

Quarterly Assessments

DPOS Connect User Guide

V 2.0

June 22, 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' menu 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 value of '0', with a purple arrow pointing to it. The 'Forms that need School Action' section is visible, with the 'RECURRING FORMS' tab highlighted in red. Below this, 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 Reporting Period from:', '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. The 'PERSONAL NAVIGATION' menu on the left includes 'School Profile' and 'Career School'. The main content area shows the 'DPOS SCHOOL' profile with a 'School Profile' tab selected. A red circle highlights the 'Career School' link under 'State Type: In State'. Below this is an 'Applications/Forms Overview' section with 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). At the bottom, there is a 'Forms that need School Action' section with tabs for PROGRAM, SURETIES, AGENT, RECURRING FORMS, APPLICATION TO OPERATE, and CHANGE OF OWNERSHIP.

The second screenshot shows the 'Dashboard' page with the 'QUARTERLY ASSESSMENT' tab selected. A purple arrow points to this tab. Below the navigation bar is a table titled 'Unsubmitted Quarterly Assessments' with the following data:

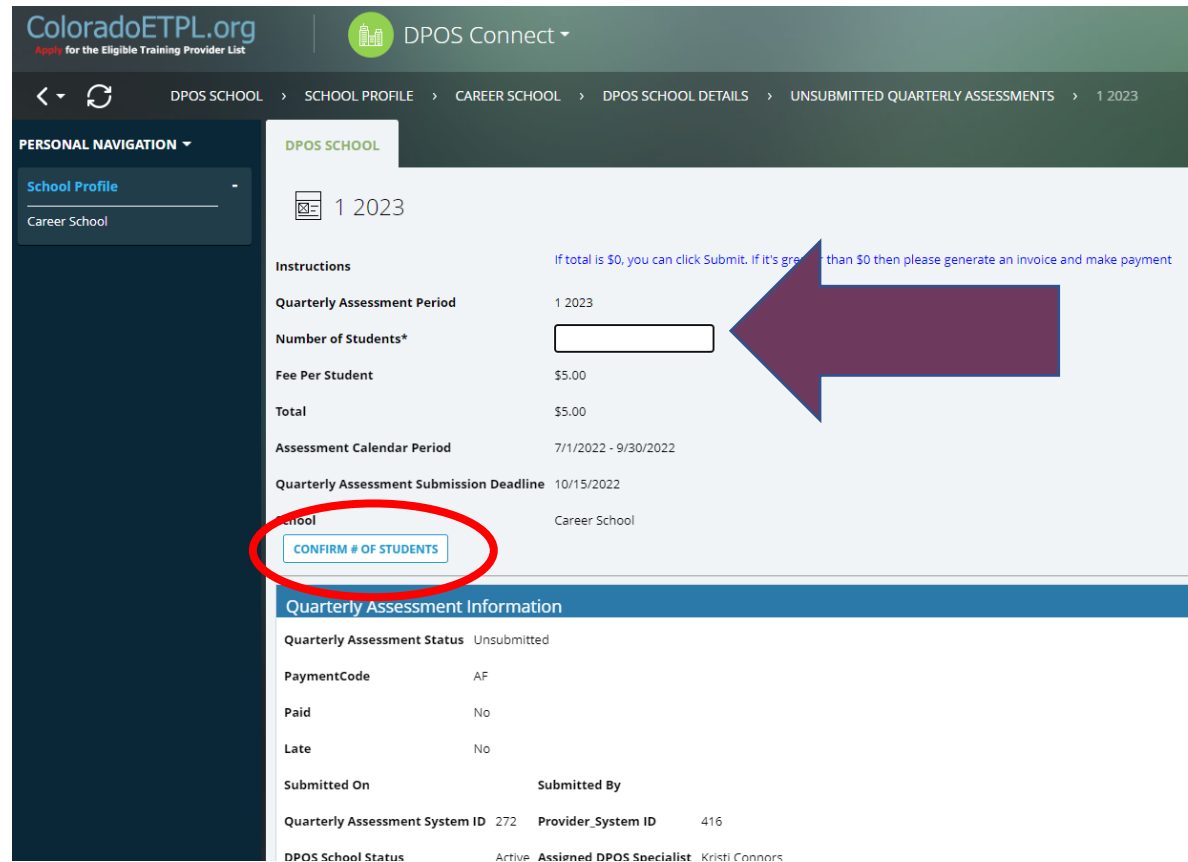
No.	Quarterly Assessment Period	Number of Students	Fee Per Student	Total	Assessment Calendar Period	Quarterly Assessment Submission Deadline	Quarterly Assessment Status	Paid	Late	Submitted On	School
1	4 2022		\$5.00	\$0.00	4/1/2022 - 6/30/2022	7/15/2022	Unsubmitted	No	No		Career School

Below this table is a section for 'Submitted Quarterly Assessments' which is currently 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). Note: If the school had no students enrolled during the reporting period, enter "0". Click **Confirm # of Students**.



