

Out-of-State Application to Operate (New)

-not under common ownership

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 Document: Bond application ([download here](#))
8. Catalog and Catalog Checklist ([download here](#))
9. Enrollment Agreement and Checklist ([download here](#))
10. Samples of media advertising (draft)
11. Home state authorization letter

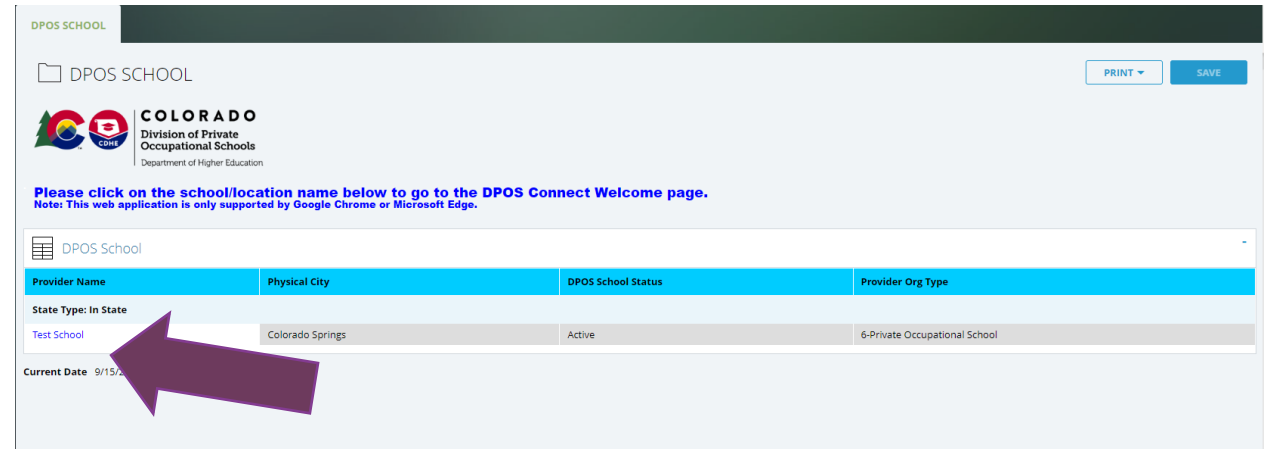
Get Started

Request Username

To start a new school application in DPOS Connect, go to www.ColoradoETPL.org and click the New Provider/School/User: Get Started button and follow the instructions. A user guide is available on the DPOS Connect Resources [website](#) for username request and how to login for the first time.

DPOS School Page

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



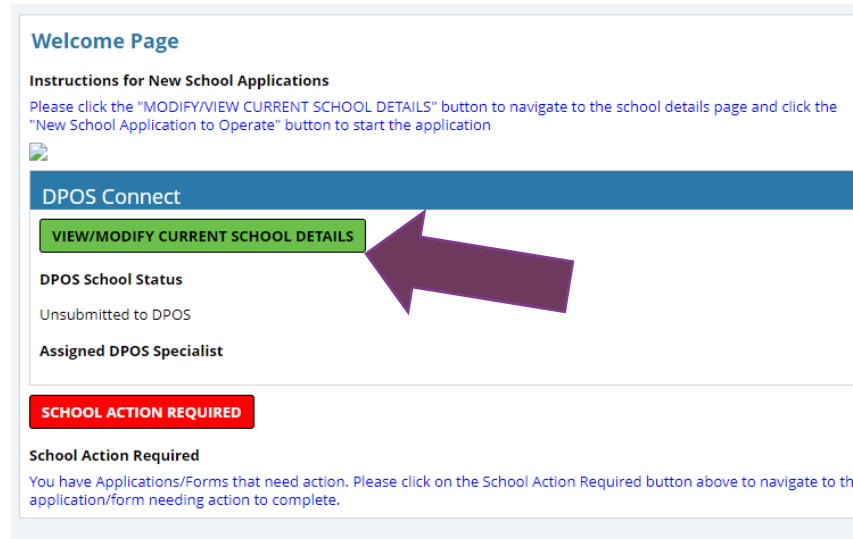
The screenshot shows the DPOS School management interface. At the top, there is a header with the DPOS SCHOOL logo and navigation buttons for PRINT and SAVE. Below the header is the Colorado Department of Higher Education logo and a message: "Please click on the school/location name below to go to the DPOS Connect Welcome page. Note: This web application is only supported by Google Chrome or Microsoft Edge." A search bar labeled "DPOS School" is present. Below the search bar is a table with the following columns: Provider Name, Physical City, DPOS School Status, and Provider Org Type. The table contains one entry: "Test School" in Colorado Springs, with a status of "Active" and a provider org type of "6-Private Occupational School". A purple arrow points to the "Test School" entry. At the bottom left, the current date is displayed as 9/15/2023.

