

Out-of-State Application to Operate (Renew)

DPOS Connect User Guide

V 1.2

March 1, 2023



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

An extensive list of Frequently Asked Questions for Out-of-State School Applications can be found on the DPOS Connect Resources [website](#).

Documents you will need to upload:

1. List of members having controlling interest in the school with names, titles, home addresses, and phone numbers
2. Articles of Incorporation from the Office of Secretary of State
3. Certificate of Good Standing from the Office of Secretary of State
4. Statement of trade name or Doing Business As (DBA) from the Office of the Secretary of State, if applicable
5. Statement of foreign entity authority to transact business in Colorado
6. Completed and signed Agent Application ([download here](#))
7. Surety/Bond documentation, if needed
8. Catalog and Catalog Checklist ([download here](#))
9. Enrollment Agreement and Checklist ([download here](#))
10. Samples of media advertising
11. Home state authorization letter

Get Started

DPOS School Page

After successful login to DPOS Connect, click on the school name to go to the Welcome Page to get started.

DPOS SCHOOL

DPOS SCHOOL

PRINT SAVE

COLORADO
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Please click on the school/location name below to go to the DPOS Connect Welcome page.
Note: This web application is only supported by Google Chrome or Microsoft Edge.

DPOS School

Provider Name	Physical City	DPOS School Status	Provider Org Type
State Type: In State			
Test School	Colorado Springs	Active	6-Private Occupational School



Current Date 9/15/2023

To Begin Application

Welcome Page

Click APPLICATIONS/FORMS TO SUBMIT on the Welcome Page. Click the RENEWAL APPLICATION button to begin application. **Please note:** once the renewal application is started, it will be located on the School Action Required page which can be accessed by clicking on the red **School Action Required** button on the Welcome Page.

Welcome Page

  **COLORADO**
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DPOS Connect

VIEW/MODIFY CURRENT SCHOOL DETAILS

APPLICATIONS/FORMS TO SUBMIT

DPOS School Status
Active

Assigned DPOS Specialist

SCHOOL ACTION REQUIRED

DPOS Applications and Form...

GO BACK TO WELCOME PAGE

RENEWAL APPLICATION

RENEWAL APPLICATION

AGENT PERMIT APPLICATION

CHANGE OF OWNERSHIP

CONTACTS (DIRECTOR, DESIGNATED AGENT, ETC.)

NOTIFICATION OF SCHOOL CLOSURE

CATALOG/ENROLLMEN

CHANGE OF NAME/LOC

NEW SURETY UPLOAD

School Demographics

School Demographics

Basic information will be pre-populated. Fill in any missing information.

Registered Business Information

Basic information will be pre-populated. Fill in any missing information.

FILL OUT APPLICATION

School Demographics

School Name*


State Status*

School Phone (include Ext.)

Email Description Email address will be publicly available for students to contact the school. It will be used for general communication between the school and the Division.

School E-mail

School Website



Registered Business Information

Are you adding an additional campus under a common ownership? No

Type of Business

- Corporation
- Limited Liability Company (LLC)
- Nonprofit Organization
- Partnership
- Sole Proprietorship


Business Contact Info (as registered with the Colorado Secretary of State)

Business Name

Business Address

Business Phone

Business E-Mail Address



School Demographics

Business Documents

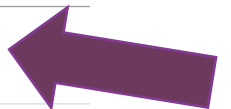
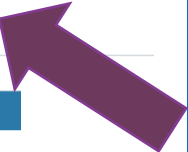
Upload all requested documents. Out-of-state schools are required to upload the Statement of Foreign Entity Authority to transact business in Colorado.

Location

Basic information will be pre-populated. If the address is incorrect, you must complete a change of location application. If the school provides education/training at other locations, check yes and upload document detailing the separate training location.

