

# *New School Application to Operate In-state*

*-not under common ownership*

DPOS Connect User Guide

V 1.2

October 1, 2022



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

# FAQ's

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

# Documents you will need to upload:

1. List of other members having controlling interest in the school
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, if applicable
6. Completed and signed Agent Application ([download here](#))
7. Surety proposal document showing detailed calculations and method used to calculate surety amount
8. Surety Document: Bond application, or Irrevocable Letter of Credit form, or CD-Savings account assignment form ([download here](#))
9. Pro-forma financials (balance sheet and income and expense statements) to estimate the next 12 months of income and expenses
10. Signed lease agreement for facility
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 here](#))
14. Enrollment Agreement and Checklist ([download here](#))
15. Evaluator reports or Advisory Committee minutes for each program/stand-alone course submitted with application ([download here](#))
16. Syllabi for all courses
17. Samples of media advertising (draft)
18. Samples of diplomas/degrees/certificates of completion (draft)
19. Samples of transcripts (draft)
20. Comprehensive and itemized list of all equipment and supplies the school maintains to provide training
21. Internship/externship agreements, if applicable
22. Instructor Applications ([download here](#))

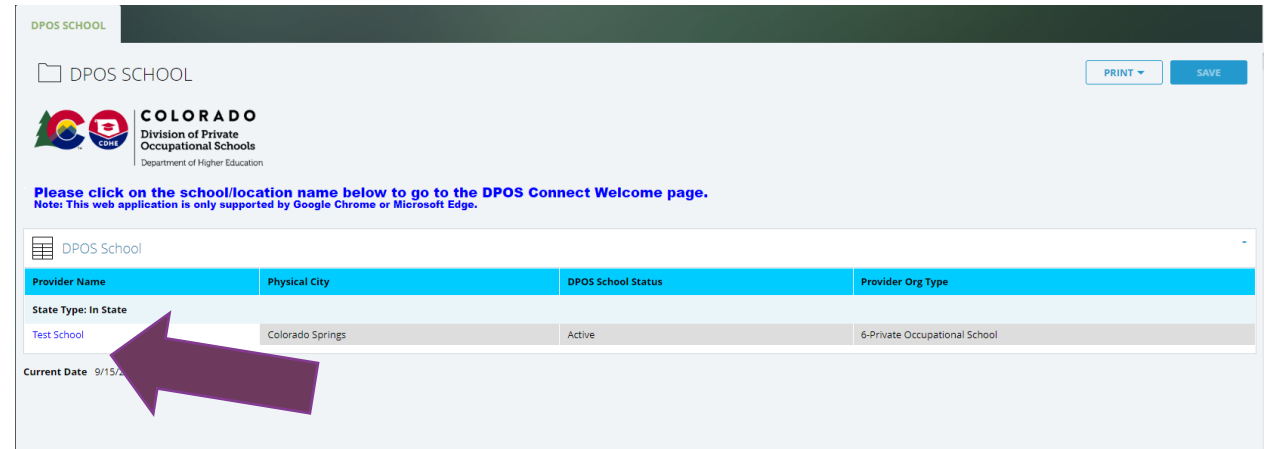
# Get Started

## Request Username

To start a new school application in DPOS Connect, go to [www.ColoradoETPL.org](http://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.



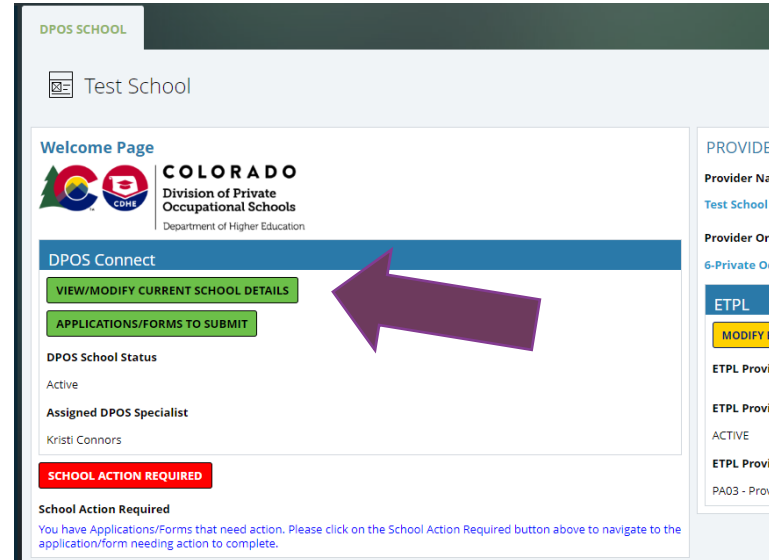
The screenshot displays the DPOS SCHOOL interface. At the top, there is a header with the text "DPOS SCHOOL" and a "DPOS SCHOOL" breadcrumb. Below the header, there are logos for the Colorado Department of Higher Education and the Division of Private Occupational Schools. A message states: "Please click 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." Below this message is a table with the following columns: Provider Name, Physical City, DPOS School Status, and Provider Org Type. The table contains one row with the following data: Test School, Colorado Springs, Active, and 6-Private Occupational School. A purple arrow points to the "Test School" entry. At the bottom left, the current date is shown 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

