

Renew Agent Permit (only use if directed by DPOS)

DPOS Connect User Guide

V 1.0

February 14, 2023



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

Q. *What is an Agent?*

A. *This is the only individual authorized to sign an Enrollment Agreement as the school's licensed agent.*

Documents you will need to upload:

- Completed and signed agent permit application from DPOS Connect webpage
- Documents to upload for any “yes” answers to required disclosure questions on application

Renew Agent Permit Application

Step One

Click the **View/Modify Current School Details** button on the Welcome Page.

Welcome Page

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 RECORD

Provider Name

Career School

Provider Org Type

6-Private Occupational School

ETPL

[MODIFY ETPL DETAILS](#)

ETPL Provider Last Saved On by a Provider User

ETPL Provider Record Status

APPROVED

ETPL Org Type Rec

Yes

ETPL Provider Status Code

PA03 - Provisional

Step Two

Click the **Agents tab** to view the Active Agents table. Click the agent's name to complete renewal of agent permit.

Dashboard

DETAILS SURETY SCHOOL DOCUMENTS SCHOOL CONTACTS **AGENTS** AD-ALONE COURSES INSTRUCTORS ANNUAL FILINGS QUARTERLY

EXEMPTIONS OTHER APPLICATIONS

AGENT PROFILES ALL AD-HOC AGENT APPLICATIONS

AGENTS

Agent Requirement: School must have at least one active agent at all times. The following list is to serve as the school's permanent record of active agents authorized to operate in this State.

Active Agents 1 # Linked Active Agents 0

Active Agents

#	Agent Name:	Date of Birth	Active Agent	City	State	Agent's Current Expiration Date	Agent_System ID
1	Smith, Joe		Yes	jkjkl	ID	6/30/2023	

Agent's Current Expiration Date: 6/30/2023

[EXPORT](#)

Renew Agent Permit

Renew Agent

Scroll down on the agent's record to the Agent Account Actions section. Click the **RENEW AGENT** button (do not use this button unless instructed by DPOS).

Agent Account Actions

Warning: Once an agent's status is changed to inactive, this action cannot be undone. To change an agent's status back to active, the school is required to submit a new agent application and pay the associated fee.

DEACTIVATE AGENT --> CAN'T UNDO **RENEW AGENT (DO NOT USE UNLESS INSTRUCTED BY DPOS)**

All Agent Permit Applications

#	Last, First - Application Type Agent App	Agent Application Status	Proposed Start Date	Date of Birth	Submitted On	Submitted By	Reviewed On	Reviewed By	Agent Permit_System ID	School State Status	Agent_System ID	Other schools the agent operates at
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Agent Information

Submission Information

The renewing agent application must be downloaded from the DPOS Connect webpage, completed and signed by the agent applicant, and saved as a file to be uploaded with this application. Click the calendar icon to select the proposed start date which will be July 1, 2023. If the agent will operate at any other schools under common ownership, select the school from the dropdown menu.

Step Four: Agent Information

Enter or update any of the agent's information as requested on the form.

Smith, Joe - Renewal Agent App



AGENT PERMIT APPLICATION


CANCEL & DELETE --> CAN'T UNDO



Type of Submission

Application Type: Renewal

School State Status: In State

Proposed Start Date*  

Agent's Represented Locations (City, State)*
Denver, CO 

Other schools the agent operates at
Select Provider Template...  



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 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.