ColoradoETPL.org
Apply for the Eligible Training Provider List

DPOS Connect

DPOS SCHOOL > SCHOOL PROFILE > CAREER SCHOOL > DPOS SCHOOL DETAILS > UNSUBMITTED QUARTERLY ASSESSMENTS > 1 2023

PERSONAL NAVIGATION

- School Profile
- Career School

DPOS SCHOOL

1 2023

Instructions: If total is \$0, you can click Submit. If it's greater than \$0 then please generate an invoice and make payment

Quarterly Assessment Period	1 2023
Number of Students*	<input type="text"/>
Fee Per Student	\$5.00
Total	\$5.00
Assessment Calendar Period	7/1/2022 - 9/30/2022
Quarterly Assessment Submission Deadline	10/15/2022
School	Career School

CONFIRM # OF STUDENTS

Quarterly Assessment Information

Quarterly Assessment Status	Unsubmitted
PaymentCode	AF
Paid	No
Late	No
Submitted On	Submitted By
Quarterly Assessment System ID 272	Provider_System ID 416
DPOS School Status	Active Assigned DPOS Specialist Kristi Connors

Quarterly Assessment Form

If Total Number of Students = Zero

If the number of students entered is incorrect, click Change # of Students to be able to edit the field. If the correct number of students is zero, **you must click Submit to send to DPOS**. All submitted quarterly assessments will be available on the Quarterly Assessments tab on the School Details page. If total number of students is greater than zero, skip to the next slide.

ColoradoETPL.org
Apply for the Eligible Training Provider List

DPOS Connect

DPOS SCHOOL > SCHOOL PROFILE > CAREER SCHOOL > DPOS SCHOOL DETAILS > UNSUBMITTED QUARTERLY ASSESSMENTS > 1 2023

PERSONAL NAVIGATION

- School Profile
- Career School

DPOS SCHOOL

1 2023

Instructions [If total is \\$0, you can click Submit. If it's greater than \\$0 then please generate an invoice and make payment](#)

Quarterly Assessment Period	1 2023
Number of Students	0
Fee Per Student	\$5.00
Total	\$0.00
Assessment Calendar Period	7/1/2022 - 9/30/2022
Quarterly Assessment Submission Deadline	10/15/2022
School	Career School

[CHANGE # OF STUDENTS](#) [SUBMIT](#)

Quarterly Assessment Information

Quarterly Assessment Status Unsubmitted

PaymentCode AF

Quarterly Assessment Form

If Total Number of Students is Greater than Zero

If the number of students entered is incorrect, click **Change # of Students** to be able to edit the field and click **Confirm # of Students** again. If the correct number of students was entered, then click **Generate Invoice** to complete the payment using the payment link to open a new webpage in the payment portal. Once payment is completed, **you must return to DPOS Connect and click Submit to send to DPOS**. All submitted quarterly assessments will be available on the Quarterly Assessments tab on the School Details page.

ColoradoETPL.org
Apply for the Eligible Training Provider List

DPOS Connect

DPOS SCHOOL > SCHOOL PROFILE > CAREER SCHOOL > DPOS SCHOOL DETAILS > UNSUBMITTED QUARTERLY ASSESSMENTS > 1 2023

PERSONAL NAVIGATION >
School Profile
Career School

DPOS SCHOOL

1 2023

Instructions If total is \$0, you can click Submit. If it's greater than \$0 then please generate an invoice and make payment

Quarterly Assessment Period 1 2023

Number of Students 1

Fee Per Student \$5.00

Total \$5.00

Assessment Calendar Period 7/1/2022 - 9/30/2022

Quarterly Assessment Submission Deadline 10/15/2022

School Career School

CHANGE # OF STUDENTS

GENERATE INVOICE

SUBMIT

Quarterly Assessment Information

Quarterly Assessment Status Unsubmitted

PaymentCode AF

Paid No

ColoradoETPL.org
Apply for the Eligible Training Provider List

DPOS Connect

DPOS SCHOOL > SCHOOL PROFILE > CAREER SCHOOL > DPOS SCHOOL DETAILS > UNSUBMITTED QUARTERLY ASSESSMENTS > 1 2023

PERSONAL NAVIGATION >
School Profile
Career School

DPOS SCHOOL

1 2023

Instructions If total is \$0, you can click Submit. If it's greater than \$0 then please generate an invoice and make payment

Quarterly Assessment Period 1 2023

Number of Students 1

Fee Per Student \$5.00

Total \$5.00

Assessment Calendar Period 7/1/2022 - 9/30/2022

Quarterly Assessment Submission Deadline 10/15/2022

School Career School

Invoice

#	Invoice ID	Payment Link	Amount	Paid On	Payment Status	CCP Order ID
1	179	Click Here To Pay			Unpaid	

UPDATE PAYMENT STATUS

SUBMIT

Quarterly Assessment Information

Quarterly Assessment Status Unsubmitted

PaymentCode AF