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

To Begin Application

Welcome Page

Click View/Modify Current School Details on the Welcome Page. **Please note:** once the application is in- progress it will be found 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

Instructions for New School Applications
Please click the "MODIFY/VIEW CURRENT SCHOOL DETAILS" button to navigate to the school details page and click the "New School Application to Operate" button to start the application

DPOS Connect

VIEW/MODIFY CURRENT SCHOOL DETAILS

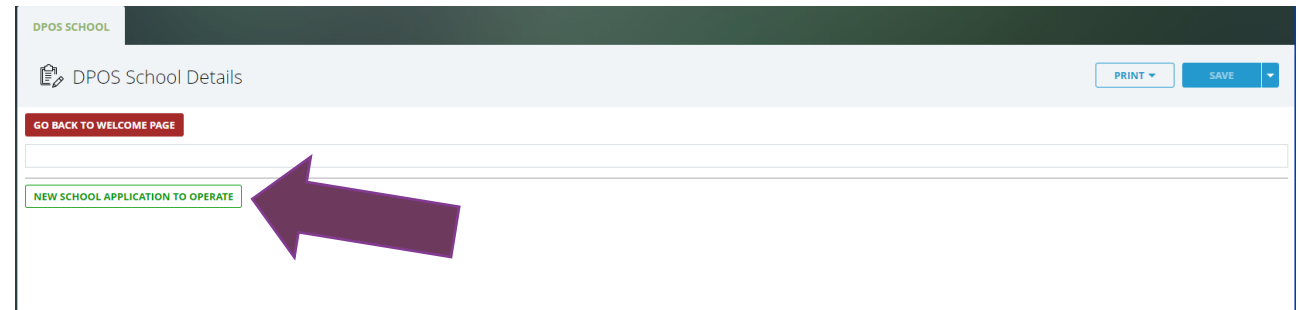
DPOS School Status
Unsubmitted to DPOS
Assigned DPOS Specialist

SCHOOL ACTION REQUIRED

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.

Start Application to Operate

Click the **NEW SCHOOL APPLICATION TO OPERATE** button to start the application.



DPOS SCHOOL

DPOS School Details PRINT SAVE

GO BACK TO WELCOME PAGE

NEW SCHOOL APPLICATION TO OPERATE

School Demographics

School Demographics

Basic information will be pre-populated from the new school request form previously submitted. Fill in any missing information.

Registered Business Information

Select the type of business and enter the contact information for the business as registered with the Colorado Secretary of State.

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

Enter the mailing address if different from physical location address. 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

Schools are required to provide contact information for at least one director, one school owner, and one designated agent. The designated agent's address (no P.O. box) must be different from the school's physical address and must be in Colorado. Click **Add Contact**.

Enter School Contact Information

A new window will pop up to enter the contact information. If the same person is responsible for more than one of the roles at the school, select all job titles from the list that apply. Click **Save and Close** to return to the application. Repeat to add as many contacts as needed. All contacts added to the application will be listed on the School Contacts table. The entries can be edited if needed by clicking **Edit Table**.

