

New School Application to Operate In-state -not under common ownership

DPOS Connect User Guide

V 1.0

April 15, 2022



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

Q: How long will the approval process take?

A: Allow at least 60 to 90 days for review. Once a school submits the Application for a Certificate of Approval with all required attachments and fees to the Division, applications are processed in the order they are received. Once the application has been reviewed, you will be contacted to schedule the site visit. Applications must be presented to the Board for approval. The school will need to have a representative available for the Board meeting.

Documents you will need to upload:

1. List of other members having controlling interest in the school
2. Articles of Incorporation
3. Certificate of Good Standing from the Colorado Secretary of State
4. Statement of trade name or Doing Business As (DBA), if applicable
5. Statement of foreign entity authority to transact business in Colorado, if applicable
6. Completed Agent Application (download from [DPOS Connect website](#))
7. Surety amount proposal document showing detailed calculations
8. Bond application, or Irrevocable Letter of Credit form, or CD-Savings account assignment form (download from [DPOS Connect website](#))
9. Pro-forma financials (balance sheet and income and expense statements) to estimate the next 12 months
10. Facility's lease agreement
11. Current safety inspection report for facility completed within past 12 months
12. Current equipment inspection report (if applicable)
13. Catalog and Catalog Checklist (download from [DPOS Connect website](#))
14. Enrollment Agreement and Checklist (download [from DPOS Connect website](#))
15. Evaluator reports or Advisory Committee minutes for each program/stand-alone course submitted with application
16. Syllabi for all courses
17. Draft copies of media advertising
18. Draft diplomas/degrees/certificates of completion
19. Draft version of transcript
20. Complete list of physical inventory of equipment
21. Internship/externship agreements, if applicable

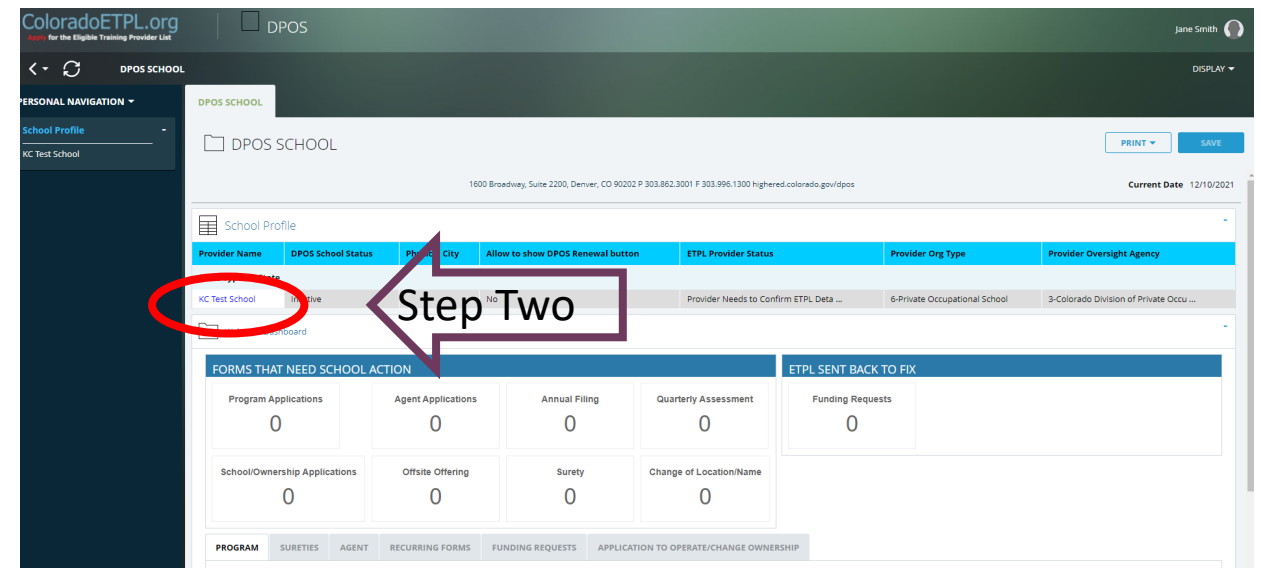
How to Login

Step One: Login to DPOS Connect

To begin a new school application to operate, you must first complete the new user request form to obtain your username and set your password. These instructions can be found on the DPOS Connect website. Next, you are ready to begin the new school application to operate.

Step Two: School Profile

Click the school's name to access the school profile page.



