



**COLORADO**

**Division of Private  
Occupational Schools**

Department of Higher Education

Jared Polis  
Governor

Dr. Angie Paccione  
Executive Director

Lorna Candler  
Director/Chief Occupational Education Officer

September 4, 2020

Dear DPOS Schools,

As we continue to navigate our Next Normal, we want to remind you of the resource available in the [Department of Higher Education's guidelines](#). As a reminder, all Private Occupational Schools must inform your assigned Program Specialist at DPOS of your plans for providing education beyond the temporary approvals granted earlier this year in response to the pandemic.

### **Method of Delivery Changes**

If you are changing the method of delivery for a program (**from what was originally approved by the Board**) it is considered a major revision for the program. State statute and rule requires that any permanent change in method of delivery must be approved by the Private Occupational School Board.

If the Program is being revised to change the method of delivery, or offer an additional method of delivery, identify what courses within the program are changing. If it is appropriate to offer the entire program as an online program this may be an option.

In determining whether to submit a revision or a new program, please consider what the school will do once we are past this pandemic.

- Will this program change by offering **some** of the courses (within the program) online? If so, submit a major revision for the program to be offered as a “hybrid” or “blended learning” program. In doing so the program is revised regardless of this pandemic.
  - If the method of delivery is the only change to the program/course and there are no changes to the curriculum, evaluator reports do not need to be submitted with the major revision application. In this instance the curriculum has already been approved by the Board - the only change is in the delivery method.
  - If the curriculum is changing, be sure to include the required evaluator reports with the major revision application.
- Submitting an application for a new program is appropriate if the school will offer a new program and/or a new delivery method in the future regardless of this pandemic. It is acceptable to have a program approved with the only difference being the method of delivery (i.e., Program A, classroom and Program A, online).



If the delivery method of the education is changing from what was originally approved by the Board you must submit a revised and/or new Program/Stand-Alone Course Approval form, including required attachments and [fee](#) to the Division. The Program/Stand-Alone Approval Form has been updated to include a Distance Education Questionnaire and Attestation for education that will be delivered in a format other than 100% classroom instruction.

Things to keep in mind:

- Have a contingency plan in place so you can quickly and efficiently transition your delivery system to a safer model to ensure continuity for your students, in the event we return to a more restrictive order.
- Ensure you have a plan in place for education delivery beyond Fall 2020.
- Applications are processed in the order received.
- Accredited schools should be aware of any deadlines for program approval submission that requires approval from the Private Occupational School Board prior to submission to the Accreditor. Please allow the Division a minimum of 60 days to process your school's application.
- Program Approval forms need to be submitted with enough time to allow DPOS to complete its review and recommendation for inclusion on an upcoming Board Meeting agenda.
- Board meetings are the fourth Tuesday of the month except in November and December. Meeting dates for the remainder of 2020 are:
  - 9/22/2020
  - 10/27/2020
  - 12/1/2020

### **Return to Class Affidavit Form**

If you haven't already, please complete the required *Return to Class Notification & Affidavit* form found on the DPOS [website](#). The Division needs all private occupational schools to complete the *Return to Class Affidavit Form*, even if your school did not change the method of delivery during the COVID-19 pandemic.

### **Questions**

If you have any questions or need additional information, please contact your school's assigned Program Specialist:

April Cordova: [April.Cordova@dhe.state.co.us](mailto:April.Cordova@dhe.state.co.us)

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Thank you.

