

Program/Stand-Alone Course: Revisions

DPOS Connect User Guide

V 1.0

April 15, 2022



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

Q: What is a Major Revision?

A: Changes since the last approval to the method of delivery and/or the occupational objective and/or increase or decrease in the hours exceeding 25% of the total hours.

Q: Does my application need Board approval?

A: *Major revisions need Board approval, however, minor revisions are approved by DPOS staff.*

Documents needed 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 Submit Revisions

Step One:

Click the **Programs** tab on the dashboard

Step Two:

Click the plus sign to open the Active Programs table. Click on the program name to revise.

Dashboard

DETAILS SURETY SCHOOL DOCUMENTS SCHOOL CONTACTS AGENTS **PROGRAMS** ANNUAL FILINGS QUARTERLY ASSESSMENT PAYMENTS EXEMPTIONS OTHER APPLICATIONS

PROGRAMS PROGRAM APPLICATIONS

How to make changes to approved programs Click on the Program Name in the table to view program details, update costs, make minor/major revisions, or archive the program.

Active Programs +

Click the + to expand the table Or double click to navigate into the table. Click the < to go back to the previous page.

Inactive Programs +

Click the + to expand the table

Revisions

Step Three: Make Revisions

Click **Minor/Major Revision** to view the program details and make edits. After the changes are submitted, DPOS Connect will determine if the changes submitted are classified as major or minor and an invoice for the appropriate fee will be generated.

The screenshot displays the 'Business Administration As...' program record. It includes a 'PROGRAM RECORD' section with a table showing 'General Program Name' as 'Business Administration Associate' and 'Program_System ID' as '2906'. Below this is a 'DPOS SCHOOL Dashboard' section with a dropdown for 'DPOS Program Status' set to 'Approved', and 'State Type' as 'In State' and 'DPOS School Status' as 'Active'. The 'DPOS Process' section contains four buttons: 'VIEW DETAILS', 'EDIT PROGRAM/STAND-ALONE COURSE COST', 'MINOR/MAJOR REVISION', and 'ARCHIVE PROGRAM/STAND-ALONE COURSE'. A large purple arrow labeled 'Step Three' points to the 'MINOR/MAJOR REVISION' button.

General Program Name	Program_System ID
Business Administration Associate	2906

DPOS Program Status: State Type: In State DPOS School Status: Active

DPOS Process

- VIEW DETAILS
- EDIT PROGRAM/STAND-ALONE COURSE COST
- MINOR/MAJOR REVISION
- ARCHIVE PROGRAM/STAND-ALONE COURSE

Program Information

Step Four: Make Revisions

Changes can be made to the program information including the name, type, award. To change the method delivery, click **Change Method of Delivery** and a new section will pop-up to fill out.

Step Five: Method of Delivery

Select the new method of delivery from the dropdown menu and click **Save Method of Delivery**. If either Hybrid/Blended or 100% Online are selected as the new method of delivery, the Distance Education questions must be completed.

DPOS SCHOOL [Redacted]

School Enters Program Details

DPOS Program Application Type DPOS Revision Program Application_System ID 3491

DPOS Program Details on Application

Program Information

General Program/Stand-Alone Course Name* Crane Operation

Program Type* Program (series of Courses) ▾

Current Program Award Type Diploma

Award Type* Diploma ▾

Current Program's Method of Delivery Hybrid/Blended

Method of Delivery Hybrid/Blended **CHANGE METHOD OF DELIVERY**

Explanation DPOS logo.png

Method of Delivery Information

Changing Method of Delivery Warning

If this program is part of the ETPL process, then changing the method of delivery between 100% Online and Hybrid/Blended will require you to complete the Distance Education questions.

You will need to log back into the system after this program revision is complete and setup all

Select Method of Delivery Select Method of Delivery... ▾

SAVE METHOD DELIVERY CANCEL CHANGING METHOD

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 Revisions

Step Six: Revisions

Continue to make any revisions necessary to the Program/Stand-Alone course information.

School Enters Program Details

OVERVIEW WORKFLOW ACTIVITY

Category* Information Technology (Computer Programming; Microsoft-, Cisco- Programs ▾)

Maximum Student/Teacher ratio per Class: Please enter your ratio in ### : ## format. Enter 0 if no lab.

Theory*

Lab*

Maximum time allowed for online education, if applicable.

Scheduled Length

Schedules Offered (Select all that apply):* Full Time Part Time

Full Time*

FT # of Units to Complete*

Prerequisite Instructions

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 acceptance into the school).
If no prerequisite is required, please indicate "NONE."

Program/Course Prerequisites*



Attachments

Step Eight: Curriculum Reviewed

For a major revision to the curriculum, either advisory committee minutes or three evaluator reports must be submitted with the application. Choose the type of reviewer 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 move to the next step.

Step Nine: Program/Course Outline

To edit the program/course outline, click on the course/topic name in the table to access the details. A new window will appear to edit any course details. To add a new course/topic, click Add Course/Topic and enter the details in the new pop-up window.

