

# *Notification of School Closure*

DPOS Connect User Guide

V 1.2

December 7, 2022



**COLORADO**  
Division of Private  
Occupational Schools  
Department of Higher Education

# Reminder:

If you are thinking about or find it necessary to close or otherwise cease operation of a private occupational school which currently is regulated by the Colorado Division of Private Occupational Schools (“Division”), please be aware that there are *statutory requirements and serious responsibilities associated with the closing process*.

Remember throughout this school closing process the most important considerations are to protect students and preserve student and other essential school records.

# Documents you will need:

- Student roster which provides the status of all students currently enrolled whose training program has not been completed.
- Copy of notice of closure given to students
- If required, copy of Train/Teach-Out plan for students to continue their education and training in order to obtain their certificate or degree

# To Begin Application

Click the **Applications/Forms to Submit** button on the Welcome Page.

The screenshot shows the 'DPOS SCHOOL' interface for 'Test School'. At the top, there is a 'Test School' header. Below it is a 'Welcome Page' section with the Colorado Department of Higher Education logo and the text 'COLORADO Division of Private Occupational Schools'. A 'DPOS Connect' section contains two buttons: 'VIEW/MODIFY CURRENT SCHOOL DETAILS' and 'APPLICATIONS/FORMS TO SUBMIT'. A purple arrow points to the 'APPLICATIONS/FORMS TO SUBMIT' button. Below this, the 'DPOS School Status' is shown as 'Active', and the 'Assigned DPOS Specialist' is 'Kristi Connors'. A red 'SCHOOL ACTION REQUIRED' button is present, with a message below it: 'School Action Required. 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 is a sidebar with 'PROVIDER' information, including 'Provider Name: Test School', 'Provider Org: 6-Private Oc', and 'ETPL' status.

Click the button for the **Notification of School Closure** form to complete and submit to DPOS for review.

The screenshot shows the 'DPOS SCHOOL' interface for 'DPOS Applications and Form...'. At the top, there is a 'GO BACK TO WELCOME PAGE' button. Below it, there is a list of application forms: 'AGENT PERMIT APPLICATION', 'CHANGE OF OWNERSHIP NOTIFICATION', 'CONTACTS (DIRECTOR, DESIGNATED AGENT, ETC.)', 'NEW INSTRUCTOR', 'TEMPORARY OFFSITE OFFERING', and 'NOTIFICATION OF SCHOOL CLOSURE'. A purple arrow points to the 'NOTIFICATION OF SCHOOL CLOSURE' button. On the right side, there is a sidebar with buttons for 'CATALOG/ENROLLMENT AGREEMENT-NEW VERSION', 'CHANGE OF NAME/LOCATION', 'NEW PROGRAM/STAND-ALONE COURSE', and 'NEW SURETY'.

# Complete Form

## Enter Contact Information

Enter the contact information for the school owner and director.

📁 New DPOS School Closure Re...

**CANCEL CLOSURE REQUEST**

### Alternate Contact Information

**Contact Information Instructions**  
This information will be used to contact you in the event we are unable to contact the school following closure.

**Owner's Name\***

**Owner's Home Mailing Address (Street, City, State, Zip)\***

**Owner's Home Telephone Number\***

**Owner's Personal E-mail\***

---

**School Director's Name\***

**Director's Home Mailing Address (Street, City, State, Zip)\***

**Director's Home Telephone Number\***

**Director's Personal E-mail\***

# Closure Information

## Closure Information

Select date of closure and enter reason for closure.