## Step One: Welcome Page

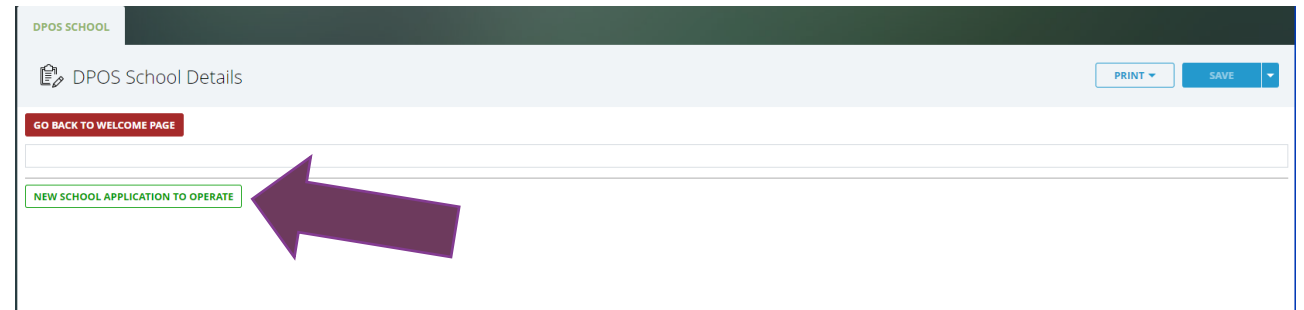
Click View/Modify Current School Details on the Welcome Page. **Please note:** once the application is in- progress it will be found on the School Action Required page which can be accessed by clicking on the red **School Action Required** button on the Welcome Page.



The screenshot shows the 'DPOS SCHOOL' interface for 'Test School'. The 'Welcome Page' header includes the Colorado Department of Higher Education logo and the text 'COLORADO Division of Private Occupational Schools'. Below this, the 'DPOS Connect' section contains two buttons: 'VIEW/MODIFY CURRENT SCHOOL DETAILS' (highlighted with a purple arrow) and 'APPLICATIONS/FORMS TO SUBMIT'. A red 'SCHOOL ACTION REQUIRED' button is also visible. The right sidebar shows 'PROVIDER' information, including 'Provider Name: Test School' and 'Provider Org: Private Oc'. A 'MODIFY E' button is also present in the sidebar.

## Step Two: Click Button

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



The screenshot shows the 'DPOS School Details' page. At the top right, there are 'PRINT' and 'SAVE' buttons. Below the header, there is a red 'GO BACK TO WELCOME PAGE' button. The main content area features a green 'NEW SCHOOL APPLICATION TO OPERATE' button, which is highlighted with a purple arrow.

# 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



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### 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 from the Office of the Secretary of State.

## 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  
Physical address is the school's primary location where enrollment occurs.

Physical Address*	<input type="text" value="530 Communication Circle"/>
Physical Address 2	<input type="text"/>
Physical City*	<input type="text" value="Colorado Springs"/>
Physical State*	<input type="text" value="CO"/>
Physical Zip*	<input type="text" value="80905"/>
Mail Address	<input type="text" value="2005 Aeroplaaza Drive"/>
Mail Address 2	<input type="text"/>
Mail City	<input type="text" value="Colorado Springs"/>
Mail State	<input type="text" value="CO"/>
Mail Zip	<input type="text" value="80916"/>

Explanation about other classrooms offered Please list any other locations this school will utilize to offer education/training.

Does the school provide training at any location other than listed above (separate classrooms)?

No  Yes

Separate Classroom Document

<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 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**.