School Dashboard

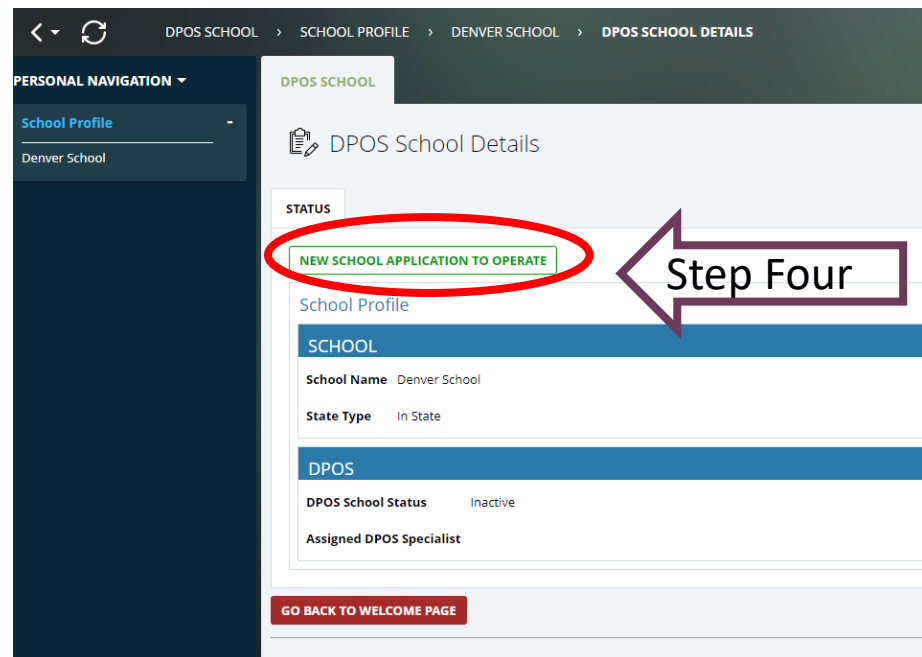
Step Three: DPOS Connect

Click **DPOS Connect** to access the DPOS School Details page.



Step Four: DPOS School Details

Click **New School Application to Operate** to begin the application process.



Fill out Application

Step Five: School Demographics

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

The screenshot shows the 'School Enters School Information' form. The left sidebar has 'PERSONAL NAVIGATION' with 'School Profile' and 'Denver School'. The main content area has a 'DPOS SCHOOL' header and a 'School Enters School Information' section with 'PRINT' and 'SAVE' buttons. Below this is a 'SAVE & GO BACK TO DASHBOARD' button. The form shows 'Provider Application System ID: 414', 'DPOS Application Stage: Unsubmitted', and 'Provider Application Type: Provisional'. An 'Overview' section shows 'Created By: Joe Smith', 'Created On: 12/7/2021 3:26 PM', and 'Last Modified By: Joe Smith', 'Last Modified On: 12/7/2021 3:26 PM'. A 'FILL OUT APPLICATION' section has a 'GUIDE' button. The 'SCHOOL DEMOGRAPHICS' section includes fields for 'School Name*' (Denver 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 go... DPOS communication to Schools), 'School E-mail', and 'School Website' (Denver School). An 'EDIT HYPERLINK' button is at the bottom. A purple arrow labeled 'Step Five' points to the 'Email Description' field.

Step Six: Location

Enter the mailing address if different from physical location address. If the school provides education/training at other locations, check yes and enter the street, city, state, zip code and phone number for the other location. Click the + sign to add additional locations.

The screenshot shows the 'Location' form. The left sidebar has 'PERSONAL NAVIGATION' with 'School Profile' and 'Denver School'. The main content area has a 'DPOS SCHOOL' header and a 'Location' section. Below this is a 'Location Description' section with text: 'Main location is the school's primary location that will be displayed on all the attached forms (agent applications and instructor applications) submitted on this specific school application. If DPOS approves your application, this location information will also be transferred to the ETPL process as the only physical location you can market offering programs at.' The 'Physical Address*' field is filled with '1600 Broadway St'. Below this are 'Physical Address 2' (Suite 2200), 'Physical City*' (Denver), 'Physical State*' (CO), and 'Physical Zip*' (80202). There are also fields for 'Mail Address', 'Mail Address 2', 'Mail City', 'Mail State' (Select State...), and 'Mail Zip'. At the bottom, there is a question 'Does the school provide training at any location other than listed above?' with 'No' and 'Yes' radio buttons. Below this is a text input field 'Enter Other Classroom Locations (Street, City, State, Zip, Phone Number)' with a '+' button. A purple arrow labeled 'Step Six' points to the 'Enter Other Classroom Locations' field.

