

New Agent Permit Application

DPOS Connect User Guide

V 1.0

April 5, 2022



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

Q. *What is an Agent?*

A. *This is the only individual authorized to sign an Enrollment Agreement as the school's licensed agent.*

Documents you will need to upload:

- Completed and signed agent permit application from DPOS Connect webpage
- Documents to upload for any “yes” answers to required disclosure questions on application

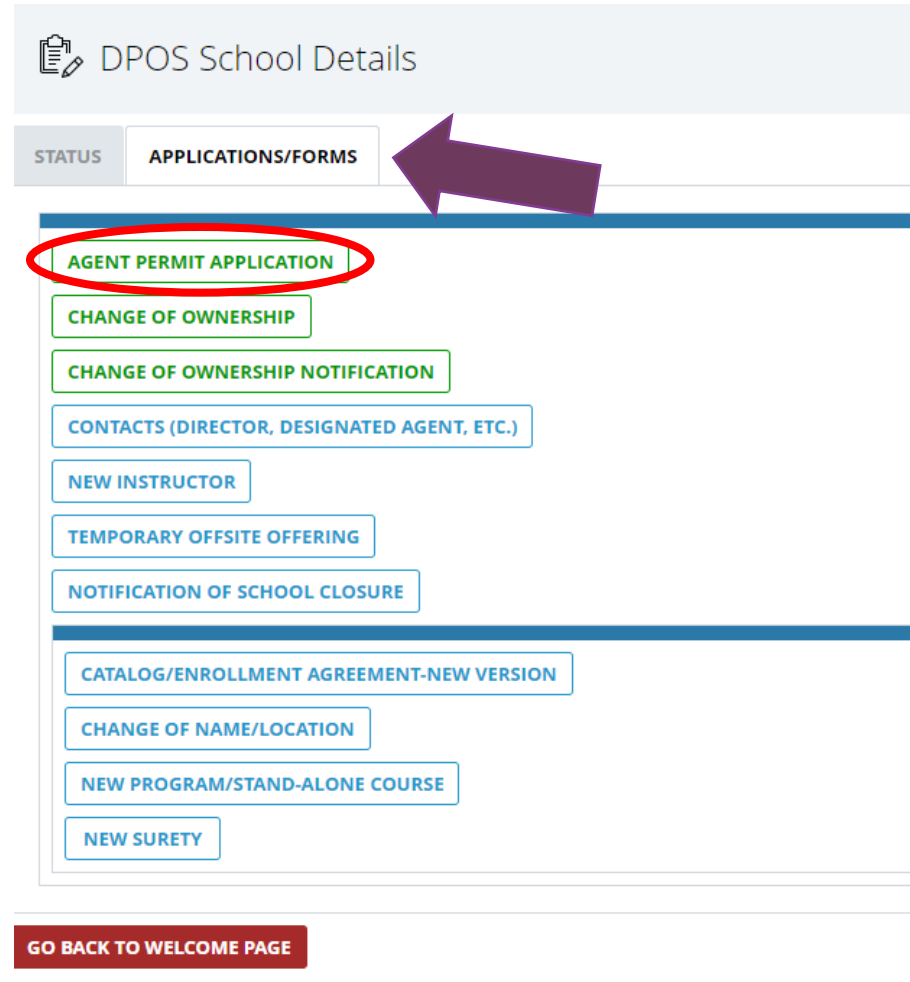
Agent Permit Application

Step One

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

Step Two

Click **Agent Permit Application** on the list to begin application.



The screenshot displays the 'DPOS School Details' interface. At the top, there is a header with a clipboard icon and the text '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 options is shown. The first option, 'AGENT PERMIT APPLICATION', is highlighted with a red circle. Other options include 'CHANGE OF OWNERSHIP', 'CHANGE OF OWNERSHIP NOTIFICATION', 'CONTACTS (DIRECTOR, DESIGNATED AGENT, ETC.)', 'NEW INSTRUCTOR', 'TEMPORARY OFFSITE OFFERING', 'NOTIFICATION OF SCHOOL CLOSURE', 'CATALOG/ENROLLMENT AGREEMENT-NEW VERSION', 'CHANGE OF NAME/LOCATION', 'NEW PROGRAM/STAND-ALONE COURSE', and 'NEW SURETY'. At the bottom of the page, there is a red button labeled 'GO BACK TO WELCOME PAGE'.