## Agent Permit Application

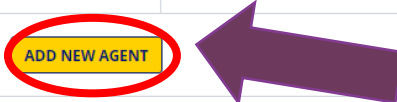
The agent permit application will pop up in a new window to enter the agent's information. Click the calendar icon to select the proposed start date for the agent. Enter the city and state for the school locations the agent will represent. If the agent operates at any other schools, select the school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

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 is a large white box with the text "Your Signature Here" in a cursive font. A small "X" is in the bottom left corner of the box. At the bottom, there are three buttons: "OK" (circled in red), "CLEAR", and "CANCEL".

# Surety Information

## 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.

## 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 the following information: 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 will that tuition 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 provisional school projects to receive at any given time.

For renewal and change of ownership applications: Click on the surety calculation sample file provided below to calculate surety amount and upload the table.

Surety Calculation  No file chosen

Surety calculation amount \$

Umbrella Bond?  Yes  No

Total surety coverage <sup>Ⓜ</sup> \$0.00

In State Total Surety Minimum Amount \$5,000.00

Surety documents for this application

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

# Financial Information

## Financial Attachments

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.

### 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

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

### Facility Attachments

**Signed lease agreement for facility**

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

# Education Information

## Required Attachments

Click **Choose File** to upload draft copies of media advertising, degrees, transcripts, and a comprehensive list of physical inventory of equipment and supplies 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.

## Education Information

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

### Required Attachments

Samples of media advertising, promotional literature, website, and/or social media (draft for new schools)  
 No file chosen

Samples of degrees/diplomas/certificates of completion in compliance with Rule III. I. (draft for new schools)  
 No file chosen

Samples of transcripts in compliance with Rule III. I. (draft for new schools)  
 No file chosen


Comprehensive and itemized list of all equipment and supplies the school maintains to provide training in the approved 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



### Education Information


Does the school accept/plan to accept student tuition from any lending/funding institutions (e.g. private entities, VA, Workforce, etc.)?  Yes  No

Number of students anticipated in 1st year

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

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

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



# Program/Stand-Alone Course

## 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

## Enter Name

Enter name of Program/Stand-Alone Course.

## 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.

## DPOS Category

Choose the program category that best describes the subject matter.

DPOS SCHOOL

DPOS Program Details

School Name Testing School

Program/Stand-Alone Course

Program/Stand-Alone Course Name\*

DPOS Program/Stand-Alone Course Status Unsubmitted to DPOS

DPOS Program submitted when? As part of the initial Provider Application

DPOS FIELDS

Program/Stand-Alone Course Information

Submittal Type\* Select DPOS Submittal Type...

Award Type\* Select DPOS Type of Award...

Method of Delivery\* Select DPOS Method of Delivery...

Category\* Select DPOS Program Categories...



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

**\*\*Note: If method of delivery selected 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?*	<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 Program/Stand-Alone Course Application

## Student/Teacher Ratios

Enter the student to teacher ratio for theory and lab(if no lab, enter “0”) classes in the format:

#students : #teachers

## 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.

## 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 as #students : #teachers format. Example: 12:1  
Enter 0 if course does not contain a lab component.

Theory\*

Lab\*

---

**Scheduled Length**

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

Maximum time allowed to complete online education, if applicable.

---

**Prerequisite Instructions**

List the minimum requirement(s) to enroll in the program/stand-alone 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 Prerequisite(s)\* ?

---

# Costs and Occupational Objective

## Cost Information

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

## Calculate

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

## Occupation

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

## 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/Stand-Alone Course Costs**

Cost Information Enter zero if no cost associated.

Program Tuition Cost\* ? \$


Program Supplies Cost\* ? \$

Program Fees Cost\* ? \$

Program Books Cost\* ? \$

Program Total Cost ? \$ 0.00

Additional Cost Information



**Occupational Objective**

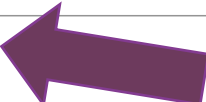
**Instructions** Please list the name of occupation(s) the program/course will provide training and skills for: *Name of Occupation(s):*

Name of Occupation(s)\*

The objective is (select all that apply)\* ?

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



# Program/Stand-Alone Course Attachments

## Curriculum Reviewed By

Choose who the curriculum was reviewed by.

### Advisory Committee:

If it is Advisory Committee, upload the advisory committee minutes. Upload the resume/bio for each Advisory Committee member. Click the + sign to add additional members. Click **Start Program/Course Outline** to add courses/topics.

### Evaluator:

If Evaluator is chosen, upload the completed evaluator report (downloaded from DPOS website), the resume/bio, and the regulatory credential (if applicable) for each evaluator. Click **Start Program/Course Outline** to add courses/topics.

