

Quarterly Assessments

DPOS Connect User Guide

V 1.2

October 4, 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 reporting periods are based on the fiscal calendar year:
 - 1st quarter = July – September
 - 2nd quarter = October – December
 - 3rd quarter = January – March
 - 4th quarter = April - June

Quarterly Assessment

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

First Option to locate Quarterly Assessment:

On the Welcome Page, click the red School Action Required button. Look for the table “Unsubmitted Quarterly Assessments”. Click on the Quarterly Assessment record to complete the form.

DPOS SCHOOL

Test School

Welcome Page

COLORADO
Division of Private Occupational Schools
Department of Higher Education

DPOS Connect

VIEW/MODIFY CURRENT SCHOOL DETAILS

APPLICATIONS/FORMS TO SUBMIT

DPOS School Status

Active

Assigned DPOS Specialist
Kristi Connors

SCHOOL ACTION REQUIRED

School Action Required
You have Applications/Forms that need action. Please click on the School Action Required button above to navigate to the application/form needing action to complete.

PROVIDER
Provider Name
Test School
Provider Organization
6-Private Oc
ETPL
MODIFY E
ETPL Provider
ETPL Provider
ACTIVE
ETPL Provider
PA03 - Provi

School Action Required

PRINT SAVE

GO BACK TO WELCOME PAGE

Program/Stand-Alone Course Applications Require School Action

#	Activity Name	Program/Stand-Alone Course Name	Owner	DPOS Program/Stand-Alone Course Status	Last Modified By	Last Modified On
Activity Name: School Enters Program Details						
1	DPOS Revision Program App#4280 - Introduction to Computer Basics ID#90 - Kristi Connors	Introduction to Computer Basics	Kristi Connors	Approved		

Unsubmitted Quarterly Assessment

#	Quarterly Assessment Period	Quarterly Assessment Status	Number of Students	Fee Per Student	Paid	Quarterly Assessment Submission Deadline	Total
1	1st 2023	Unsubmitted		\$5.00	No	10/15/2022	\$0.00

Quarterly Assessment (there are two ways to access form)

Second Option to locate Quarterly Assessment:

On the Welcome Page, click the green **View/Modify Current School Details** button. On the School Details page, click the Quarterly Assessment tab to view the Quarterly Assessment forms that are currently unsubmitted and also all submitted Quarterly Assessments. Click on the Quarterly Assessment record for the reporting period to complete and submit to DPOS.

DPOS SCHOOL

Test School

Welcome Page

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DPOS Connect

VIEW/MODIFY CURRENT SCHOOL DETAILS

APPLICATIONS/FORMS TO SUBMIT

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PROVIDER
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6-Private Oc
ETPL
MODIFY E
ETPL Provic
ETPL Provic
ACTIVE
ETPL Provic
PA03 - Provi

Dashboard

DETAILS SURETY SCHOOL DOCUMENTS SCHOOL CONTACTS AGENTS PROGRAMS INSTRUCTORS ANNUAL FILINGS **QUARTERLY ASSESSMENT** REPORTS EXEMPTIONS

OTHER APPLICATIONS

Unsubmitted Quarterly Assessments

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

Submitted Quarterly Assessments


Empty.

EXPORT

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 the school had no students enrolled during the reporting period, enter "0". Click **Confirm # of Students**.

 1st 2023

Instructions

Enter the total number of students currently enrolled (including those on leave of absence for any reason including those related to COVID-19).

Enter "0" if no students currently enrolled, click confirm #students and click submit.


Otherwise, enter the number of students, click confirm # students, click Generate Invoice, complete payment on payment portal, return to this page and click submit to send to DPOS.

Click Change #Students button to be able to edit the number of students entered prior to generating an invoice.

After payment is completed, you must return to this page and click Submit to send to DPOS.

Quarterly Assessment Period	<input type="text" value="1st 2023"/>
Number of Students*	<input type="text"/>
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

CONFIRM # OF STUDENTS



Quarterly Assessment Form

If Total Number of Students = Zero

If total number of students is greater than zero, skip to the next slide. 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

The screenshot shows the ColoradoETPL.org DPOS Connect interface. The breadcrumb trail is: DPOS SCHOOL > SCHOOL PROFILE > CAREER SCHOOL > DPOS SCHOOL DETAILS > UNSUBMITTED QUARTERLY ASSESSMENTS > 1 2023. The left sidebar shows 'PERSONAL NAVIGATION' with 'School Profile' and 'Career School' options. The main content area is titled 'DPOS SCHOOL' and shows a calendar icon for '1 2023'. Below this is a table of assessment details:

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

At the bottom of the form, there are two buttons: 'CHANGE # OF STUDENTS' and 'SUBMIT'. A large purple arrow points from the right towards the 'CHANGE # OF STUDENTS' button. Below the form is a section titled 'Quarterly Assessment Information' with the following details:

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