

# *Quarterly Assessments*

DPOS Connect User Guide

V 1.0

June 14, 2022



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

# Information you will need:

- Total number of students enrolled for the reporting period

# Quarterly Assessment

(there are two ways to access the Quarterly Assessment form)

## First Option to locate Quarterly Assessment:

On the school profile page, the Applications/Forms Overview scorecards will show an orange number when there is an application/form that needs the school's attention. The actual application/form can be found below in the Forms that need School Action section. Annual Filings and Quarterly Assessments will be available during the submittal time period on the Recurring Forms tab. Click on the Quarterly Assessment record to complete the form.

The screenshot displays the DPOS SCHOOL interface. On the left, a 'PERSONAL NAVIGATION' sidebar includes 'School Profile' and 'Career School'. The main content area shows the 'DPOS SCHOOL' profile page. A 'School Profile' table lists details like 'Provider Name', 'Physical City', 'DPOS School Status', 'ETPL Provider StatusUnderDev', and 'Provider Org Type'. Below this is the 'Applications/Forms Overview' section, which contains several scorecards. The 'Quarterly Assessment' scorecard shows a '1' in orange, indicating a pending action, with a purple arrow pointing to it. Below the scorecards is the 'Forms that need School Action' section, which has tabs for 'PROGRAM', 'SURETIES', 'AGENT', 'RECURRING FORMS', 'APPLICATION TO OPERATE', and 'CHANGE OF OWNERSHIP'. The 'RECURRING FORMS' tab is selected and circled in red. Under this tab, there are two tables. The first table, 'Annual Filings Needs School's Action', has columns for 'No.', 'Annual Filing Reporting Period from:', 'Reporting Period to:', 'Filing Status', 'Name', and 'Annual Filing System ID'. It contains one row for 'Annual Filing 7/1/2021'. The second table, 'Unsubmitted Quarterly Assessment', has columns for 'No.', 'Quarterly Assessment Period', 'Number of Students', 'Fee Per Student', 'Total', 'Quarterly Assessment Submission Deadline', 'School', and 'Quarterly Assessment Status'. It contains one row for '4 2022', which is circled in red. At the bottom, there are expandable sections for 'Submitted Initiate Ownership Change Requests', 'Submitted School Closure Request Forms', and 'Submitted Change of Name and/or Location'.

# Quarterly Assessment (there are two ways to access the Quarterly Assessment form)

## Second Option to locate Quarterly Assessment:

On the school profile page, click the school name. Click the DPOS Connect button on the next page to go to the School Details page. On the School Details page, click the Quarterly Assessment tab to view the Quarterly Assessment forms that are currently incomplete and also all completed Quarterly Assessments. Click on the Quarterly Assessment record for the reporting period to complete and submit to DPOS.

The screenshot shows the DPOS School profile page. A red circle highlights the school name 'Career School' in the 'State Type: In State' section. Below this, the 'Applications/Forms Overview' section displays a grid of metrics: Program Applications (0), Agent Applications (0), Annual Filing (1), Quarterly Assessment (0), Application to Operate (0), Offsite Offering (0), Surety (0), Change of Location/Name (0), and Change of Ownership (0). The 'Forms that need School Action' section includes tabs for PROGRAM, SURETIES, AGENT, RECURRING FORMS, APPLICATION TO OPERATE, and CHANGE OF OWNERSHIP.

The bottom screenshot shows the 'Quarterly Assessment' tab selected in the dashboard. A purple arrow points to this tab. Below the navigation tabs, the 'Unsubmitted Quarterly Assessments' table is displayed with the following data:

No.	Quarterly Assessment Period	Number of Students	Fee Per Student	Total	Assessment Calendar Period	Quarterly Assessment Submission Deadline	Quarterly Assessment Status	Paid	Late	Submitted On	School
1	4 2022		\$5.00	\$0.00	4/1/2022 - 6/30/2022	7/15/2022	Unsubmitted	No	No		Career School

The 'Submitted Quarterly Assessments' section below is empty.

# Quarterly Assessment Form

## Number of Students

Enter the total number of students enrolled (including those on leave of absence for any reason including those related to COVID-19. If you had no students enrolled during the reporting period, enter "0". Click Generate Invoice & Lock Down # of Students. Once this button is clicked, the number of students cannot be changed.

The screenshot displays the ColoradoETPL.org DPOS Connect interface. The top navigation bar includes the logo, 'DPOS Connect', and the user name 'Joe Smith'. The breadcrumb trail shows: DPOS SCHOOL > SCHOOL PROFILE > CAREER SCHOOL > DPOS SCHOOL DETAILS > QUARTERLY ASSESSMENT > UNSUBMITTED QUARTERLY ASSESSMENTS > 4 2022. The left sidebar contains 'PERSONAL NAVIGATION' with 'School Profile' and 'Career School' options. The main content area shows the '4 2022' assessment period. The 'Number of Students\*' field is highlighted with a red circle. Below the form fields is a button labeled 'GENERATE INVOICE & LOCK DOWN # OF STUDENTS', which is pointed to by a purple arrow. The bottom section of the form displays 'Quarterly Assessment Information' with fields for 'Quarterly Assessment Status' (Unsubmitted), 'PaymentCode' (AF), 'Paid' (No), 'Late' (No), 'Submitted On', 'Submitted By', 'Quarterly Assessment System ID' (271), and 'Provider\_System ID' (416).

Quarterly Assessment Period	4 2022
Number of Students*	<input type="text"/>
Fee Per Student	\$5.00
Total	\$0.00
Assessment Calendar Period	4/1/2022 - 6/30/2022
Quarterly Assessment Submission Deadline	7/15/2022
School	Career School

**GENERATE INVOICE & LOCK DOWN # OF STUDENTS**

Quarterly Assessment Information	
Quarterly Assessment Status	Unsubmitted
PaymentCode	AF
Paid	No
Late	No
Submitted On	Submitted By
Quarterly Assessment System ID 271	Provider_System ID 416

# Pay Invoice

## Pay Invoice

Click “Click Here to Pay” on the Invoice record to go to the payment portal. Complete payment and return to this page.

## Return to Assessment Form

After completing payment, return to this page. Click **Update Payment Status** to show paid. Click **Submit** to send to DPOS.

DPOS SCHOOL

4 2022

Fee Per Student \$5.00

Total \$5.00

Assessment Calendar Period 4/1/2022 - 6/30/2022

Quarterly Assessment Submission Deadline 7/15/2022

School Career School

Invoice

No.	Invoice ID	Payment Link	Amount	Paid On	Payment Status	CCP Order ID
1	146	<a href="#">Click Here To Pay</a>	\$5.00		Unpaid	

**SUBMIT** **UPDATE PAYMENT STATUS**

SAVE & GO TO SCHOOL PROFILE PAGE