## 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

The curriculum has been reviewed by:\*  Advisory Committee  Evaluator

Advisory Committee Minutes

Choose File No file chosen

Advisory Committee Member Resume/Bio

Choose File No file chosen



Externship agreement in compliance with Rule III.B.6, if applicable.

Choose File No file chosen

**START PROGRAM/COURSE OUTLINE**

### Required Attachments for Programs/Stand-Alone Courses

The curriculum has been reviewed by:\*  Advisory Committee  Evaluator

Evaluator Report 1

Choose File No file chosen

Evaluator Resume/Bio 1

Choose File No file chosen

Evaluator Regulatory Credential 1(if applicable)

Choose File No file chosen

Evaluator Report 2

Choose File No file chosen

Evaluator Resume/Bio 2

Choose File No file chosen

Evaluator Regulatory Credential 2 (if applicable)

Choose File No file chosen

Evaluator Report 3

Choose File No file chosen

Evaluator Resume/Bio 3

Choose File No file chosen

Evaluator Regulatory Credential 3 (if applicable)

Choose File No file chosen

Externship agreement in compliance with Rule III.B.6, if applicable.

Choose File No file chosen

**START PROGRAM/COURSE OUTLINE**

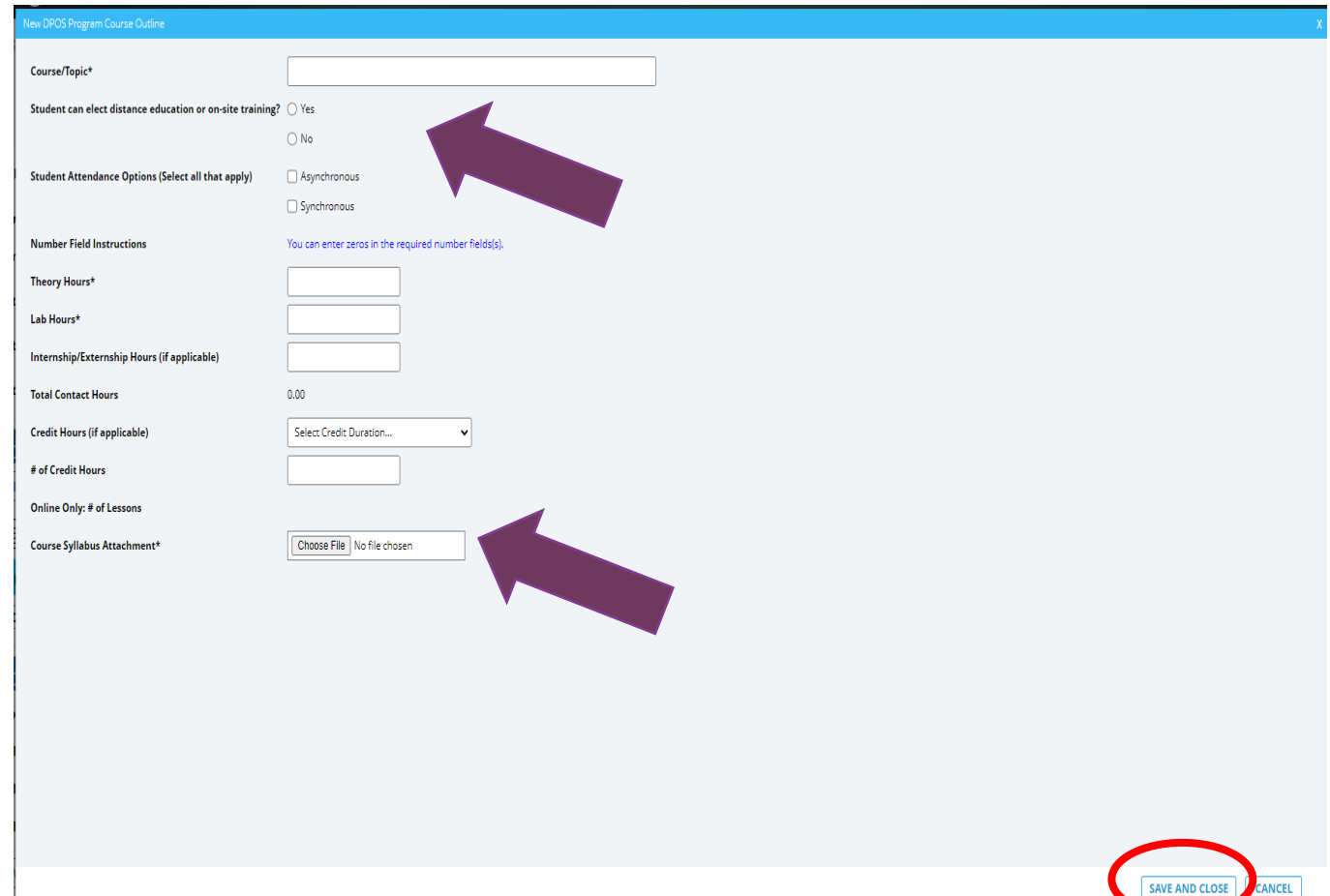