Business Information

Step Seven: Business Information

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

DPOS SCHOOL

☐ School Enters School Information

Business Information

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

Type of Business

☐ Corporation

☐ Limited Liability Company (LLC)

☐ Nonprofit

☐ Partnership

☐ Sole Proprietorship

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

Business Name

Business Phone

Business E-Mail Address

Business Address

Step Eight: Business Documents

Click **Choose File** to upload the requested attachments to the application for review.

Business Documents

List of members having controlling interest in the school with all names, titles, home addresses, and phone numbers No file chosen

A copy of Articles of Incorporation No file chosen

Certificate of Good Standing from the Office of the Secretary of State No file chosen

Statement of Trade Name or DBA (if applicable) No file chosen

Statement of Foreign Entity Authority to transact business in Colorado (if applicable) No file chosen

School Contacts

Step Nine: School Contacts

Schools are required to provide contact information for at least one director, one school owner, and one designated agent. The designated agent's address must be different from the school's physical address and must be in Colorado. Click **Add Contact**.

Step Ten: 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**.

The screenshot displays the 'Contacts' application interface. At the top, a blue header bar contains the word 'Contacts'. Below it, the 'Contact Instructions' section states: 'Application requires school to have at least: - 1 Director - 1 School Owner - 1 Designated Agent (separate from what is uploaded in the Agents section)'. A note specifies: '* 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.' Another note says: '**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.' A yellow button labeled 'ADD CONTACT' is circled in red, with a purple arrow pointing to it from a box labeled 'Step Nine'. Below this is a green bar with a table icon and the text 'School Contacts Added On This Application'. A blue bar below that says 'Empty.' and a 'DELETE' button is visible. The bottom half of the image shows a 'New DPOS School Contact' window. It has a 'Contact Information' section with fields for 'First Name*', 'Last Name*', 'Contact Priority*' (with radio buttons for Primary, Secondary, Other), 'Contact Title*' (with checkboxes for Administrative, Designated Agent, Director, Other, School Owner), 'Telephone (include ext.)*' with a plus icon, and 'E-mail*'. A purple arrow points from a box labeled 'Step Ten' to the 'Contact Title*' section. At the bottom right of the window, a red circle highlights the 'SAVE AND CLOSE' and 'CANCEL' buttons.

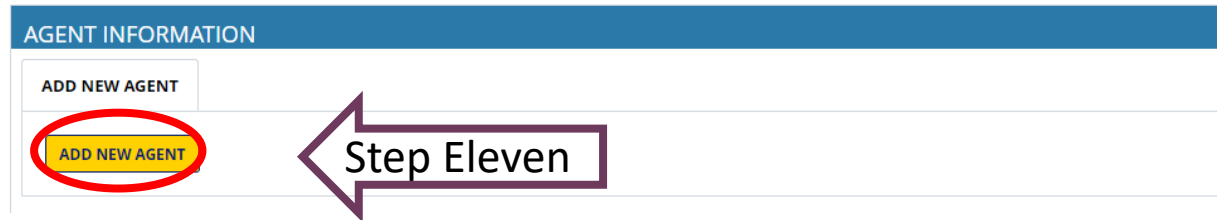
Agent Information

Step Eleven: Add Agents

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

Step Twelve: 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.

