

New Program/Stand- Alone Course

DPOS Connect User Guide

V 1.0

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COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

Q: What is a Program?

A: By definition, Program – “means a group or series of organized courses, lessons, or units of instruction pursued to attain an occupational objective.”

Q: What is a Stand-Alone Course?

A: By definition, Stand-Alone Course – “is a single course, or one that can be offered independent of a program, which may take the form of a seminar, workshop, continuing education course or other similar educational service that has an occupational objective of its own. A stand-alone course may enhance or advance skills in an existing occupation. Courses from within a program that are offered independently or whereby students receive a Certificate of Completion and/or transcripts must be approved as stand-alone courses.”

Documents you will need to upload:

1. Advisory Committee Minutes or 3 Evaluator Report
2. Catalog
3. Completed Catalog Checklist (download from DPOS Connect website)
4. Enrollment Agreement
5. Completed Enrollment Agreement Checklist (download from DPOS Connect website)
6. Externship Agreement, if applicable
7. Physical Inventory of Equipment
8. List of Textbooks
9. List of Reference Materials used
10. List of Teaching Aids, Materials, and Supplies Used
11. Syllabus for Each Course/Topic

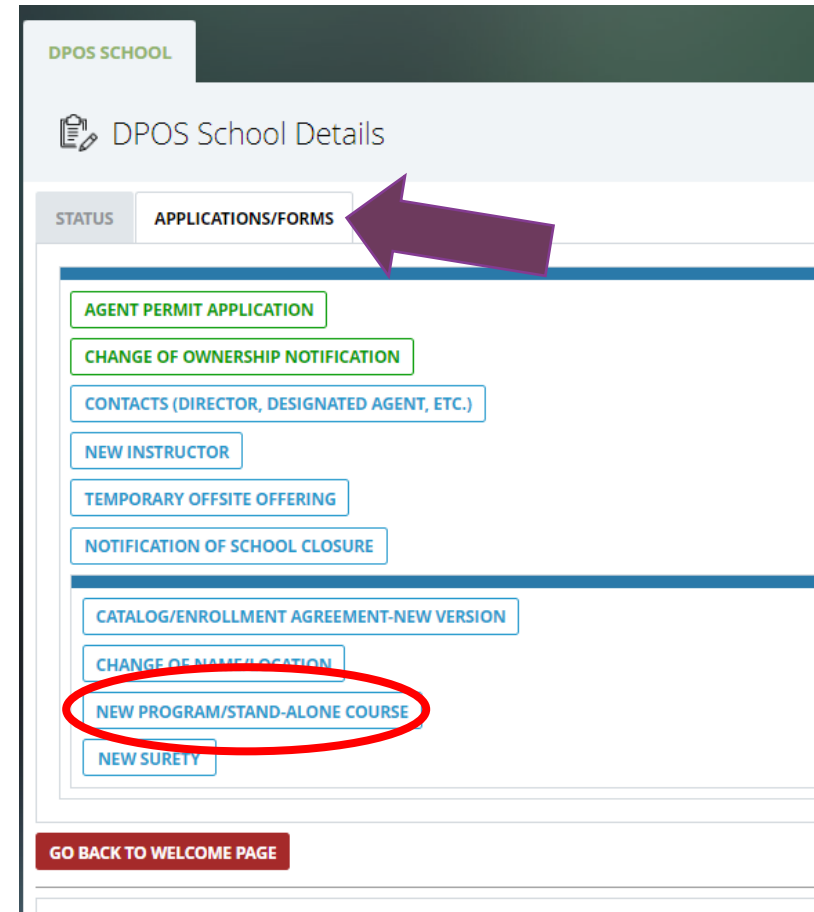
To Begin Application

Step One: Click on the Tab

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

Step Two: Click Button

Click **New Program/Stand-Alone Course** on the list to begin.



The screenshot shows the 'DPOS SCHOOL' interface. At the top, there is a header with 'DPOS SCHOOL' and a dark green bar. Below this is a sub-header 'DPOS School Details' with a document icon. A navigation bar contains two tabs: 'STATUS' and 'APPLICATIONS/FORMS'. A purple arrow points to the 'APPLICATIONS/FORMS' tab. Below the tabs is a list of application buttons: 'AGENT PERMIT APPLICATION', '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'. The 'NEW PROGRAM/STAND-ALONE COURSE' button is circled in red. At the bottom of the page, there is a red button labeled 'GO BACK TO WELCOME PAGE'.

Enter Details

Step Three: Enter Name

Enter name of Program/Stand-Alone Course.

Step Four: Enter Information

Choose the type from the dropdown menu: either **Program** (a series of courses) or a **Stand-Alone Course**.

Choose the award type from the next dropdown menu. Choose the method of delivery from the next dropdown menu.