Business Documents	
List of members having controlling interest in the school with all names, titles, home addresses, and phone numbers	<input type="button" value="Choose File"/> No file chosen
Articles of Incorporation from the Office of the Secretary of State	<input type="button" value="Choose File"/> No file chosen
Certificate of Good Standing from the Office of the Secretary of State	<input type="button" value="Choose File"/> No file chosen
Statement of Trade Name or DBA from the Office of Secretary of State(if applicable)	<input type="button" value="Choose File"/> No file chosen
Statement of Foreign Entity Authority to transact business in Colorado (if applicable)	<input type="button" value="Choose File"/> No file chosen

Location	
Location Description <small>Physical address is the school's primary location where enrollment occurs.</small>	
Is the physical address in the U.S.? [*]	<input checked="" type="radio"/> Yes <input type="radio"/> No
Physical Address [*]	<input type="text"/>
Physical Address 2	<input type="text"/>
Physical City [*]	<input type="text"/>
Physical Zip [*]	<input type="text"/>
Is the mailing address in the U.S.? [*]	<input checked="" type="radio"/> Yes <input type="radio"/> No
Mail Address	<input type="text"/>
Mail Address 2	<input type="text"/>
Mail City	<input type="text"/>
Mail Zip	<input type="text"/>
Does the school provide training at any additional locations other than the address listed above (separate classrooms)?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Separate Classroom Document (include address, reason, list of equipment and supplies, and program/course name(s) to be taught)	<input type="button" value="Choose File"/> No file chosen



School Contacts

School Contact Information

To update a school contact, you must navigate back to the School Details page to archive, edit, or create a new contact. The designated agent's address (no P.O. box) must be different from the school's physical address and must be located in Colorado.


Current Active Contacts

Active Contacts

#	First Name	Last Name	Contact Priority	Contact Job Title	Other: Title	Telephone (include ext.)	Designated Agent Street Address	City	State	Zip	School Contact_System ID	Active Record
1	Joe	Smith	Primary	Designated Agent Director School Owner		5555555555555555	1700 Lincoln Street	Denver	CO	80203	690	Yes

School Contact Instructions for Renewal & Change of Ownership Applications
Contacts cannot be modified or added on this application. Please navigate to your School Details page and click on the Contacts tab to archive a contact, edit, or add new contact.

SAVE APPLICATION & GO TO SCHOOL'S DPOS PROFILE PAGE



Enrolling Agent Information

**An agent permit is required for ALL individuals who represent the school in recruiting students. Only the approved Agent is authorized to sign an Enrollment Agreement as the school's licensed agent.

Add New Agent

If a new agent needs to be submitted with the renewal application, click the **Add New Agent** tab and complete the New Agent Permit Application.

Renew Current Active Agents

To renew an active agent, click the **Select to Renew Agents** tab. On the table of Active Agents, check the box next to the agent for renewal and click the **Renew Selected Agent** button. Repeat for each agent to be submitted with renewal application.

The screenshot shows the 'Enrolling Agent Information' page. At the top, there is a blue header with the title 'Enrolling Agent Information'. Below the header, there is a section for 'Agent Requirement' with the text 'Application to operate requires at least 1 agent application'. There are three tabs: 'ADD NEW AGENT', 'SELECT TO RENEW AGENTS', and 'ACTIVE AGENTS LINKED FOR THIS SCHOOL'. The 'ADD NEW AGENT' tab is selected and highlighted with a red circle. Below the tabs, there are two informational sections: 'How to deactivate an agent' and 'How to edit Agent Applications'. A green bar indicates 'Agents being submitted with this application' and is currently 'Empty'. At the bottom, there is a button labeled 'DELETE SELECTED AGENT APPLICATION'.

The screenshot shows the 'Enrolling Agent Information' page with the 'SELECT TO RENEW AGENTS' tab selected and highlighted with a red circle. Below the tabs, there is a section for 'How to edit existing Agent Information for renewal' with instructions on how to renew an agent. There are two tabs: 'ACTIVE AGENTS' and 'INACTIVE AGENTS'. The 'ACTIVE AGENTS' tab is selected. Below the tabs, there is a table with the text 'Select 1 Agent to renew at a time' and a purple arrow pointing to the table. The table is currently 'Empty'. At the bottom, there is a button labeled 'RENEW SELECTED AGENT' which is highlighted with a red circle.