# Course Outline Window

## 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.

## 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 a web form titled "New DPOS Program Course Outline". The form 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". A purple arrow points to the "No" option.
- 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 containing "0.00".
- Credit Hours (if applicable)**: A dropdown menu with "Select Credit Duration..." as the selected option.
- # of Credit Hours**: A text input field.
- Online Only: # of Lessons**: A text input field.
- Course Syllabus Attachment\***: A file selection button labeled "Choose File" with "No file chosen" below it. A purple arrow points to this button.

At the bottom right of the form, there are two buttons: "SAVE AND CLOSE" and "CANCEL". The "SAVE AND CLOSE" button is circled in red.

# Return to Provisional Application

## 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

**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

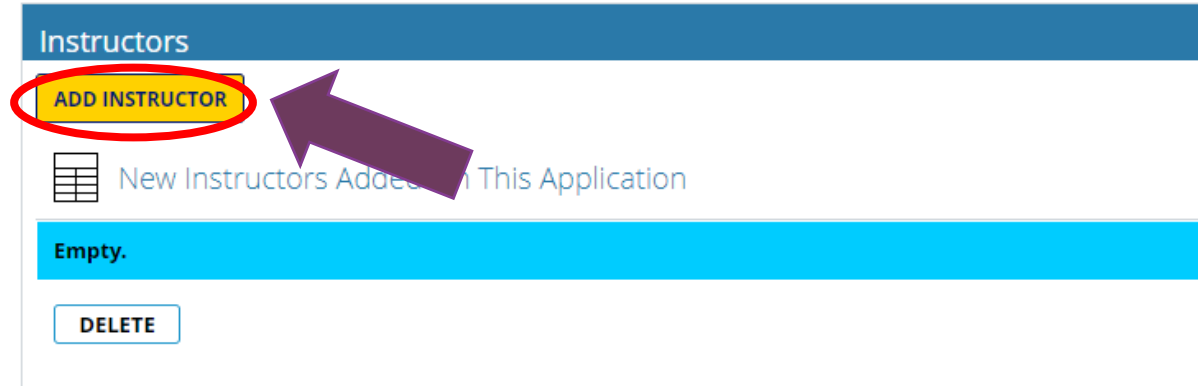
# Instructors

## Add Instructors

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

## 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 field enter any license information if required to teach. Upload a completed instructor application (download from DPOS website). 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.