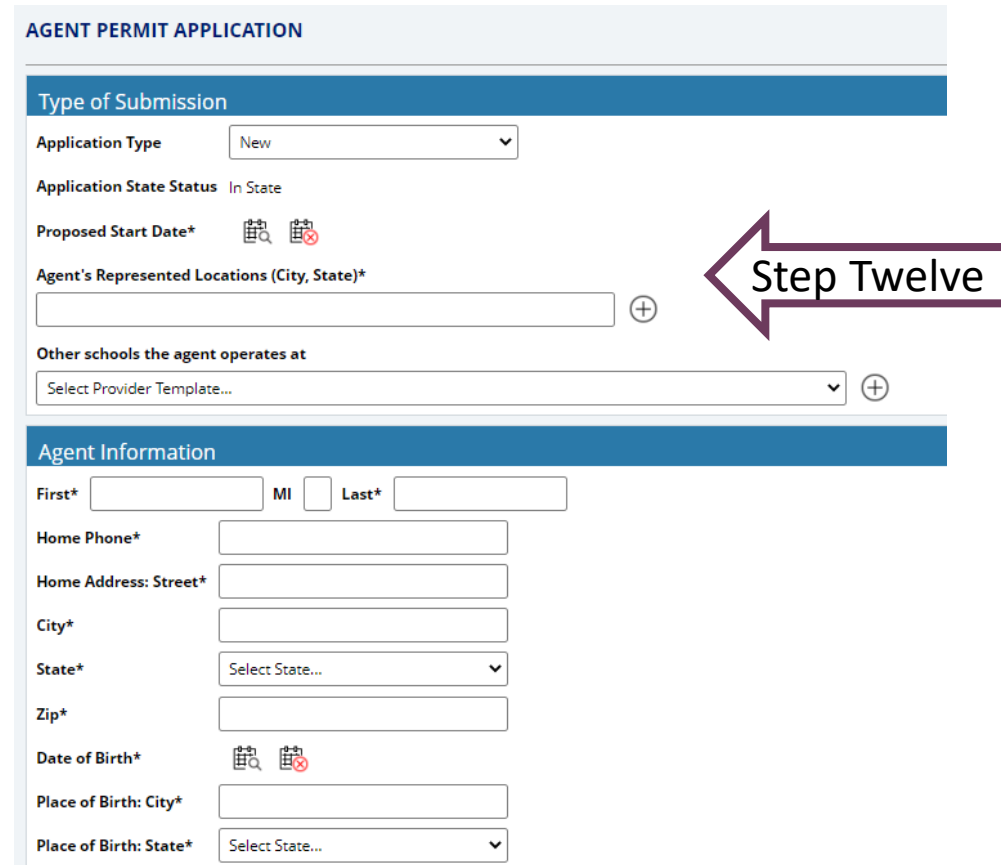


AGENT INFORMATION

ADD NEW AGENT

ADD NEW AGENT

Step Eleven



AGENT PERMIT APPLICATION

Type of Submission

Application Type: New

Application State Status: In State

Proposed Start Date*

Agent's Represented Locations (City, State)*

Other schools the agent operates at

Select Provider Template...

Agent Information

First* MI Last*

Home Phone*

Home Address: Street*

City*

State* Select State...

Zip*

Date of Birth*

Place of Birth: City*

Place of Birth: State* Select State...

Step Twelve

Agent Application (continued)

Step Thirteen: 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.

Step Fourteen: 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. It is divided into two main sections: 'History' and 'Disclosures'.

History Section:

- Question A: Have you ever been a private occupational school owner before?* (Radio buttons for Yes and No).
- Question B: Have you ever been licensed as a private school agent in any state, including Colorado?* (Radio buttons for Yes and No).
- Employment History: Last five (5) years, starting with the most recent: (Table icon).
- Empty table with 'INSERT ROW' and 'DELETE' buttons. The 'INSERT ROW' button is circled in red.

Disclosures Section:

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

Two purple arrows point to the respective sections: 'Step Thirteen' points to the History section, and 'Step Fourteen' points to the Disclosures section.

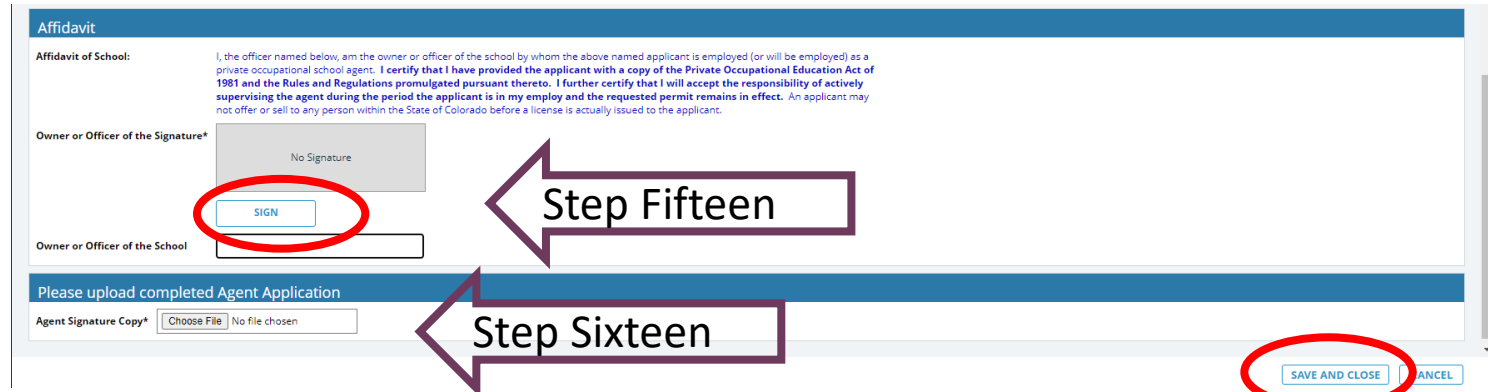
Agent Application Affidavit

Step Fifteen: 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.

