

New Instructor

DPOS Connect User Guide

V 1.2

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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 completed?

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 (download [here](#))
- Professional license information, if applicable
(i.e., Massage Therapist, Esthetician, etc.)

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: 'ETPL Provider: ACTIVE'.

Click the button for the **New Instructor** form to complete. This form does not require DPOS approval or fee.

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

Fill Out Application

Enter Instructor Name

Enter the first name and last name of the instructor.

Choose dates

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






Instructor Application

Upload the completed Instructor Application. Program specialist will review prior to conducting school's renewal site visit.

Enter Instructor Info

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

Instructor Information

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Start Date*	<input type="text"/>  
End Date Instructions	Leave the end date blank for active instructors. 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 update the start date.
End Date	<input type="text"/>  
License, if applicable	<input type="text"/>
Instructor Application Upload*	<input type="button" value="Choose File"/> No file chosen
Phone Number*	<input type="text"/>
E-mail*	<input type="text"/>
Will this instructor teach minors?*	<input type="radio"/> No <input type="radio"/> Yes
Name of Programs/Courses*	<input type="text"/> 

Finish and Submit Form

Teach Minors?

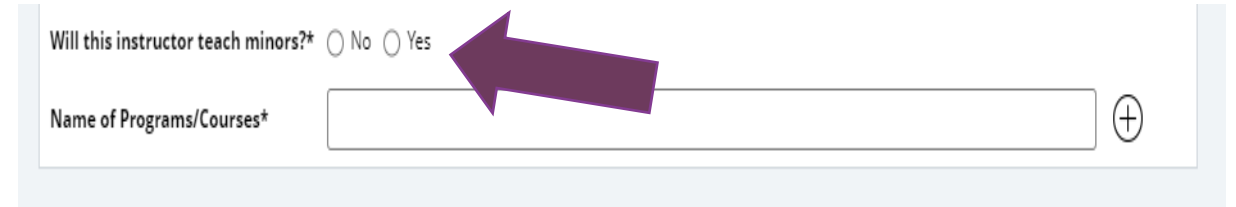
Check the appropriate box to answer the question. If checked yes, read the instructions carefully.

Program/Course Taught

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

Submit Form

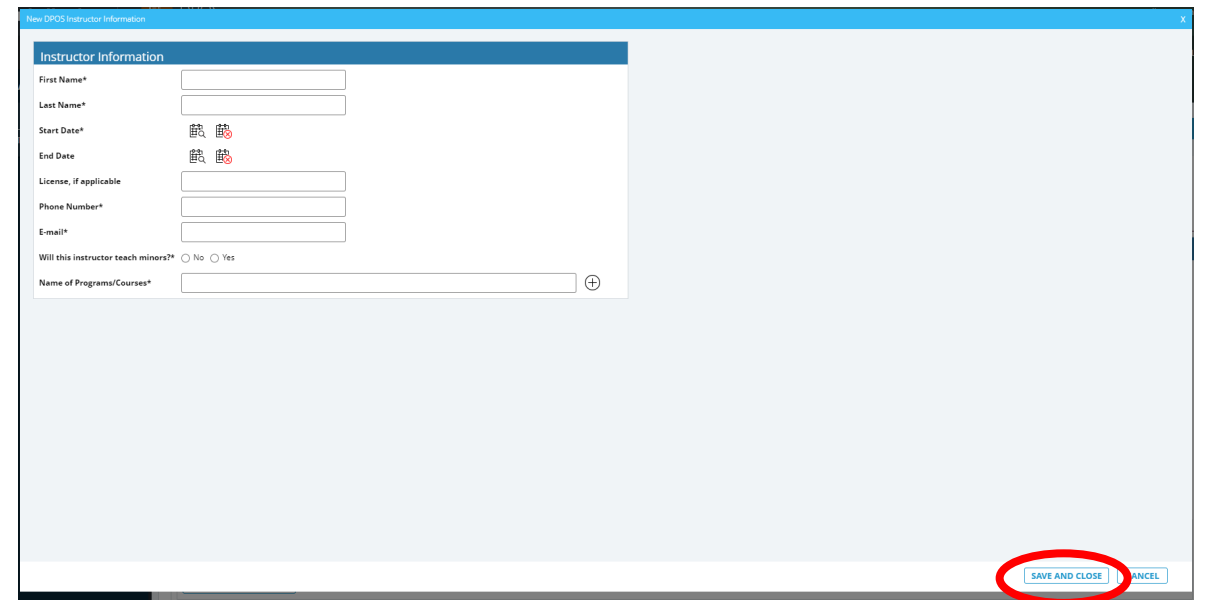
Click **Save and Close** to submit to DPOS or click **Cancel** to delete form.



Will this instructor teach minors? No Yes

Name of Programs/Courses* ⊕

A purple arrow points to the plus symbol in the text input field.



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* ⊕

SAVE AND CLOSE | CANCEL

The 'SAVE AND CLOSE' button is circled in red.

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' section contains a table with 11 columns: 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, and Instructor Information_System ID. The 'Inactive Instructors' section contains a table with 6 columns: No., First Name, Last Name, End Date, Instructor Information_System ID, and Last Modified On. At the bottom, there are navigation buttons: 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