

New Instructor

DPOS Connect User Guide

V 1.0

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COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

Q: When do I need to complete a new instructor form?

A: Upon hire of new instructor

Q. How soon does the form need to be submitted?

A: Within 30 days of hire

Q: How do I change the status of an Instructor to Inactive?

A: On the school details page, click on the Instructor tab to view the table of active instructors. Click on the instructor's name to view the record. Select the end date as the last day of employment. The status will update to inactive on the date selected.

Documents you will need:

- Completed Instructor Application downloaded from DPOS Connect webpage
- Professional license information, if applicable
(i.e., Massage Therapist, Esthetician, etc.)

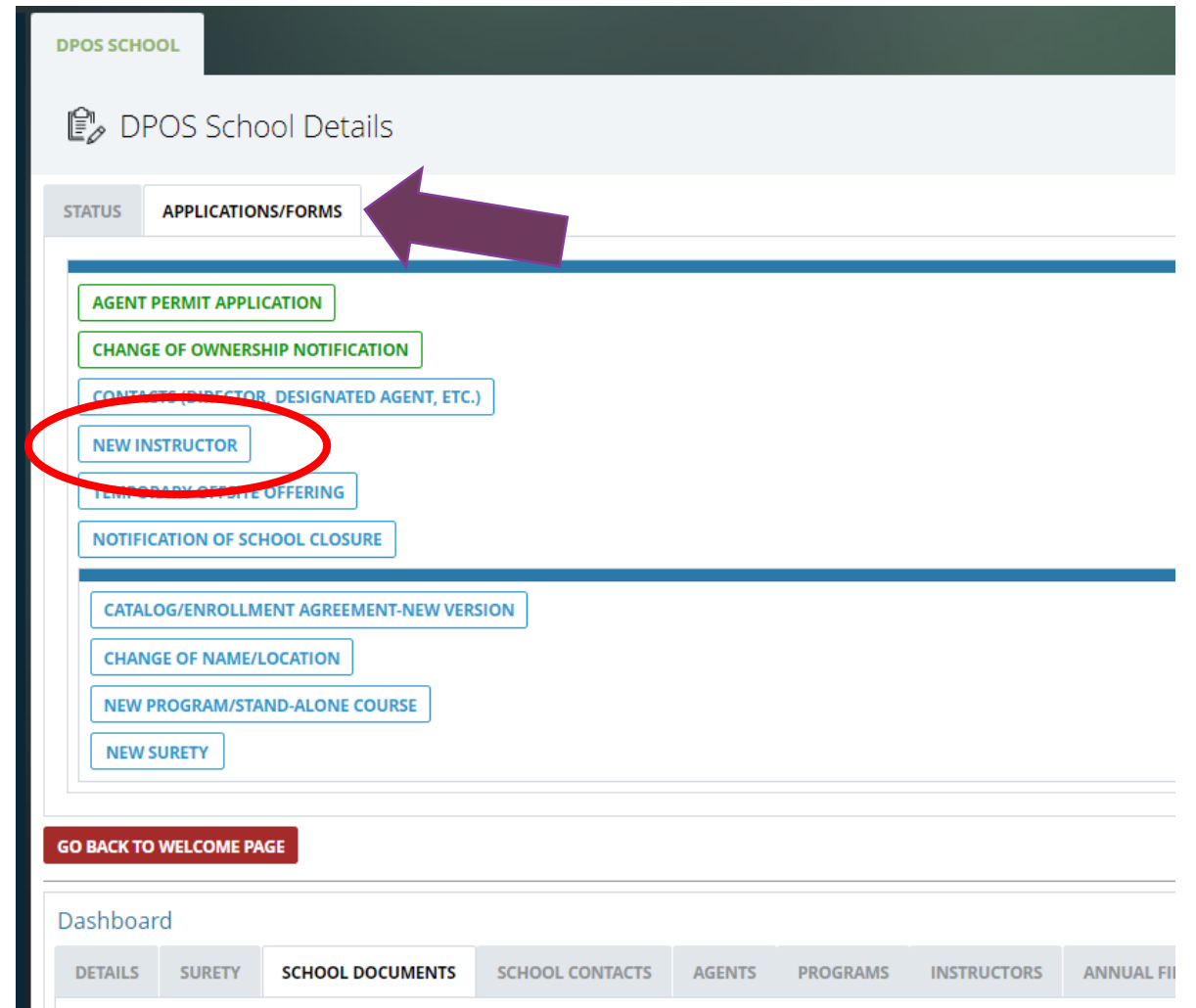
To Add New Instructor

Step One: Click on the Tab

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

Step Two:

Click **New Instructor** on the list to start.



The screenshot displays the 'DPOS SCHOOL' interface. At the top, there is a header with 'DPOS SCHOOL' and a sub-header 'DPOS School Details'. Below this, there are two tabs: 'STATUS' and 'APPLICATIONS/FORMS'. A purple arrow points to the 'APPLICATIONS/FORMS' tab. Underneath the tabs, a list of application types is shown, including 'AGENT PERMIT APPLICATION', 'CHANGE OF OWNERSHIP NOTIFICATION', 'CONTACTS (DIRECTOR, DESIGNATED AGENT, ETC.)', 'NEW INSTRUCTOR', 'TEMPORARY OFFER OFFERING', 'NOTIFICATION OF SCHOOL CLOSURE', 'CATALOG/ENROLLMENT AGREEMENT-NEW VERSION', 'CHANGE OF NAME/LOCATION', 'NEW PROGRAM/STAND-ALONE COURSE', and 'NEW SURETY'. The 'NEW INSTRUCTOR' 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 a navigation menu containing 'DETAILS', 'SURETY', 'SCHOOL DOCUMENTS', 'SCHOOL CONTACTS', 'AGENTS', 'PROGRAMS', 'INSTRUCTORS', and 'ANNUAL FII'.

Fill Out Application

Step Three: Enter Instructor Name

Enter the first name and last name of the instructor.

Step Four: Choose dates

Click on the calendar icons to choose the start date. Leave the end date blank for an active instructor. Note: only choose an end date for an instructor being changed to inactive.

Step Five: Enter Instructor Info

Next, enter the instructor's license information (if applicable), phone number and email.

The screenshot shows a web form titled "New DPOS Instructor Information" with a sub-header "Instructor Information". The form contains the following fields and controls:

- First Name***: Text input field. A callout box labeled "Step Three" points to this field.
- Last Name***: Text input field.
- Start Date***: Date picker with a calendar icon and a red 'X' icon.
- End Date Instructions**: Text block explaining the end date selection process: "To update a current active instructor's status to inactive, select the end date as the last day of employment. The instructor's status will change to inactive on the end date selected. To change an inactive instructor back to active status, remove the end date and leave blank."
- End Date**: Date picker with a calendar icon and a red 'X' icon. A callout box labeled "Step Four" points to this field.
- License, if applicable**: Text input field.
- Phone Number***: Text input field.
- E-mail***: Text input field. A callout box labeled "Step Five" points to this field.
- Will this instructor teach minors?***: Radio buttons for "No" and "Yes".
- Name of Programs/Courses***: Text input field with a plus sign icon.

Finish and Submit Form

Step Six: Teach Minors?

Check the appropriate box to answer the question. If checked yes, read the instructions carefully.

Step Seven: Choose Program/Course

Choose from the list of programs/courses the instructor will teach. You can add more than one for each instructor by clicking on the plus symbol.

Step Eight: Submit Form

Click **Save and Close** to submit to DPOS or click **Cancel** to delete form.