Step Sixteen: 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". It contains a paragraph of text for the "Affidavit of School:" section. Below this, there is a "No Signature" placeholder and a "SIGN" button, which is circled in red. A purple arrow labeled "Step Fifteen" points to this button. Below the signature area is a "Choose File" button and a "No file chosen" text. A purple arrow labeled "Step Sixteen" points to this area. At the bottom right, there are "SAVE AND CLOSE" and "CANCEL" buttons, with "SAVE AND CLOSE" circled in red.



The screenshot shows a pop-up window titled "Sign Here". It contains a large text area with the text "Your Signature Here" and a small "X" icon in the bottom left corner. At the bottom right, there are "OK", "CLEAR", and "CANCEL" buttons, with the "OK" button circled in red.

Surety Information

Step Seventeen: Surety Information

Click **Choose File** to upload the Surety Calculation in the form of a letter or table showing the detailed calculations. Enter the amount of surety determined from the proposed surety calculation. Check yes or no for Umbrella Bond. The minimum surety amount for an in-state school is \$5,000.

Step Eighteen: 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 schools: Provide a proposed surety calculation in word or excel format
For all other schools: Use the surety calculation sample table to calculate and upload

Surety Calculation	<input type="button" value="Choose File"/> No file chosen
Surety calculation amount	\$ <input type="text"/>
Umbrella Bond?	<input type="radio"/> Yes <input type="radio"/> No
Total surety coverage [?]	\$0.00
In State Total Surety Minimum Amount	\$5,000.00

Step Seventeen

Surety Details

Select Surety Description ☐ Continuation Certificate ☒ Original ☐ Rider

Enter Surety Amount	\$ <input type="text"/>
Select Effective Date	<input type="text"/> <input type="text"/>
Select Expiration/Maturity Date	<input type="text"/> <input type="text"/>
Surety Document	<input type="button" value="Choose File"/> No file chosen
Select Surety Type	<input type="radio"/> Bond <input type="radio"/> CD <input type="radio"/> Contract with private entity (Rule IV.E.7) <input type="radio"/> Irrevocable Letter of Credit <input type="radio"/> Savings Account
Enter Surety Account Number	<input type="text"/>
Select Surety Holder	Select DPOS Surety Holder... <input type="text"/>
Enter Surety Company Phone	<input type="text"/>

Step Eighteen

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

SUBMIT SURETY

Financial Information

Step Nineteen:

Click **Choose File** to upload pro forma financials to estimate the school's income and expenses for the next 12 months. Click **Add Financial Institution** to enter the information for the financial institution where the school conducts business.

Step Twenty: Facility Attachments

Click **Choose File** to upload the requested documents for review with the application.

FINANCIAL INFORMATION

Financial Attachments

Financial Instructions

New schools must submit a set of pro forma financials (balance sheet, income and expense statement) to estimate the school's income and expenses for the next 12 months.

Renewing schools must submit a cover sheet, balance sheet, income and expense statement, and all supporting notes prepared by an independent public accountant or certified public accountant pursuant to Rule III.A.3.

Current Income and Expense Statement (for school itself) No file chosen

Current Income and Expense Statement (parent firm, if applicable) No file chosen

Current Balance Sheet (pro forma for new school) No file chosen

Supporting Notes (if applicable) No file chosen

Financial Institution Instruction List the name and addresses of all financial institutions with which the school conducts business:

ADD FINANCIAL INSTITUTION

Financial Institutions

FACILITY ATTACHMENTS

Copy of facility's signed lease agreement

No file chosen

Current safety inspection report(s) for facility (completed within past 12 months)

No file chosen

Current equipment inspection report(s) (if applicable)

No file chosen

Educational Attachments

Step 21: Educational Attachments

Click **Choose File** to upload draft copies of media advertising, degrees, transcripts, and a complete list of physical inventory of equipment to be used. Upload the remaining requested school documents for review with the application. The Catalog Checklist and Enrollment Agreement Checklist must be downloaded from the DPOS Connect website, filled out, and saved as a file for upload with the application.

Step 22: Education Information

Answer questions and provide additional information as requested for any yes answers.