## Student Roster

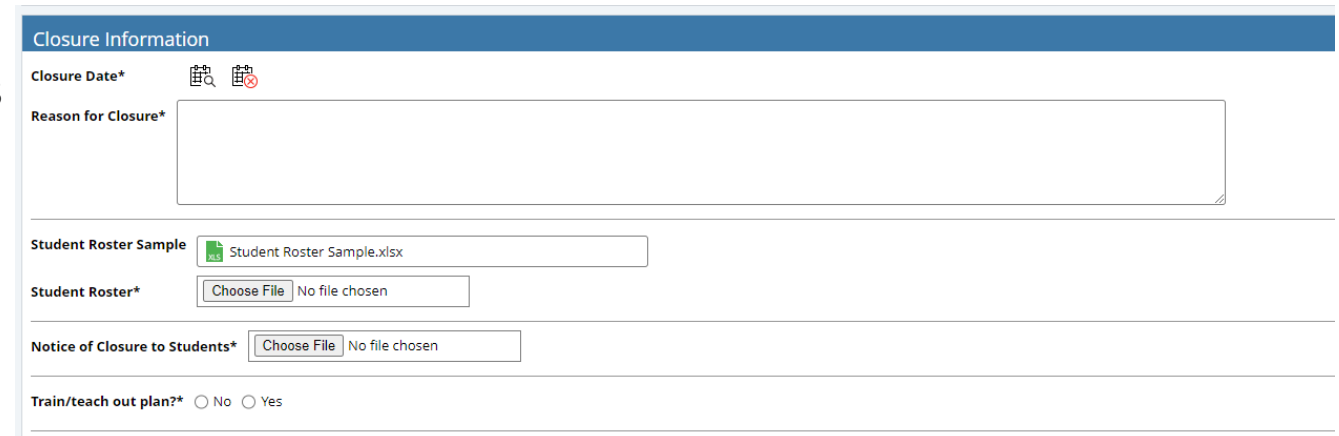
Upload the student roster which is a list of all students currently enrolled whose education and training program will not be fully completed by the date of closure. Download the sample student roster to provide the necessary information to the Division.

## Notice of Closure to Students

Upload a copy of the Notice of Closure provided to students informing them of the school's intent to close.

## Train/Teach Out Plan

Check yes and upload plan if a train/teach out plan agreement is in place for students to continue their education and training.



The screenshot shows a web form titled "Closure Information". It contains the following fields and controls:

- Closure Date\***: A date selection field with a calendar icon and a red 'X' icon.
- Reason for Closure\***: A large text area for entering the reason.
- Student Roster Sample**: A file download link showing "Student Roster Sample.xlsx".
- Student Roster\***: A file upload field with a "Choose File" button and "No file chosen" text.
- Notice of Closure to Students\***: A file upload field with a "Choose File" button and "No file chosen" text.
- Train/teach out plan?\***: Radio buttons for "No" and "Yes".

# Attestation and Next Steps

Click **Sign** to add the signature of the school's owner or designee to affirm the Attestation. Review Step 2 For Schools regarding student records requirements to complete the closure process with the Division. Click **Submit School Closure Request** to send to DPOS for review. A Division staff member will contact you and provide instructions on how to upload your student records.

## Attestation

- o The school's owner or designee affirms that all recruitment efforts, school marketing, advertisement (regardless of type, i.e. newspaper, website, television broadcast, etc.), solicitation and enrollment of new students has ceased.
- o A School which is closing or otherwise ceasing operation, must physically surrender (turn over) it's current Certificate of Approval to the Division.

Signature\*

No Signature

SIGN

## STEP 2 FOR SCHOOL

### Instructions

The school shall deposit with the Division all required student records, as described below, in electronic format within 60 days of school closure.

Two years prior to closure date:

A list of students who attended the school during this period;  
Student financial records including enrollment agreements, ledger cards or record of student payments; and  
Refund calculations for all students who attended the school for this period.

For all students who attended since the school began operation:

Student educational records including transcripts, records of completion, diplomas, and certificates. The student transcript must be in a form that provides at a minimum (1) the student's name; (2) title of course or program; (3) total number of hours; (4) dates of enrollment; (5) grade record of each course; and (6) cumulative grade for the program. It is acceptable for the school to maintain its records if the school is continuing to operate in other locations or has met a DPOS approved exemption.

NOTE: When preparing the above student records to be electronically submitted to the Division, each set of records should be in alphabetical order based on students' last names.

SUBMIT SCHOOL CLOSURE REQUEST

CANCEL CLOSURE REQUEST