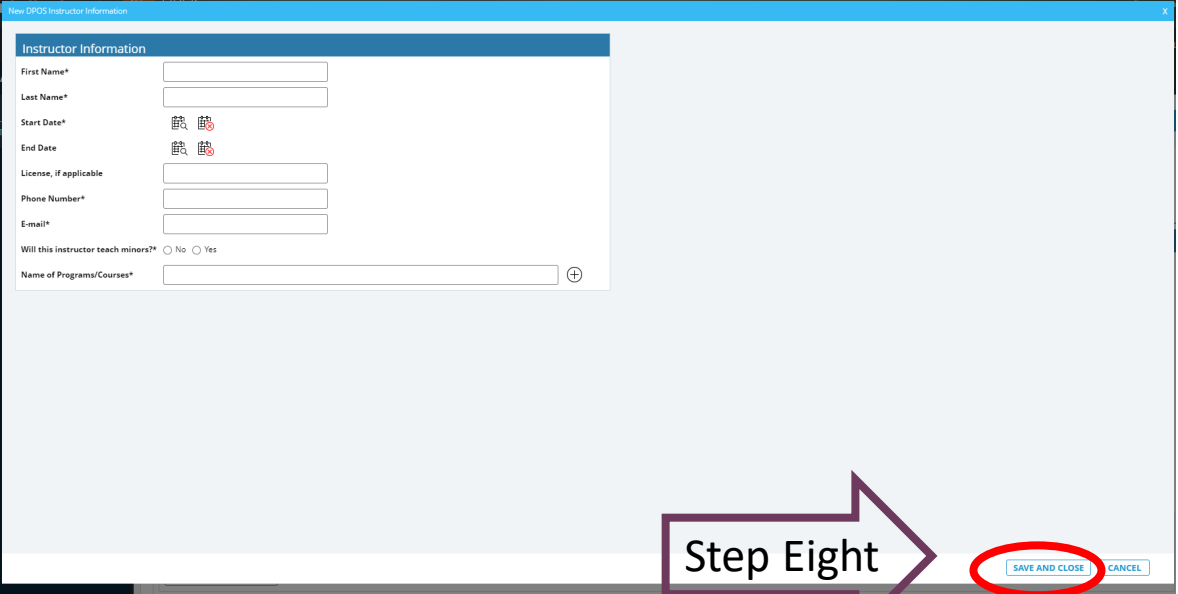


Will this instructor teach minors?* No Yes

Name of Programs/Courses* (+)

Step Six

Step Seven



New DPOS Instructor Information

Instructor Information

First Name*

Last Name*

Start Date*

End Date

License, if applicable

Phone Number*

E-mail*

Will this instructor teach minors?* No Yes

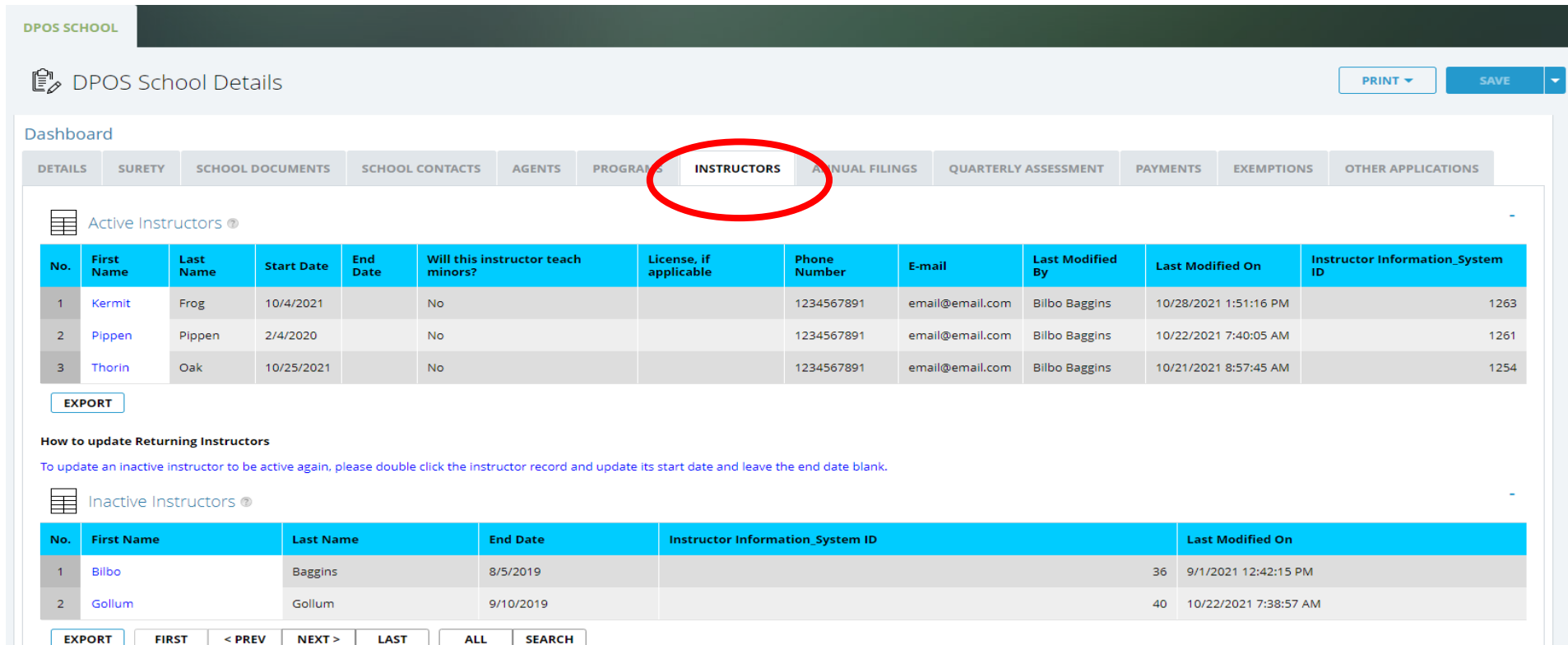
Name of Programs/Courses* (+)