EDUCATIONAL ATTACHMENTS

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

No file chosen

Copies of degrees/diplomas/certificates of completion in compliance with Rule III. I. (draft for new schools)

No file chosen

Copies of transcripts in compliance with Rule III. I. (draft for new schools)

No file chosen

Complete list of physical inventory of the equipment to be used to present the programs/stand-alone courses

No file chosen

Catalog

No file chosen

Catalog Checklist

No file chosen

Enrollment Agreement

No file chosen

Enrollment Agreement Checklist

No file chosen

Step 21

EDUCATION INFORMATION

Do you accept student tuition from any lending/funding institutions (e.g. private entities, VA, Workforce, etc.)? ☐ Yes ☐ No

of students anticipated in 1st year

Does the school offer any programs or courses that contain an internship component? ☐ Yes ☐ No

Does the school offer any programs or courses that contain an externship component? ☐ Yes ☐ No

Does the school offer any programs or courses that include online or distance education? ☐ Yes ☐ No

Step 22

Program/Stand-Alone Course

Step 23: Add Program/Stand-Alone Course

Five program or stand-alone courses are included in the new school application fee. Additional programs/courses may be added with the application for an additional fee. Click **Add New Program/Stand-Alone Course** to enter information in a new window.

PROGRAM/STAND-ALONE COURSE

Program/Stand-Alone Courses for a new application

Programs/stand-alone courses to be offered by the school should be added to the application. The application to operate fee includes any combination of up to 5 programs/stand-alone courses, additional programs/stand-alone course applications can be included for an additional fee. Once this application to operate is submitted to DPOS for review, additions or changes to these program applications will not be accepted.

After the DPOS board approves the application to operate, additional individual programs/stand-alone courses can be submitted for approval using the New Program/Stand-Alone Course button on the Applications/Forms tab.

of Programs/Stand-Alone Courses allowed to be submitted on a Provisional Application without extra charge 5

ADD NEW PROGRAM/STAND-ALONE COURSE

Programs/Stand-Alone Courses Added On This Application

Empty.

DELETE

EDIT THE SELECTED PROGRAM/STAND-ALONE COURSE

Enter Program/Stand-Alone Course Information

Step 24: Enter Name

Enter name of Program/Stand-Alone Course.

Step 25: Enter Program Information

Choose the 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 26: 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 'School Name' field. Below it, a blue header bar reads 'PROGRAM'. Under this header is a text input field labeled 'Program/Stand-Alone Course Name*'. A purple arrow labeled 'Step 24' points to this field. To the right of the header bar is a dropdown menu labeled 'DPOS Program Status' with the value 'Unsubmitted to DPOS'. Below the header bar is a section titled 'DPOS FIELDS'. Inside this section, there is an 'Approval Letter' field with a 'Choose File' button and the text 'No file chosen'. Below that is another blue header bar labeled 'Program Information'. Under this bar are four rows of dropdown menus: 'Program Type*' (with 'Select DPOS Program Type...'), 'Award Type*' (with 'Select DPOS Type of Award...'), 'Method of Delivery*' (with 'Select DPOS Method of Delivery...'), and 'Category*' (with 'Select DPOS Program Categories...'). A purple arrow labeled 'Step 25' points to the 'Program Type*' dropdown, and another purple arrow labeled 'Step 26' points to the 'Category*' dropdown.

Distance Education Questions: 100% Online Only or Hybrid/Blended Method of Delivery

****Note:** If method of delivery chosen in Step 25 is Classroom Only or Other, skip this page as the Distance Education questions will not appear.

Answer Questions

Use the text box to 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?*	<div></div>
How does the school confirm a student has consistent access to necessary technological resources (internet and computer access)?*	<div></div>
Does the coursework require specific computer hardware and/or software?*	<div><input checked="" type="radio"/> Yes <input type="radio"/> No</div>
Who supplies the computer hardware/software?	<div><div><input type="radio"/> School purchases & provides to students</div><div><input type="radio"/> Students purchase</div><div><input type="radio"/> Other</div></div>
What is the extent of faculty training needed with the software to become proficient?*	<div></div>
What Learning Management System(s) (LMS) does the school use to deliver instruction?*	<div></div>
If an LMS is not used, please explain how the online education is delivered.*	<div></div>
What type of technical support is available to students for the online portion of the course/program?*	<div></div>

Continue Program/Stand-Alone Course Application

Step 27: 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 28: 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 29: Prerequisites

List the minimum prerequisites needed to enroll in the program/course that are not an administrative requirement for acceptance into the school. If none, indicate "None".

Maximum Student/Teacher ratio per Class:		Please enter your ratio in ### : ## format. Enter 0 if no lab.
Theory*	<input type="text"/>	Step 27
Lab*	<input type="text"/>	
Maximum time allowed for online education, if applicable.	<input type="text"/>	

Scheduled Length

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

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 a into the school).

If no prerequisite is required, please indicate "NONE."

Program/Course Prerequisite(s)* ?

Step 29

Program Costs and Occupational Objective

Step 30: Cost Information

Use the program cost fields to enter the cost for each item. Enter zero if no cost is associated with item.