Surety Information

Surety Information

The minimum surety amount for an out-of-state school is \$50,000.

Surety Details

Review the current surety files in the table to determine if an active surety bond is in place or if a continuation certificate, rider, or new (original) surety is required.

Upload Surety (if needed)

Choose Continuation Certificate, Original, or Rider if additional surety is required and follow the instructions. Click **Submit Surety** to attach the surety document to the application for review. The uploaded surety details will be displayed in the table to verify the information is correct

Surety Information

Surety Calculation Instructions

For new school applications: Provide a proposed surety calculation document which includes: To determine the proper amount, the proposal is based upon the prepaid, unearned tuition/fees income from anticipated enrollment. The school will need to estimate how many students it will enroll at any given time, how much tuition it will collect from each student, and how that tuition will be collected (e.g. all up front, in payments, at the end of training...). This amount will be the highest amount of "prepaid, unearned" tuition and fees a new school projects to receive at any given time.

For renewal and change of ownership applications: Click on the surety calculation sample table provided below to determine the required surety amount. Save and upload the surety calculation form in the field below. Enter the highest amount calculated in the space provided below. This is the minimum amount of surety coverage required for the school. Review the Current Surety Files in the table to determine if sufficient surety coverage is place for the school or if a continuation certificate, rider, or new (original) surety is required for this application.

Total Surety Amount Uploaded with this Application [Ⓢ] \$0.00

Out of State Total Surety Minimum Amount \$50,000.00

Current Surety Files
Empty.

Surety Details

Select Surety Description Continuation Certificate Original Rider

Enter Surety Amount \$

Select Effective Date

Select Expiration/Maturity Date

Surety Document No file chosen

Select Surety Type Bond CD Contract with private entity (Rule IV.E.7) Irrevocable Letter of Credit Savings Account

Enter Surety Account Number

Select Surety Holder

Enter Surety Company Phone

Final action for surety: Click to attach it to the application

SUBMIT SURETY

Required Attachments

Required Attachments

Click **Choose File** to upload current copies of media advertising. Upload the remaining requested school documents for review with the application. The Catalog Checklist and Enrollment Agreement Checklist must be downloaded from the DPOS website, filled out, and saved as a file for upload with the application.


School Enters School Information

Required Attachments

Samples of media advertising, promotional literature, website, and/or social media (draft for new schools)

No file chosen

Catalog	<input type="button" value="Choose File"/> No file chosen
Catalog Checklist	<input type="button" value="Choose File"/> No file chosen
Enrollment Agreement	<input type="button" value="Choose File"/> No file chosen
Enrollment Agreement Checklist	<input type="button" value="Choose File"/> No file chosen
Home State Authorization Letter	<input type="button" value="Choose File"/> No file chosen



Required Disclosures

Disclosures

Answer these three questions. For any yes answers, provide the additional information requested.

Principal Owner Disclosures

Answer all questions for any principal owner(s), officer(s), or any person in management capacity. For any yes answers, click **Choose File** to upload the required explanation and document. Click **Next Step: Preview Unsubmitted Application** to review all application details.

REQUIRED DISCLOSURES

Are there any other regulatory bodies or national organizations that oversee the school, the facility, or the type of training offered at the school?

Yes No

Is this a franchise? Yes No

Has the school director, owner, or any of the school's corporate officers previously owned any private occupational school, other than the school listed in this application?

Yes No

Required Disclosures

If any question below is answered "yes", upload a written explanation. 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 denial of agent permits or certificate to operate as a private occupational school.)**

Has any principal owner(s), office(s) or any person in management capacity ever:

Been involved in a bankruptcy?

Yes No

Been convicted of or pled to a felony or are felony charges pending?

Yes No

Been convicted of or pled to a misdemeanor other than a minor traffic violation or are misdemeanor charges pending?

Yes No

Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?