Step Eight

SAVE AND CLOSE CANCEL

Verify New Instructor Added

You will be returned to your school details page. Scroll down to the tabs. Click the **Instructors** tab to view your school's current list of Active Instructors and, if you have any, Inactive Instructors. The instructor just submitted should be listed under Active Instructors now. There is no approval required from DPOS for instructors.



The screenshot shows the 'DPOS School Details' page. The 'Instructors' tab is highlighted with a red circle. Below the tabs, there are two sections: 'Active Instructors' and 'Inactive Instructors'. The 'Active Instructors' table lists three instructors: Kermit Frog, Pippin Pippen, and Thorin Oak. The 'Inactive Instructors' table lists two instructors: Bilbo Baggins and Gollum. At the bottom, there are navigation buttons for 'EXPORT', 'FIRST', '< PREV', 'NEXT >', 'LAST', 'ALL', and 'SEARCH'.

DPOS SCHOOL

DPOS School Details

Dashboard

DETAILS SURETY SCHOOL DOCUMENTS SCHOOL CONTACTS AGENTS PROGRAMS **INSTRUCTORS** ANNUAL FILINGS QUARTERLY ASSESSMENT PAYMENTS EXEMPTIONS OTHER APPLICATIONS

Active Instructors

No.	First Name	Last Name	Start Date	End Date	Will this instructor teach minors?	License, if applicable	Phone Number	E-mail	Last Modified By	Last Modified On	Instructor Information_System ID
1	Kermit	Frog	10/4/2021		No		1234567891	email@email.com	Bilbo Baggins	10/28/2021 1:51:16 PM	1263
2	Pippen	Pippen	2/4/2020		No		1234567891	email@email.com	Bilbo Baggins	10/22/2021 7:40:05 AM	1261
3	Thorin	Oak	10/25/2021		No		1234567891	email@email.com	Bilbo Baggins	10/21/2021 8:57:45 AM	1254

EXPORT

How to update Returning Instructors

To update an inactive instructor to be active again, please double click the instructor record and update its start date and leave the end date blank.

Inactive Instructors

No.	First Name	Last Name	End Date	Instructor Information_System ID	Last Modified On
1	Bilbo	Baggins	8/5/2019		36 9/1/2021 12:42:15 PM
2	Gollum	Gollum	9/10/2019		40 10/22/2021 7:38:57 AM

EXPORT FIRST < PREV NEXT > LAST ALL SEARCH