Step 31: Calculate

Click **Calculate** to verify the total cost of the Program/Course.

Step 32: Occupation

Enter the name of occupation(s) the program/course will provide training and skills.

Step 33: Objective

From the dropdown menu, choose the program objective that applies. Click the + sign 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 COSTS

Cost Information If enrollment will increase due to this new program/course, you may need to increase your surety coverage.
Do not leave a cost field blank, enter zero if no cost associated.

Program Tuition Cost* ⓘ

\$

Program Supplies Cost* ⓘ

\$

Program Fees Cost* ⓘ

\$

Program Books Cost* ⓘ

\$

Program Total Cost ⓘ

\$ 0.00

CALCULATE

Additional Cost Information

Step 30

Step 31

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)* ⓘ

Select Program Prepares Students... ▼

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 32

Step 33

Program/Stand-Alone Course Attachments

Step 34: Attachments

Choose the type of evaluator 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 add details.

Step 35: Program/Course Outline

A new section pops up within the application, click **Add Course/Topic**. A new window will appear to enter each course/topic within the program.

Required Attachments for Programs/Stand-Alone Courses

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

The curriculum has been reviewed by:* ☐ Advisory Committee ☒ Evaluator

Evaluator Report 1	<input type="button" value="Choose File"/> No file chosen
Evaluator Report 2	<input type="button" value="Choose File"/> No file chosen
Evaluator Report 3	<input type="button" value="Choose File"/> No file chosen
Externship agreement in compliance with Rule III.B.6, if applicable.	<input type="button" value="Choose File"/> No file chosen
A complete physical inventory of equipment to be used for the course.*	<input type="button" value="Choose File"/> No file chosen
A list of textbooks used including titles, publishers, and copyright dates.*	<input type="button" value="Choose File"/> No file chosen
A list of reference materials.*	<input type="button" value="Choose File"/> No file chosen
A list of teaching aids, materials and supplies.*	<input type="button" value="Choose File"/> No file chosen

START PROGRAM/COURSE OUTLINE

PROGRAM/COURSE OUTLINE: Must enter at least 1 record

ADD COURSE/TOPIC

Course Outline Window

Step 36: 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 37: 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 the 'New DPOS Program Course Outline' window. It 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 with the value '0.00'.
- Credit Hours (if applicable)**: A dropdown menu with the option 'Select Credit Duration...'.
- # of Credit Hours**: A text input field.
- Online Only: # of Lessons**: A text input field.
- Course Syllabus Attachment***: A button labeled 'Choose File' and the text 'No file chosen'.

Annotations on the screenshot:

- A purple arrow labeled 'Step 36' points to the 'Course/Topic*' field.
- A purple arrow labeled 'Step 37' points to the 'Theory Hours*', 'Lab Hours*', and 'Internship/Externship Hours' fields.
- A red circle highlights the 'SAVE AND CLOSE' button at the bottom right.

Return to Provisional Application

Step 38: Review

After all courses/topics are added, this section will calculate the total hours. To navigate back to the provisional application, use the "<" icon in the top left corner. Do not use the browser's back arrow.

PROGRAM/STAND-ALONE COURSE OUTLINE

Theory Hours	25.00 hours	Total Lab Hours*	20.00 hours	Total Internship/Externship Hours	0.00 hours
Total Contact Hours*	45.00 hours				
Total Credit Hours (if applicable)	3.00hours				
Total Online Lessons	0 lessons				

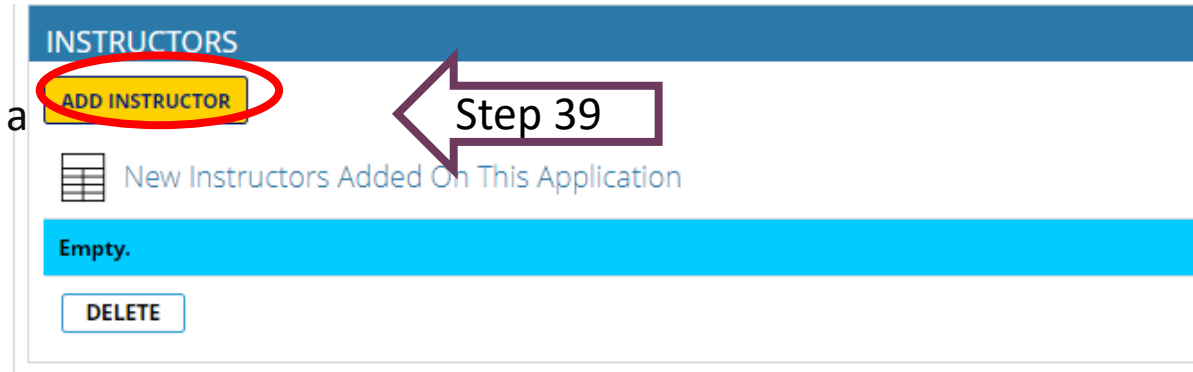
Step 40

Navigation instruction To navigate back to the application page, on the top left corner click on "<" icon. Do not click on the browser's arrow back button

Instructors

Step 39: Add Instructors

Click **Add Instructor** to enter instructor information on a new pop-up window.



