

New or Revised Catalog/Enrollment Agreement

DPOS Connect User Guide

V 1.0

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COLORADO
Division of Private
Occupational Schools
Department of Higher Education

Note:

- All revisions made to school catalogs and enrollment agreements shall be submitted to DPOS for review including a summary of the changes
- A sample catalog and enrollment agreement are available on the DPOS website

Documents you will need to upload:

- Updated version of Catalog or Enrollment Agreement
- Completed checklist from the DPOS Connect website
- Summary of the changes

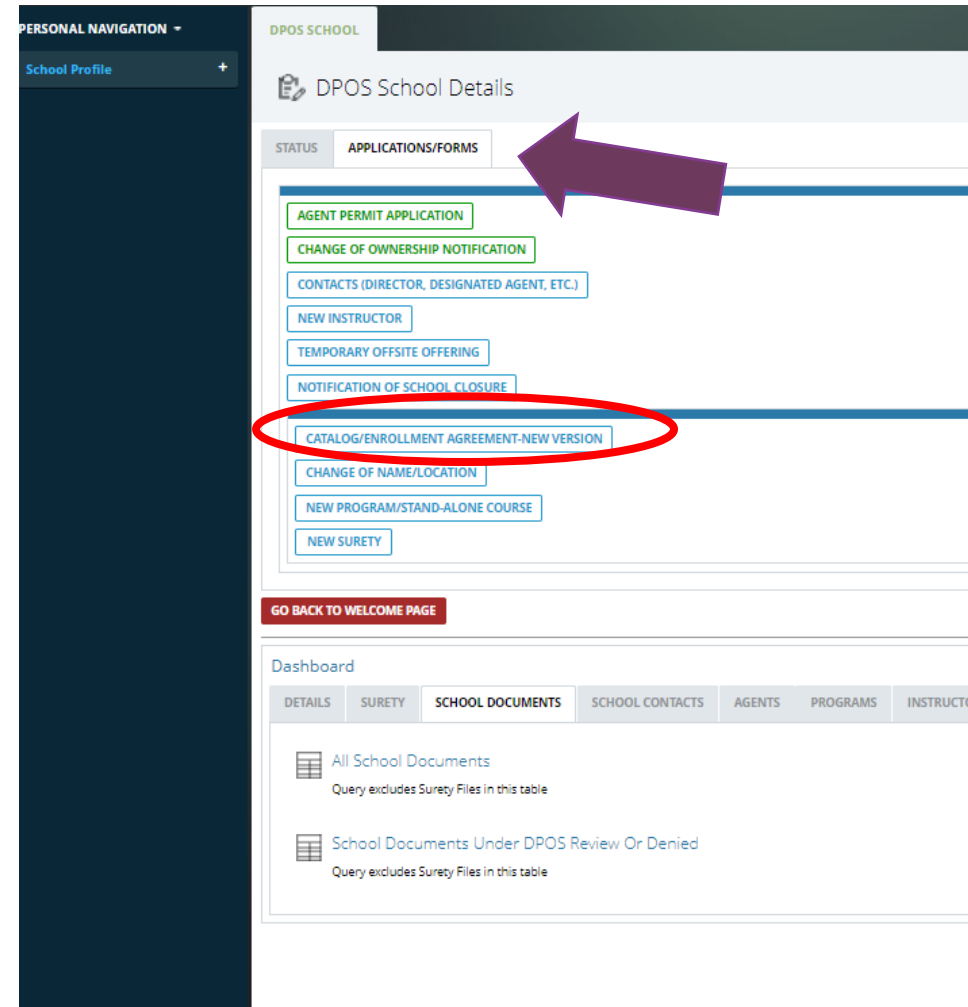
To submit for Review

Step One: Click on the Tab

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

Step Two: Click Button

Click **Catalog/Enrollment Agreement – New Version Upload** on the list to start submittal.



The screenshot displays the 'DPOS School Details' page. The 'APPLICATIONS/FORMS' tab is selected and highlighted with a purple arrow. Below the tab, a list of application types is shown, with the 'CATALOG/ENROLLMENT AGREEMENT-NEW VERSION' button circled in red. Other buttons include 'AGENT PERMIT APPLICATION', 'CHANGE OF OWNERSHIP NOTIFICATION', 'CONTACTS (DIRECTOR, DESIGNATED AGENT, ETC.)', 'NEW INSTRUCTOR', 'TEMPORARY OFFSITE OFFERING', 'NOTIFICATION OF SCHOOL CLOSURE', 'CHANGE OF NAME/LOCATION', 'NEW PROGRAM/STAND-ALONE COURSE', and 'NEW SURETY'. A 'GO BACK TO WELCOME PAGE' button is located below the list. The bottom section of the page shows a 'Dashboard' with tabs for 'DETAILS', 'SURETY', 'SCHOOL DOCUMENTS', 'SCHOOL CONTACTS', 'AGENTS', 'PROGRAMS', and 'INSTRUCTORS'. Under 'SCHOOL DOCUMENTS', there are two sections: 'All School Documents' and 'School Documents Under DPOS Review Or Denied', both with a note that the query excludes Surety Files.

Fill Out Form

Step Three: Choose Type of File

Check the box next to the type of file to upload: Enrollment Agreement or School Catalog.

Step Four: Upload File/Checklist

Click **Choose File** to select the new version of the Enrollment Agreement or School Catalog to upload for review. Upload the completed checklist. Any supplementary attachments can be uploaded as well for review.

Step Five: Explanation and Submit

Provide an explanation of the changes made to the document for ease of review by the Program Specialist. Click **Submit For DPOS to Review** to send.

The screenshot shows a web form titled "DPOS SCHOOL" with a dark green header. Below the header is a checkbox labeled "DPOS New School Catalog or...". The form contains several sections: "Select Type of File*" with radio buttons for "Catalog" and "Enrollment Agreement"; "Upload File*" with a "Choose File" button and "No file chosen" text; "Checklist*" with a "Choose File" button and "No file chosen" text; "Supplementary Attachments" with a "Choose File" button, "No file chosen" text, and a plus sign; and "Explanation of changes*" with a rich text editor toolbar and a text area. At the bottom, there are two buttons: "SUBMIT FOR DPOS TO REVIEW" (highlighted in yellow) and "CANCEL & GO BACK TO DPOS DETAILS". Three purple arrows point to the form: "Step Three" points to the radio buttons, "Step Four" points to the "Choose File" buttons, and "Step Five" points to the "SUBMIT FOR DPOS TO REVIEW" button.