School Contact Information

School Contact Requirements
Application requires school to have at least:

- 1 Director
- 1 School Owner
- 1 Designated Agent (separate from what is uploaded in the Agents section)
 - * The Designated Agent must provide their Colorado address and it cannot be the same address as the school's address. P.O. boxes are not acceptable.

**If the school has 1 person that is responsible for more than 1 role, then please enter the person once and select all job titles.

ADD CONTACT

School Contacts Added On This Application

Empty.

DELETE

New DPOS School Contact

Contact Information

First Name*

Last Name*

Contact Priority*
 Primary
 Secondary
 Other

Contact Title*
 Administrative
 Designated Agent
 Director
 Other
 School Owner

Telephone (include ext.)* ⊕

E-mail*

SAVE AND CLOSE CANCEL

Enrolling Agent Information

Add Agents

At least one enrolling agent application must be submitted with the new school application to operate for approval. The new agent application must be downloaded from the DPOS website, completed by the agent applicant, and saved as a file to be uploaded with this application. Click **Add New Agent**.

Agent Permit Application


The agent permit application will pop up in a new window to enter the agent's information. Click the calendar icon to select the proposed start date for the agent. Enter the city and state for the school locations the agent will represent. If the agent operates at any other schools, select the school from the dropdown menu. Enter the applicant's information as requested on the form.

Enrolling Agent Information

Agent Requirement [Application to operate requires at least 1 agent application](#)

ADD NEW AGENT

ADD NEW AGENT



AGENT PERMIT APPLICATION

Type of Submission

Application Type

Application State Status

Proposed Start Date*

Agent's Represented Locations (City, State)*

Other schools the agent operates at

Agent Information

First* MI Last*

Home Phone*

Home Address: Street*

City*


State*

Zip*

Date of Birth*

Place of Birth: City*

Place of Birth: State*



Agent Application (continued)

Agent History

Answer Questions A and B. Enter employment history for the last five years by clicking **Insert Row**. Complete agent's employment history table by clicking **Insert Row** to add additional entries for the employment history.

Agent Disclosures

Answer each of the five disclosure questions for the agent. For any yes answers, a **Choose File** field will pop up and require an upload providing an explanation and court documentation.

The screenshot displays the 'New DPOS Agent Permit Application' form. The 'History' section contains two questions: 'A. Have you ever been a private occupational school owner before?*' and 'B. Have you ever been licensed as a private school agent in any state, including Colorado?*', each with 'Yes' and 'No' radio button options. Below these is an 'Employment History' table with a header 'Employment History: Last five (5) years, starting with the most recent:' and a blue bar indicating it is currently empty. At the bottom of this table are 'INSERT ROW' and 'DELETE' buttons, with a red circle around the 'INSERT ROW' button and a purple arrow pointing to it. The 'Disclosures' section includes a 'Required Disclosures' note and a list of five questions, each with 'Yes' and 'No' radio button options. A purple arrow points to the third question: '3. Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?*'.

New DPOS Agent Permit Application

History

A. Have you ever been a private occupational school owner before?* Yes No

B. Have you ever been licensed as a private school agent in any state, including Colorado?* Yes No

Employment History: Last five (5) years, starting with the most recent:

Empty.

INSERT ROW **DELETE**

Disclosures

Required Disclosures: If any question below is answered "yes", upload a written explanation in the Explanation field. If this information has not been submitted to the Division with a previous application, 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 revocation of agent permits or certificate to operate as a private occupational school.)

Have you ever:

1. Been convicted of or pled to a felony or are felony charges pending?* Yes No
2. Been convicted of or pled to a misdemeanor other than a minor traffic violation or are misdemeanor charges pending?* Yes No
3. Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?* Yes No
4. Been denied, revoked, relinquished or otherwise prevented from obtaining a private occupational school license in Colorado or any other state?* Yes No
5. Been refused bonding by any surety company?* Yes No


Agent Application Affidavit

School Affidavit


A school owner or officer must read and sign the affidavit. Click **Sign** to complete a signature in the pop-up window. Use the mouse to complete the signature in the **Sign Here** window and click **OK** to return to agent application.