Attachments

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

This curriculum has been reviewed by:* Advisory Committee Evaluator

Advisory Committee Minutes DPOS logo.png

Catalog* DPOS logo.png

Enrollment Agreement* DPOS logo.png

If a revision, a summary of the change(s).* No file chosen

Externship agreement in compliance with Rule III.B.6, if applicable. No file chosen

A complete physical inventory of equipment to be used for the course.* No file chosen

A list of textbooks used including titles, publishers, and copyright dates.* No file chosen

A list of reference materials used.* No file chosen

A list of teaching aids, materials and supplies used.* No file chosen

** Evaluator Reports are required for new and major revisions.
Evaluator Reports are NOT generally required for minor revisions. The Director reserves the right to submit minor revisions to the Board in which case evaluator reports may be requested.
Advisory Committee Meeting Minutes may be uploaded in lieu of Evaluator Reports.

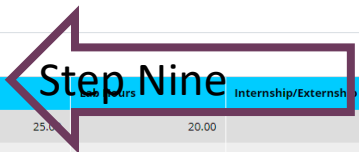


PROGRAM/COURSE OUTLINE: Must enter at least 1 record

Program or Course Table Note If the application is approved, then the entire "Complete Program or Course Outline" table on this application will completely replace the entire "Program or Course Outline" table on the Program's profile page.

Program or Course Outline

No.	Course/Topic	Theory Hours	Lab Hours	Internship/Externship Hours (if applicable)	Total Contact Hours
1	Crane Safety	25.00	20.00		
2	Driving a Crane	25.00	12.00		
Total:		50.00	32.00		0



Course Outline Window

Step Ten: Edit Course Details

Edit any Course details on this window. Click **Save** to update information. Use the **< symbol** to return to application.

ColoradoETPL.org | DPOS | Debbie Smith

← ← ← DPOS SCHOOL > SCHOOL PROFILE > CRANES R US > DPOS SCHOOL DETAILS > PROGRAMS > PROGRAMS > APPROVED PROGRAMS > CRANE OPERATION > SCHOOL ENTERS PROGRAM DETAILS > DPOS PROGRAM DETAILS ON APPLICATION > PROGRAM OR COURSE OUTLINE > CRANE SAFETY

Crane Safety

Course/Topic* Crane Safety

Course Sort Order #* 2

Student can elect distance education or on-site training? Yes No

Student Attendance Options (Select all that apply) Asynchronous Synchronous

Number Field Instructions You can enter zeros in the required number fields.

Theory Hours* 40.00

Lab Hours* 20.00

Internship/Externship Hours (if applicable)

Total Contact Hours 60.00

Credit Hours (if applicable) Select Credit Duration...

of Credit Hours

Online Only: # of Lessons

Course Syllabus Attachment* co_cdhe_div_dpos_rgb smaller...

Program Course Outline_System ID 32

NEXT SAVE

Step Ten

Return to Application

Step Eleven: Update Total Hours

If the hours were modified, click **Update Total Hours Calculation** to see the percent change in total contact hours. Click **Submit 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 Twelve: 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	
Total Theory Hours	65.00 hours
Total Lab Hours	32.00 hours
Total Internship/Externship Hours	0.00 hours
Total Contact Hours	97.00 hours
Total Credit Hours (if applicable)	0.00hours
Total Online Lessons	0 lessons

Revision	
Prior Total Contact Hours	82.00 hours
% Change in Total Contact Hours	18.29 %
Difference	15

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

Make Payment and Submit to DPOS

Step Thirteen: 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.

The screenshot displays the DPOS application interface. At the top, a breadcrumb trail shows the navigation path: DPOS SCHOOL > SCHOOL PROFILE > CRANES R US > DPOS SCHOOL DETAILS > PROGRAMS > PROGRAMS > APPROVED PROGRAMS > WORKFLOW ITEMS WAITING FOR YOUR ACTION > SCHOOL NEEDS TO MAKE PROGRAM PAYMENT. Below this, there is a section titled 'DPOS SCHOOL' with a checkbox for 'School Needs To Make Program Payment' and a 'SAVE' button. The main content area is divided into two columns: 'Guidance' and 'Application Details'. The 'Guidance' section contains 'Payment Instructions' with a note: '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.' The 'Application Details' section lists: Program Application System ID: 3491, General Program Name: Crane Operation, DPOS Program Application Type: DPOS Revision, Revision Type: Major, and Program Type: Program (series of Courses). Below these sections is an 'Invoice' table with the following data:

No.	Invoice ID	Payment Link	Generated On	Amount	Payment Status	Payment Code(s)
1	36	Click Here To Pay	1/10/2025 1:06 PM	\$500.00	Unpaid	PF (Major) - Program Major Revision ...

At the bottom of the page, there are three buttons: 'GO BACK TO EDIT PROGRAM APPLICATION' (orange), 'UPDATE INVOICE STATUS' (blue), and 'SUBMIT' (green). A red circle highlights the 'Payment Link' column in the invoice table, and a purple arrow points to it with the text 'Step Thirteen'.