

# *New Program/Stand- Alone Course*

DPOS Connect User Guide

V 1.2

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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. If method of delivery chosen is Hybrid/Blended or Other, an explanation of how the education will be delivered is a required upload.
2. Curriculum reviewed by either:
  1. Evaluators - Three completed [evaluator reports](#), resumes/bios for each, and, if applicable, regulatory credential, or
  2. Advisory Committee - Advisory committee minutes and advisory committee members resumes/bios.
3. Catalog
4. Enrollment Agreement
5. Externship Agreement, if applicable
6. Syllabus for each Course/Topic

# To Begin Application

## Step One:

Click the **Applications/Forms to Submit** button on the Welcome Page. Once the application/form is in-progress, click on the red **School Action Required** button to access it to complete and submit to DPOS.

## Step Two: Click Button

Click the button for the application/form to begin filling out.

The screenshot shows the 'DPOS SCHOOL' interface for 'Test School'. At the top, there's a 'Welcome Page' header with the Colorado Department of Higher Education logo. Below this, a 'DPOS Connect' section contains 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 stating: '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's a sidebar with 'PROVIDER' information, including 'Provider Name: Test School', 'Provider Org: 6-Private Oc', and several 'ETPL Provider' entries, one of which has a 'MODIFY' button.

The screenshot shows the 'DPOS SCHOOL' interface for 'DPOS Applications and Form...'. At the top, there's a 'GO BACK TO WELCOME PAGE' button. Below this, there are two columns of buttons. The left column includes: 'AGENT PERMIT APPLICATION', 'CHANGE OF OWNERSHIP NOTIFICATION', 'CONTACTS (DIRECTOR, DESIGNATED AGENT, ETC.)', 'NEW INSTRUCTOR', 'TEMPORARY OFFSITE OFFERING', and 'NOTIFICATION OF SCHOOL CLOSURE'. The right column includes: 'CATALOG/ENROLLMENT AGREEMENT-NEW VERSION', 'CHANGE OF NAME/LOCATION', 'NEW PROGRAM/STAND-ALONE COURSE', and 'NEW SURETY'. A large purple arrow points to the 'NEW PROGRAM/STAND-ALONE COURSE' button.

# Enter Details

## Step Three: Enter Name

Enter name of Program/Stand-Alone Course.

## Step Four: Enter Information

Choose the submittal 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 'DPOS SCHOOL' header and a breadcrumb 'DPOS Program Details'. Below this, the 'School Name' is set to 'Test School'. The form is divided into sections: 'Program/Stand-Alone Course' and 'DPOS FIELDS'. The 'Program/Stand-Alone Course' section has a 'Program/Stand-Alone Course Name\*' field. The 'DPOS FIELDS' section includes 'Program/Stand-Alone Course Information' with four dropdown menus: 'Submittal Type\*', 'Current Award Type\*', 'Current Method of Delivery\*', and 'Category\*'. Three purple arrows point to specific fields: 'Step Three' points to the 'Program/Stand-Alone Course Name\*' field, 'Step Four' points to the 'Submittal Type\*' dropdown, and 'Step Five' points to the 'Category\*' dropdown. There are also 'PRINT' and 'SAVE' buttons in the top right corner.

# 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 Education Questions

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

Distance Education 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 type="radio"/> Yes <input type="radio"/> No
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"/>
Explain procedures that have been established in the school to ensure timely response between faculty and students.*	<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 application form with three sections highlighted by purple arrows pointing to the left:

- Step Six:** Points to the "Maximum Student/Teacher ratio per Class" section. It includes a header with instructions: "Please enter your ratio as #students : #teachers format. Example: 12:1. Enter 0 if course does not contain a lab component." Below this are two input fields: "Theory\*" and "Lab\*".
- Step Seven:** Points to the "Scheduled Length" section. It includes a header "Scheduled Length", a sub-header "Schedules Offered (Select all that apply):\*" with checkboxes for "Full Time" and "Part Time", and a sub-header "Maximum time allowed to complete online education, if applicable." followed by an input field.
- Step Eight:** Points to the "Prerequisite Instructions" section. It includes a header "Prerequisite Instructions", a sub-header "List the minimum requirement(s) to enroll in the program/stand-alone course (i.e. educational credentials, licenses, course work, specialized training or expertise that is NOT an admissions requirements for acceptance into the school). If no prerequisite is required, please indicate "NONE."", and a sub-header "Program/Course Prerequisite(s)\*" followed by a large 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/Stand-Alone 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/Stand-Alone Course Costs**

Cost Information Enter zero if no cost associated.

Program Tuition Cost\* ? \$

Program Supplies Cost\* ? \$

Program Fees Cost\* ? \$

Program Books Cost\* ? \$

Program Total Cost ? \$ 00

**CALCULATE**

Additional Cost Information

*Step Nine*

*Step Ten*

**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 Eleven*

*Step Twelve*



# Program/Stand-Alone Course Attachments

## Step 13: Curriculum Review

Choose who the curriculum was reviewed by. If it was Advisory Committee, upload the advisory committee minutes and the advisory committee member resumes/bios. If it was evaluator, upload three evaluator reports and their resumes/bios and, if applicable, their credential in the appropriate fields. All remaining items are required to be uploaded with the application. Click **Start Program/Course Outline** to enter outline.

## Step 14: Program/Stand-Alone Course Outline

A new section pops up within the application, click **Add Course/Topic** to enter all courses/topics required to complete. A new window will appear to enter the specific details and upload the syllabus for each course/topic.

The image shows two screenshots of a web application interface. The top screenshot is titled "Required Attachments for Programs/Stand-Alone Courses". It has a header bar with the same title. Below the header, there are two radio buttons: "Advisory Committee" (selected) and "Evaluator". Under "Advisory Committee", there are two "Choose File" buttons for "Advisory Committee Minutes" and "Advisory Committee Member Resume/Bio". Under "Evaluator", there are three "Choose File" buttons for "Evaluator Report 1", "Evaluator Resume/Bio 1", and "Evaluator Regulatory Credential 1 (if applicable)", followed by the same three items for "Evaluator Report 2", "Evaluator Resume/Bio 2", and "Evaluator Regulatory Credential 2 (if applicable)", and finally "Evaluator Report 3", "Evaluator Resume/Bio 3", and "Evaluator Regulatory Credential 3 (if applicable)". A red circle highlights a button labeled "START PROGRAM/COURSE OUTLINE" at the bottom of the form. A purple arrow labeled "Step 13" points to the right. The bottom screenshot is titled "Program/Stand-Alone Course Outline: Must enter all topics covered and upload syllabus for each". It has a header bar with the same title. Below the header, there is a blue button labeled "ADD COURSE/TOPIC" circled in red. Below that is a text input field with a grid icon and the placeholder text "Enter Program or Course Outline". Below the input field is a blue bar with the text "Empty." and a "DELETE" button. A purple arrow labeled "Step 14" points to the right.

# 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 containing "0.00".
- Credit Hours (if applicable)**: A dropdown menu with "Select Credit Duration..." as the selected option.
- # of Credit Hours**: A text input field.
- Online Only: # of Lessons**: A text input field.
- Course Syllabus Attachment\***: A "Choose File" button 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.

# Review 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**

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

[SAVE PAGE](#)

[REVIEW PROGRAM APPLICATION](#)

**PROGRAM/STAND-ALONE COURSE OUTLINE**

<b>Total Theory Hours</b>	50.00 hours
<b>Total Lab Hours</b>	24.00 hours
<b>Total Intership/Externship Hours</b>	0.00 hours
<b>Total Contact Hours</b>	74.00 hours
<b>Total Credit Hours (if applicable)</b>	6.00hours
<b>Total Online Lessons</b>	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	<a href="#">Click Here To Pay</a>	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](#)