Step Five: DPOS Category

Choose the program category that best describes the subject matter.

The screenshot shows the 'DPOS Program Details' form. At the top, there is a folder icon and the title 'DPOS Program Details'. Below this, the 'School Name' is set to 'United Training Academy - CS'. On the right side, there is a 'DPOS Program Status' dropdown menu currently set to 'Unsubmitted to DPOS'. The main form area is divided into two sections: 'PROGRAM' and 'DPOS FIELDS'. The 'PROGRAM' section has a blue header and contains a text input field for 'Program/Stand-Alone Course Name*'. A purple arrow labeled 'Step Three' points to this field. The 'DPOS FIELDS' section has a light blue header and contains an 'Approval Letter' field with a 'Choose File' button and 'No file chosen' text. Below this is a 'Program Information' section with a blue header and four dropdown menus: 'Program Type*' (with 'Select DPOS Program Type...' as the placeholder), 'Award Type*' (with 'Select DPOS Type of Award...' as the placeholder), 'Method of Delivery*' (with 'Select DPOS Method of Delivery...' as the placeholder), and 'Category*' (with 'Select DPOS Program Categories...' as the placeholder). Purple arrows labeled 'Step Four' and 'Step Five' point to the 'Program Type*' and 'Category*' dropdowns, respectively.

Distance Education Questions: 100% Online Only or Hybrid/Blended Method of Delivery

****Note: If method of delivery chosen in Step Four is classroom only or other, skip this step as it will not appear on the application.**

Answer Distance Questions

Answer each of the Distance Education questions for the Program/Course. If a question is not applicable, enter N/A in the box.

Distance Questions	
How does the school assess a student's computer literacy to sufficiently understand the instruction?*	<input type="text"/>
How does the school confirm a student has consistent access to necessary technological resources (internet and computer access)?*	<input type="text"/>
Does the coursework require specific computer hardware and/or software?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Who supplies the computer hardware/software?	<input type="radio"/> School purchases & provides to students <input type="radio"/> Students purchase <input type="radio"/> Other
What is the extent of faculty training needed with the software to become proficient?*	<input type="text"/>
What Learning Management System(s) (LMS) does the school use to deliver instruction?*	<input type="text"/>
If an LMS is not used, please explain how the online education is delivered.*	<input type="text"/>
What type of technical support is available to students for the online portion of the course/program?*	<input type="text"/>

Continue Application

Step Six: Student/Teacher Ratios

Enter the student to teacher ratio for theory and lab(if no lab, enter “0”) classes in the format:

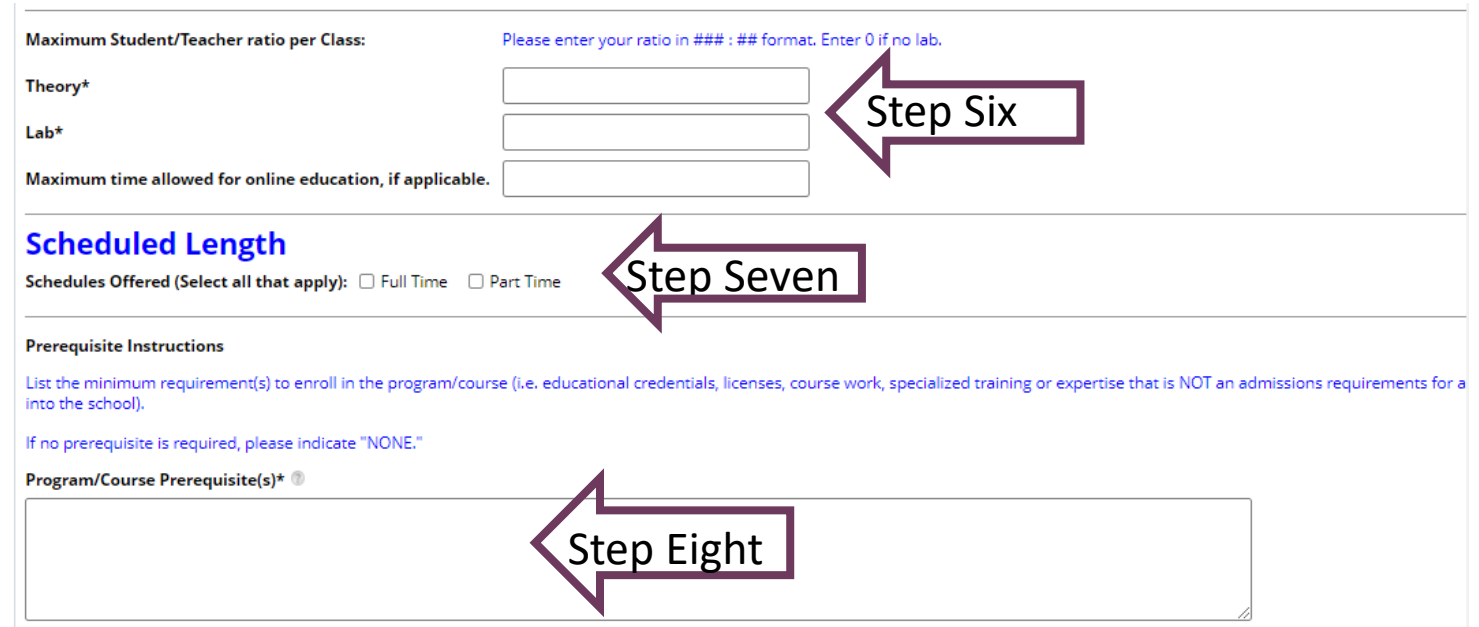
#students : #teachers

Step Seven: Scheduled Length

Choose the expected time frame for completion of the program. Choose full-time, part-time, or both. Select the units of time from the dropdown menu. Enter the number of units of time to complete.

Step Eight: Prerequisites

List the minimum prerequisites to enroll in the program/course that are not an administrative requirement for acceptance into the school. If none, indicate “none”.



The screenshot shows a web form with three sections. The first section, 'Maximum Student/Teacher ratio per Class', has a blue instruction: 'Please enter your ratio in ### : ## format. Enter 0 if no lab.' It contains three input fields: 'Theory*', 'Lab*', and 'Maximum time allowed for online education, if applicable.'. A purple arrow labeled 'Step Six' points to the 'Theory*' field. The second section, 'Scheduled Length', has a blue title and a label 'Schedules Offered (Select all that apply):' followed by two checkboxes: 'Full Time' and 'Part Time'. A purple arrow labeled 'Step Seven' points to the 'Part Time' checkbox. The third section, 'Prerequisite Instructions', has a blue title and a blue instruction: 'List the minimum requirement(s) to enroll in the program/course (i.e. educational credentials, licenses, course work, specialized training or expertise that is NOT an admissions requirements for a into the school). If no prerequisite is required, please indicate "NONE."'. Below this is a label 'Program/Course Prerequisite(s)*' with a help icon and a large text area. A purple arrow labeled 'Step Eight' points to the text area.

Program Costs and Occupational Objective

Step Nine: Cost Information

Use the boxes to enter the cost for each item. Enter zero if no cost associated with item.

Step Ten: Calculate

Click **Calculate** to see the total cost of the Program/Course.

Step Eleven: Occupation

List the name of occupation(s) the program/course will provide training and skills.

Step Twelve: Objective

From the drop-down menu, choose the program objective that applies. Click the + button to select more than one. Check the yes box if upon successful completion, the graduate is eligible to sit for a licensure/certification exam and enter the name of the exam in the text box that appears.

PROGRAM COSTS

Cost Information If enrollment will increase due to this new program/course, you may need to increase your surety coverage.
You can enter zeros in the number fields.

Program Tuition Cost* \$

Program Supplies Cost* \$

Program Fees Cost* \$

Program Books Cost* \$

Program Total Cost \$ 0.00

CALCULATE

Additional Cost Information

Occupational Objective

Instructions Please list the name of occupation(s) the program/course will provide training and skills for: Name of Occupation(s):

Name of Occupation(s)*

The objective is (select all that apply)*

Check, if applicable: Upon successful completion the graduate will be eligible to sit for the name of licensure/certification exam.

Eligible to sit for an exam Yes

Step Nine (arrow pointing to cost input fields)

Step Ten (arrow pointing to CALCULATE button)

Step Eleven (arrow pointing to Name of Occupation(s)* text box)

Step Twelve (arrow pointing to objective dropdown menu)

Program/Stand-Alone Course Attachments

Step 13: Attachments

Choose the type of evaluator for the program/course. If it is Advisory Committee, upload the advisory committee minutes. If it is evaluator, upload three evaluator reports in the appropriate fields. All remaining items are required to be uploaded with the application. Click **Start Program/Course Outline** to add details.

Step 14: Program/Course Outline

A new section pops up within the application, click **Add Course/Topic**. A new window will appear to enter each course/topic within the program.