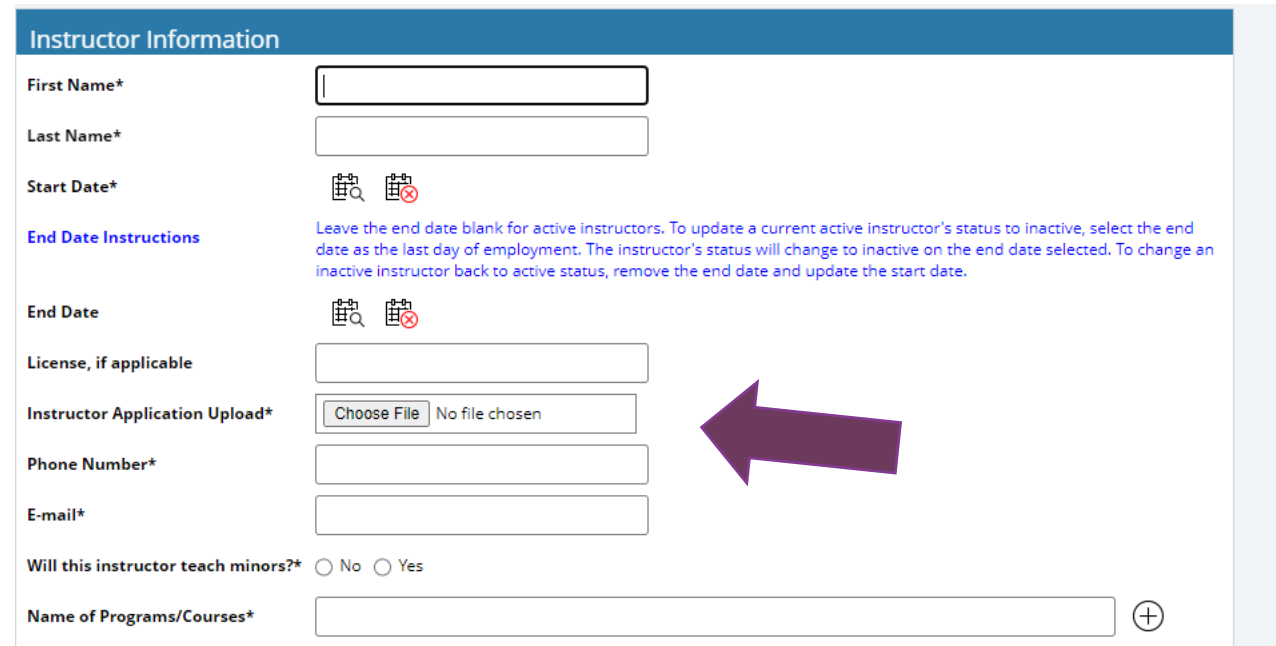
Instructors

**ADD INSTRUCTOR**

New Instructors Added in This Application

Empty.

DELETE



Instructor Information

First Name\*

Last Name\*

Start Date\*

**End Date Instructions** Leave the end date blank for active instructors. 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 update the start date.

End Date

License, if applicable

**Instructor Application Upload\***  No file chosen

Phone Number\*

E-mail\*

Will this instructor teach minors?\*  No  Yes

Name of Programs/Courses\*

# 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 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

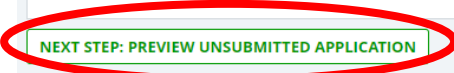
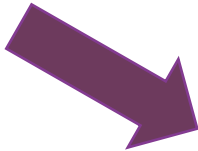
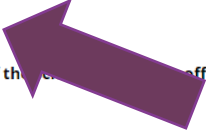
Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?  
 Yes  No

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

## 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.

The screenshot shows the 'School Reviews Application' interface. The breadcrumb trail at the top reads: DPOS SCHOOL > SCHOOL PROFILE > KC TEST SCHOOL > DPOS SCHOOL DETAILS > WORKFLOW ITEMS WAITING FOR YOUR ACTION > SCHOOL REVIEWS APPLICATION. The left sidebar shows 'PERSONAL NAVIGATION' with 'School Profile' and 'KC Test School' options. The main content area has a 'School Reviews Application' header with 'PRINT' and 'SAVE' buttons. Below is an 'Overview' section showing 'DPOS Application Stage' as 'Unsubmitted', 'Provider Application Type' as 'Provisional', and 'DPOS School Status' as 'Inactive' with 'Provider Application\_System ID' 975. A 'How to edit table' section provides instructions. A red circle highlights the 'SCHOOL DEMOGRAPHICS' tab in the navigation bar. Below this, the 'SCHOOL DEMOGRAPHICS' section contains fields for 'School Name' (KC Test School), 'State Status\*' (In State), 'School Telephone (include Ext.)\*' (1234567891), 'Email Description' (with a note about public publication), 'School E-mail\*' (kconnors0513@gmail.com), and 'School Website' (with an 'EDIT HYPERLINK' button). Below this is a section with four questions, each with 'Yes' and 'No' radio button options: 'Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?\*', 'Had a professional license or permit disciplined, denied, revoked, or relinquished in Colorado or any other state?\*', 'Ever been disciplined by any governmental regulatory body or professional association in Colorado or any other state?\*', and 'Does the School teach students under the age of 16 years? If yes, instructors teaching these students are subject to a criminal background check.\*'. At the bottom, a navigation bar contains four buttons: 'GO BACK TO 1ST STEP', 'LEAVE APPLICATION & GO TO SCHOOL'S DPOS PROFILE PAGE', 'NEXT STEP: VIEW PAYMENT DETAILS' (highlighted with a red circle), and '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.


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 Your Invoice

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

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

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 Invoice Line Items

No.	Payment Code	Price	Description	Quantity	Total
Invoice ID: 6					
1	<a href="#">PAF</a>	\$5,000.00	Provisional (New In-State) School Application Fee	1	\$5,000.00
2	<a href="#">IAF</a>	\$300.00	In-State Agent (New & Renewal) Fee	1	\$300.00
<b>Total:</b>					<b>\$5,300.00</b>