Yes No

Had a professional license or permit disciplined, denied, revoked, or relinquished in Colorado or any other state?

Yes No

Ever been disciplined by any governmental regulatory body or professional association in Colorado or any other state?

Yes No

Does the School teach students under the age of 16 years? If yes, instructors teaching these students are subject to a criminal background check.

Yes No

Out of State

Been denied operation of a school in Colorado?

Yes No

Been denied operation of a school in any other state?

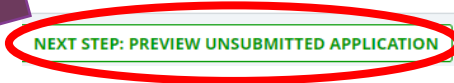
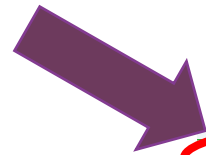
Yes No

Been closed or otherwise required to cease operation in any other state as part of a disciplinary or legal action?

Yes No

NEXT STEP: PREVIEW UNSUBMITTED APPLICATION

CANCEL APPLICATION



Review Application

Review Application

Click on each tab to review each section of the application.

View Payment Details

After reviewing each section, scroll to the bottom to choose the next step. To complete payment of fees, click **Next Step: View Payment Details**. If any application requirements are missing, a message will popup with a list of items that need to be addressed prior to moving to the next step.

DPOS SCHOOL > SCHOOL PROFILE > KC TEST SCHOOL > DPOS SCHOOL DETAILS > WORKFLOW ITEMS WAITING FOR YOUR ACTION > SCHOOL REVIEWS APPLICATION

PERSONAL NAVIGATION

- School Profile
- KC Test School

School Reviews Application

PRINT SAVE

Overview

DPOS Application Stage Unsubmitted

Provider Application Type Provisional

DPOS School Status Inactive **Provider Application_System ID** 975

How to edit table

You can double click to open the record and edit. You will then need to click on > to navigate back to the previous page. Otherwise, you can click on the "edit" button to go to the edit page without opening the record.

SCHOOL DEMOGRAPHICS AGENTS SURETY ADDITIONAL INFO DISCLOSURES

SCHOOL DEMOGRAPHICS

School Name KC Test School

State Status* In State

School Telephone (include Ext.)* 1234567891

Email Description Email address will be publicly published for students to contact the school. It will be used for general DPOS communication to Schools

School E-mail* kconnors0513@gmail.com

School Website EDIT HYPERLINK

Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?*

Yes No

Had a professional license or permit disciplined, denied, revoked, or relinquished in Colorado or any other state?*

Yes No

Ever been disciplined by any governmental regulatory body or professional association in Colorado or any other state?*

Yes No

Does the School teach students under the age of 16 years? If yes, instructors teaching these students are subject to a criminal background check.*

Yes No

GO BACK TO 1ST STEP LEAVE APPLICATION & GO TO SCHOOL'S DPOS PROFILE PAGE **NEXT STEP: VIEW PAYMENT DETAILS** CANCEL APPLICATION -> CAN'T UNDO

Make Payment and Submit to DPOS

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.

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.

Payment Instructions


Either click on the "Payment Link" in the table

- OR -

Double click into the invoice record to view the itemize invoice and the link that will direct you to the payment portal.


The invoice total is the total amount DPOS will collect from you, the invoice's total does not include the service payment fee from Colorado State Web Portal that is automatically charged per transaction.

Once you click on the payment link, a new browser tab will open for you to enter your payment information.

 Your Invoice -

No.	Invoice ID	Payment Link	Generated On	Amount	Payment Status
1	6	Click Here To Pay	12/15/2021 9:32:12 AM	\$5,300.00	Unpaid

[EDIT APPLICATION](#) [UPDATE PAYMENT STATUS](#) [SUBMIT TO DPOS](#)

 Invoice Line Items -

No.	Payment Code	Price	Description	Quantity	Total
Invoice ID: 6					
1	PAF	\$5,000.00	Provisional (New In-State) School Application Fee	1	\$5,000.00
2	IAF	\$300.00	In-State Agent (New & Renewal) Fee	1	\$300.00
Total:					\$5,300.00