Required Attachments for Programs/Stand-Alone Courses

Instructions:
The following items properly labeled and identified **MUST** be uploaded and become a part of the application:

The curriculum has been reviewed by:* Advisory Committee Evaluator

Evaluator Report 1	<input type="button" value="Choose File"/> No file chosen
Evaluator Report 2	<input type="button" value="Choose File"/> No file chosen
Evaluator Report 3	<input type="button" value="Choose File"/> No file chosen
Externship agreement in compliance with Rule III.B.6, if applicable.	<input type="button" value="Choose File"/> No file chosen
A complete physical inventory of equipment to be used for the course.*	<input type="button" value="Choose File"/> No file chosen
A list of textbooks used including titles, publishers, and copyright dates.*	<input type="button" value="Choose File"/> No file chosen
A list of reference materials.*	<input type="button" value="Choose File"/> No file chosen
A list of teaching aids, materials and supplies.*	<input type="button" value="Choose File"/> No file chosen

START PROGRAM/COURSE OUTLINE

PROGRAM/COURSE OUTLINE: Must enter at least 1 record

ADD COURSE/TOPIC

Course Outline Window

Step 15: Enter Course Details

Enter course title and the number for the order the course will be offered. Answer attendance questions, if applicable based on method of delivery chosen. Synchronous learning is education that happens in real time. Asynchronous learning occurs through on-line channels without real time interaction.

Step 16: Hours and Syllabus

Enter the number of theory, lab, and credit hours. Click **Choose File** to upload course syllabus. Sample course syllabus can be found on the DPOS website. Click **Save and Close** to return to the program application. To add additional courses to the program, click **Add Course/Topic** to repeat process.

The screenshot shows a web form titled "New DPOS Program Course Outline". The form contains the following fields and options:

- Course/Topic***: A text input field.
- Student can elect distance education or on-site training?**: Radio buttons for "Yes" and "No".
- Student Attendance Options (Select all that apply)**: Checkboxes for "Asynchronous" and "Synchronous".
- Number Field Instructions**: A note stating "You can enter zeros in the required number field(s)".
- Theory Hours***: A text input field.
- Lab Hours***: A text input field.
- Internship/Externship Hours (if applicable)**: A text input field.
- Total Contact Hours**: A text input field with the value "0.00".
- Credit Hours (if applicable)**: A dropdown menu with the text "Select Credit Duration...".
- # of Credit Hours**: A text input field.
- Online Only: # of Lessons**: A text input field.
- Course Syllabus Attachment***: A file upload button labeled "Choose File" and the text "No file chosen".

Annotations on the screenshot include:

- A purple arrow labeled "Step 15" pointing to the "Course/Topic*" field.
- A purple arrow labeled "Step 16" pointing to the "Credit Hours (if applicable)" dropdown menu.
- A red circle around the "SAVE AND CLOSE" button at the bottom right of the form.

Return to Application

Step Seventeen: Review

After all courses/topics are added, this section will calculate the total hours. Click **Review Program Application** to check all required fields are completed. If anything is missing, a message box will pop-up with a list of items needed before continuing.

Step Eighteen: Submit

Click **Submit Program Application** to move to the next step: Payment. Click **Cancel & Delete App** to cancel the application, this cannot be undone.

PROGRAM/STAND-ALONE COURSE OUTLINE

Theory Hours	50.00 hours	Total Lab Hours*	24.00 hours	Total Internship/Externship Hours	0.00 hours
Total Contact Hours*	74.00 hours				
Total Credit Hours (if applicable)	6.00hours				
Total Online Lessons	0 lessons				

[SAVE PAGE](#)

[REVIEW PROGRAM APPLICATION](#)

PROGRAM/STAND-ALONE COURSE OUTLINE

Total Theory Hours	50.00 hours
Total Lab Hours	24.00 hours
Total Intership/Externship Hours	0.00 hours
Total Contact Hours	74.00 hours
Total Credit Hours (if applicable)	6.00hours
Total Online Lessons	0 lessons

[SUBMIT PROGRAM APPLICATION](#) [CANCEL & DELETE APP --> CAN'T UNDO](#)

Make Payment and Submit to DPOS

Step Nineteen: Pay Invoice

Click on the payment link 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 the DPOS application. Click **Update Invoice Status** to verify payment status is paid. Click **Submit** to submit application to DPOS for review.

School Needs To Make Program Payment PRINT ▼ SAVE ▼

Guidance

Payment Instructions

Please note: Revision type cannot be changed after application has been submitted. Please make sure all this revision type is correct. Once payment has been made, system cannot change the revision type during DPOS reviewal.

Application Details

Program Application_System ID 163

General Program Name Assistant

DPOS Program Application Type New

Program Type Program (series of Courses)

Invoice

No.	Invoice ID	Payment Link	Generated On	Amount	Payment Status	Payment Code(s)
1	233	Click Here To Pay	12/3/2021 3:07:19 PM	\$500.00	Unpaid	PF - New Program/Stand Alone Fee

[GO BACK TO EDIT PROGRAM APPLICATION](#) [UPDATE INVOICE STATUS](#) [SUBMIT](#)

Step Nineteen ←