INSTRUCTORS

ADD INSTRUCTOR

Step 39

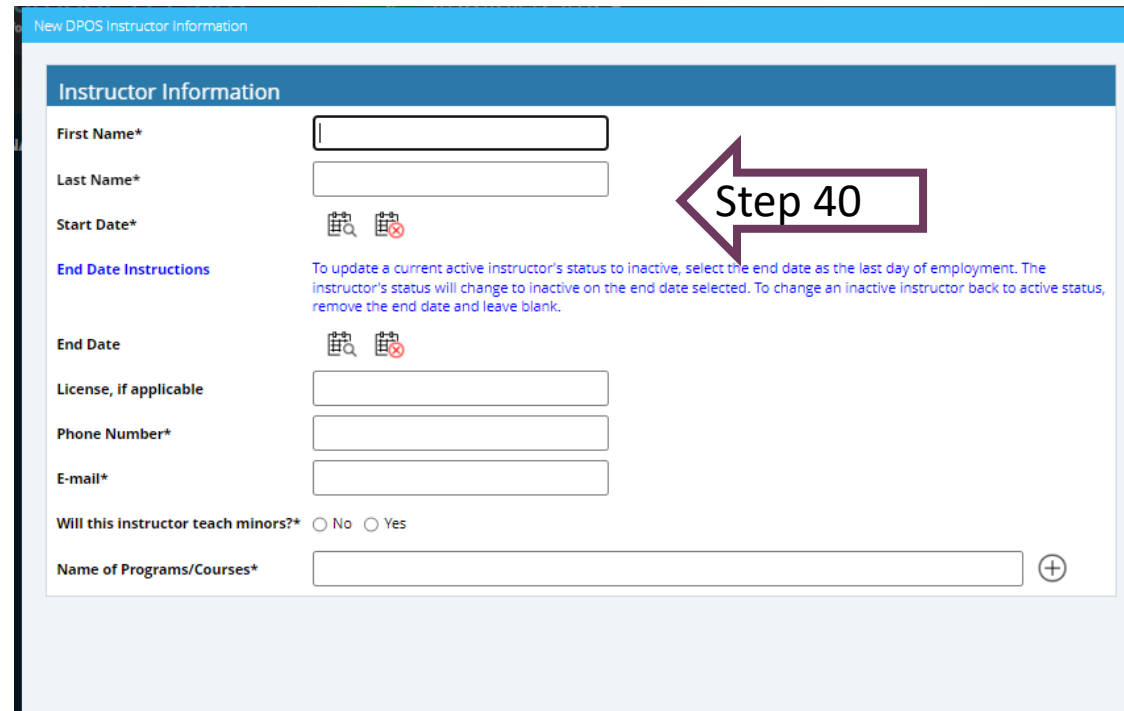
New Instructors Added On This Application

Empty.

DELETE

Step 40: Enter Instructor Information

Enter requested instructor information. Click calendar icon to select start date. Do not select end date for an active instructor. This will be used, when needed, to make an instructor inactive once the school is approved. For the License, if applicable, field enter any license information if required to teach. Click **Save and Close** to return to the application. Added instructors will be listed on the table for review. Repeat to add as many instructors as needed.



New DPOS Instructor Information

Instructor Information

First Name*

Last Name*

Start Date*

End Date

License, if applicable

Phone Number*

E-mail*

Will this instructor teach minors?* ☐ No ☐ Yes

Name of Programs/Courses*

Step 40

End Date Instructions

To update a current active instructor's status to inactive, select the end date as the last day of employment. The instructor's status will change to inactive on the end date selected. To change an inactive instructor back to active status, remove the end date and leave blank.

Required Disclosures

Step 41: Disclosures

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

Step 42: 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

[NEXT STEP: PREVIEW UNSUBMITTED APPLICATION](#) [CANCEL APPLICATION](#)

Review Application

Step 43: Review Application

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

Step 44: 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.

Step 44

PERSONAL NAVIGATION

- School Profile
- KC Test School

DPOS SCHOOL

☐ School Reviews Application

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

Step 45: 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.

Step 46: 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