraphs of text describing the ETPL and DPOS. At the bottom, there is a group photo of diverse professionals in various work settings.

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.

The screenshot shows a web interface for finding organizations. At the top, there is a 'HOME' link and a 'New Search' button. Below this is a section titled 'Find Your Organization' with instructions: 'Select your Org Type and/or enter part of your organization's name in the Provider Name box below. Click the Search button.' There are two input fields: 'Provider Org Type*' and 'Provider Name'. The 'Provider Org Type*' field contains a list of 17 options, each with a checkbox. A callout box labeled 'Step Three' points to the first option, '01-Private Occupational School - Exempt'. Below the list is a 'SEARCH' button. A callout box labeled 'Step Four' points to this button. Below the search button is a 'CANCEL FORM' button. The search results section shows a list of four items, each with a checkbox and a name: 'The Skincare Academy', 'Truck Driving School 1', 'Truck Driving School 2', and 'Truck Driving School 3'. To the right of this list is a column of four '6-Private Occupational School' entries. Below the search results is a 'SHOW AUTHORIZED USERS' button, a 'CONTINUE (MY ORGANIZATION IS NOT ON THE LIST)' button, and another 'CANCEL FORM' button. A callout box labeled 'Step Five' points to the 'CONTINUE' 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.

The screenshot shows the 'intellect' logo and a navigation bar with 'HOME' and 'Enter Org Info & User Account'. A yellow button labeled 'CANCEL, RETURN HOME' is visible. The main form is titled 'Enter Your Contact Information' and contains the following fields and elements:

- Three input fields: 'Contact First Name*', 'Contact Last Name*', and 'Contact Phone Number*' with a plus sign icon.
- A 'Contact E-mail (Username)*' input field.
- A radio button question: 'Are you already a user in the database?*' with 'No' selected and 'Yes' unselected.
- A link: 'Create A New User'.
- A yellow button: 'SAVE & PREVIEW USERNAME' (circled in red).
- An alert message: 'ALERT: Your Contact E-mail will be your username. Make sure it is entered correctly!' (highlighted in yellow).

Two purple arrows point to specific parts of the form: one points to the 'Contact E-mail (Username)*' field labeled 'Step Six', and another points to the 'SAVE & PREVIEW USERNAME' button labeled 'Step Seven'.

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.

The screenshot shows a web form titled "Enter Organization's Information". It contains several input fields and buttons:

- Provider/School Name***: A text input field.
- Provider/School Phone Number***: A text input field.
- Provider/School Website**: A text input field with an **EDIT HYPERLINK** button next to it.
- Programs Offered, General Description***: A large text area with a callout arrow pointing to it labeled "Step Eight".
- Provider Org Type**: A dropdown menu showing "01-Private Occupational School - Exempt".
- Provider/School Start Date**: A date selection field with a calendar icon and a callout arrow pointing to it labeled "Step Nine".
- DPOS State Type***: Radio buttons for "In State" and "Out of State".

The second part of the screenshot is titled "Location" and contains:

- Address1*** and **Address2**: Text input fields with a callout arrow pointing to them labeled "Step Ten".
- City*** and **State***: Text input field and a dropdown menu (showing "CO") respectively.
- Zip Code***: Text input field.
- CLICK TO POPULATE LOCATION NAME**: A yellow button.
- Location Name (feel free to modify the name below)*** and **Consumer Website Location Name**: Text input fields. The second field has a note ", Main Location" below it. A callout arrow points to this section labeled "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?*

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? *

14. Is student financial aid or student loan programs made available to students (SallieMae, Title IV, TFC, etc.)*

SUBMIT CANCEL, RETURN HOME