Agent Application Upload

The agent application must be downloaded from the DPOS Connect website, completed by the applicant, and saved as a file to be uploaded with this application. Click **Choose File** to upload the signed agent application. Click **Save and Close** to return to the application. Additional agents may be added using the same process.



The screenshot shows a web form titled "Affidavit". The "Affidavit of School:" section contains a paragraph of text. Below it, the "Owner or Officer of the Signature*" field has a "No Signature" placeholder and a "SIGN" button circled in red. The "Owner or Officer of the School" field is empty. A blue bar below the form says "Please upload completed Agent Application". The "Agent Signature Copy*" field has a "Choose File" button and "No file chosen" text. At the bottom right, "SAVE AND CLOSE" and "CANCEL" buttons are circled in red. Two purple arrows point from the "SIGN" button and the "SAVE AND CLOSE" button towards the "Sign Here" window below.



The screenshot shows a pop-up window titled "Sign Here" with a close button (X) in the top right corner. The main area contains a large white box with the text "Your Signature Here" and a small "X" in the bottom left corner. At the bottom, there are three buttons: "OK" (circled in red), "CLEAR", and "CANCEL".

Surety Information

Surety Information

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

Surety Details

Enter the surety amount obtained for the school. Click the calendar icon to select the effective and expiration/maturity dates for the surety. Click **Choose File** to upload the surety document. Select the type of surety from the choices listed. Enter the surety account information. Click **Submit Surety** to attach the surety document to the application for review. The 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



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

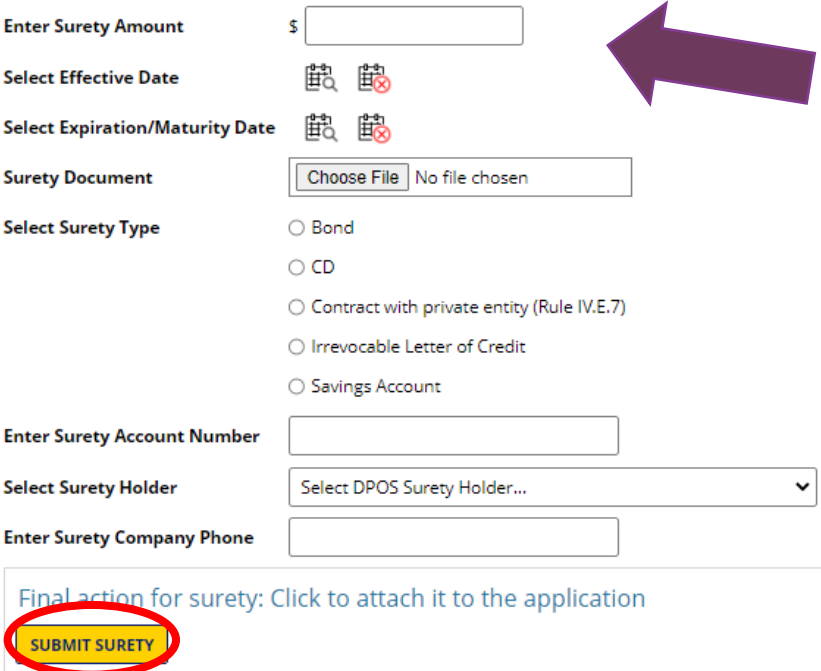
- Bond
- CD
- Contract with private entity (Rule IV.E.7)
- Irrevocable Letter of Credit
- Savings Account

Enter Surety Account Number

Select Surety Holder

Enter Surety Company Phone

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



Required Attachments

Required Attachments

Click **Choose File** to upload draft 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?

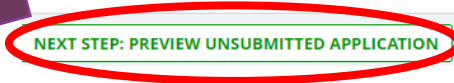
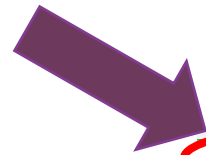
Yes No

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 edit the record 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