Agent Information

Step Three: Submission Information

The agent application must be downloaded from the DPOS Connect webpage, completed and signed by the agent applicant, and saved as a file to be uploaded with this application. Click the calendar icon to select the proposed start date for the agent. Enter the city and state for the school locations the agent will represent. If the agent will operate at any other schools under common ownership, select the school from the dropdown menu.

Step Four: Agent Information

Enter the applicant's information as requested on the form.

The screenshot shows the 'New Agent App' form in the DPOS SCHOOL system. The page title is 'AGENT PERMIT APPLICATION' and the status is 'Unsubmitted to DPOS'. A 'CANCEL & DELETE --> CAN'T UNDO' button is visible. The 'Type of Submission' section is highlighted with a blue header and contains the following fields: 'Application Type' (New), 'School State Status' (In State), 'Proposed Start Date*' (with a calendar icon), 'Agent's Represented Locations (City, State)*' (with a plus icon), and 'Other schools the agent operates at' (with a dropdown menu and plus icon). A purple arrow labeled 'Step Three' points to the 'Proposed Start Date*' field.

The screenshot shows the 'Agent Information' form. The fields are: 'First*' (text input), 'MI' (checkbox), 'Last*' (text input), 'Home Phone*' (text input), 'Home Address: Street*' (text input), 'City*' (text input), 'State*' (dropdown menu with 'Select State...' option), 'Zip*' (text input), 'Date of Birth*' (with a calendar icon and a red 'X' icon), 'Place of Birth: City*' (text input), and 'Place of Birth: State*' (dropdown menu with 'Select State...' option). A purple arrow labeled 'Step Four' points to the 'City*' field.

Agent Application (continued)

Step Five: Agent History

Answer Questions A and B for the agent applicant. Enter employment history for the last five years by clicking **Insert Row**. Click **Insert Row** to add additional entries for the employment history.

Step Six: Agent Disclosures

Answer each of the five disclosure questions for the agent. For any yes answers, a **Choose File** field will pop up and require an upload providing an explanation and court documentation.

The screenshot displays the 'New DPOS Agent Permit Application' form. It is divided into two main sections: 'History' and 'Disclosures'.
History Section: Contains two questions, A and B, each with 'Yes' and 'No' radio button options. Below the questions is an 'Employment History' table with the instruction 'Last five (5) years, starting with the most recent:'. The table is currently empty. At the bottom of the table area, there are two buttons: 'INSERT ROW' (circled in red) and 'DELETE'.
Disclosures Section: Starts with a 'Required Disclosures' note. Below it is the heading 'Have you ever:' followed by five numbered questions, each with 'Yes' and 'No' radio button options. A large arrow labeled 'Step Six' points to the first question.

New DPOS Agent Permit Application

History

A. Have you ever been a private occupational school owner before?* Yes No

B. Have you ever been licensed as a private school agent in any state, including Colorado?* Yes No

Employment History: Last five (5) years, starting with the most recent:

Empty.

INSERT ROW **DELETE**

Disclosures

Required Disclosures: If any question below is answered "yes", upload a written explanation in the Explanation field. If this information has not been submitted to the Division with a previous application, include official court documentation which outlines the date and circumstances surrounding the case including, if applicable, charges and disposition of the court case which demonstrates completion of any probation or court ordered terms. **(Please note:** failure to accurately report criminal history may be grounds for immediate board action including but not limited to revocation of agent permits or certificate to operate as a private occupational school.)

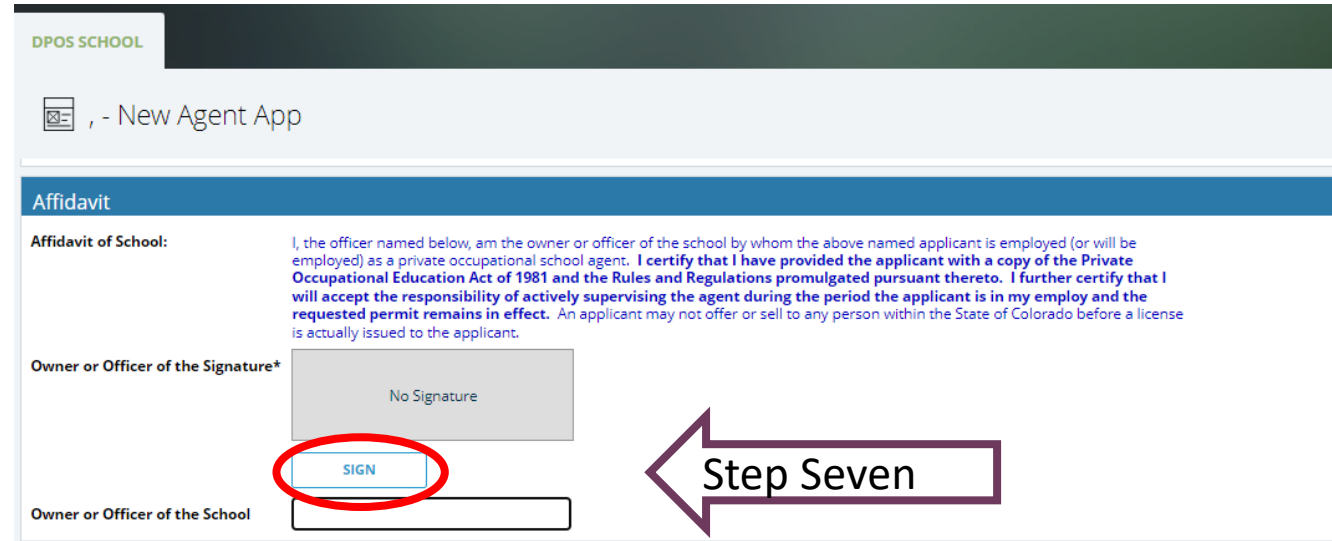
Have you ever:

1. Been convicted of or pled to a felony or are felony charges pending?* Yes No
2. Been convicted of or pled to a misdemeanor other than a minor traffic violation or are misdemeanor charges pending?* Yes No
3. Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?* Yes No
4. Been denied, revoked, relinquished or otherwise prevented from obtaining a private occupational school license in Colorado or any other state?* Yes No
5. Been refused bonding by any surety company?* Yes No

Agent Application Affidavit

Step Seven: School Affidavit

A school owner or officer must read and sign the affidavit. Click **Sign** to complete a signature in the pop-up window. Use the mouse to complete the signature in the **Sign Here** window and click **OK** to return to agent application.



The screenshot shows the 'Affidavit' section of a 'New Agent App' form. The header includes 'DPOS SCHOOL' and the page title '- New Agent App'. The 'Affidavit of School:' section contains a text area with the following text: 'I, the officer named below, am the owner or officer of the school by whom the above named applicant is employed (or will be employed) as a private occupational school agent. I certify that I have provided the applicant with a copy of the Private Occupational Education Act of 1981 and the Rules and Regulations promulgated pursuant thereto. I further certify that I will accept the responsibility of actively supervising the agent during the period the applicant is in my employ and the requested permit remains in effect. An applicant may not offer or sell to any person within the State of Colorado before a license is actually issued to the applicant.' Below this text are two input fields: 'Owner or Officer of the Signature*' and 'Owner or Officer of the School'. The 'Owner or Officer of the Signature*' field contains a grey box with 'No Signature' and a blue 'SIGN' button, which is circled in red. A purple arrow labeled 'Step Seven' points to the 'SIGN' button.

Step Eight: Agent Signature Copy Upload

Click **Choose File** to upload the signed agent application. Click **Make Invoice Payment** to complete payment of agent fee.



The screenshot shows the 'Agent Signature Copy Upload' section. The header reads 'Please upload completed Agent Application'. Below this is a label 'Agent Signature Copy*' followed by a 'Choose File' button and the text 'DPOS logo.png'. A yellow 'MAKE INVOICE PAYMENT' button is circled in red. A purple arrow labeled 'Step Eight' points to the 'MAKE INVOICE PAYMENT' button.

Make Payment and Submit to DPOS

Step Nine: Pay Invoice

Click **Click Here to Pay** which will open a new window on Colorado.gov to complete the secure transaction. Once payment is completed, a printable receipt will be generated, and a confirmation email will be sent. Scroll to the bottom of the receipt page and click **Continue** to return to DPOS Connect.

Step Ten: Update Payment Status and Submit

Click **Update Payment Status** to verify payment status is **Paid**. Click **Submit to DPOS** to send application to DPOS for review.

The screenshot shows an invoice table with the following data:

No.	Invoice ID	Payment Link	Amount	Payment Status	Generated On	Paid On	CCP Order ID	Payment Code(s)
		Click Here To Pay	\$300.00	Unpaid	12/29/2021 3:44:15 PM			IAF - In-State Agent (New & Renewal ...)

Below the table, there are two buttons: **SUBMIT TO DPOS** and **UPDATE PAYMENT STATUS**. Annotations include a purple arrow labeled "Step Nine" pointing to the "Click Here To Pay" link, and another purple arrow labeled "Step Ten" pointing to the "UPDATE PAYMENT STATUS" button. Both the link and the button are circled in red.