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

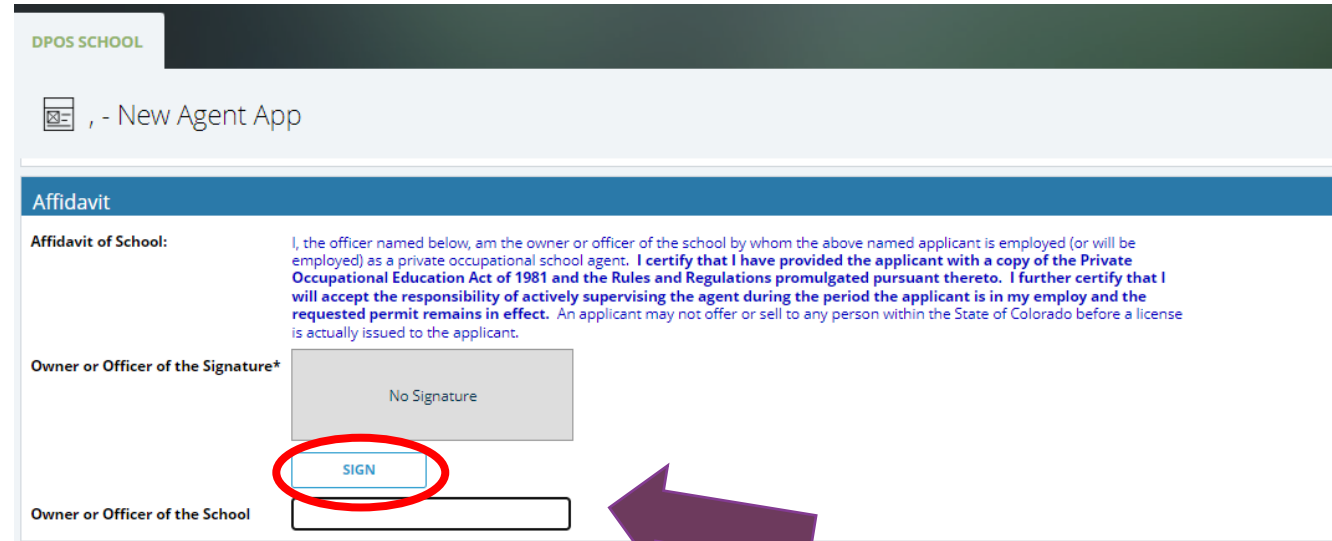
Agent Application Affidavit

School Affidavit

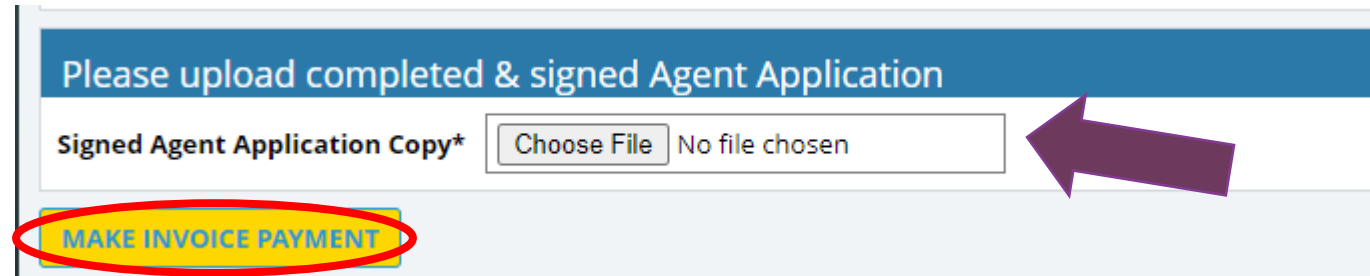
A school owner or officer must read and sign the affidavit. Click **Sign** to complete a signature in the pop-up window. Use the mouse to complete the signature in the **Sign Here** window and click **OK** to return to agent application.

Signed Agent Application Upload

Click **Choose File** to upload the signed agent application. Click **Make Invoice Payment** to complete payment of agent fee.



The screenshot shows a web interface for a 'DPOS SCHOOL' with a header 'New Agent App'. Below is a section titled 'Affidavit'. The 'Affidavit of School:' section contains a paragraph of text: 'I, the officer named below, am the owner or officer of the school by whom the above named applicant is employed (or will be employed) as a private occupational school agent. I certify that I have provided the applicant with a copy of the Private Occupational Education Act of 1981 and the Rules and Regulations promulgated pursuant thereto. I further certify that I will accept the responsibility of actively supervising the agent during the period the applicant is in my employ and the requested permit remains in effect. An applicant may not offer or sell to any person within the State of Colorado before a license is actually issued to the applicant.' Below this text is a signature area for the 'Owner or Officer of the Signature*' with a grey box containing 'No Signature' and a blue 'SIGN' button circled in red. Below that is a text input field for the 'Owner or Officer of the School'. A purple arrow points from the 'SIGN' button towards the right.



The screenshot shows a section titled 'Please upload completed & signed Agent Application'. Below this is a label 'Signed Agent Application Copy*' followed by a 'Choose File' button and the text 'No file chosen'. A purple arrow points from the 'Choose File' button towards the right. At the bottom of the section is a yellow button with the text 'MAKE INVOICE PAYMENT' circled in red.

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.

No.	Invoice ID	Payment Link	Amount	Payment Status	Generated On	Paid On	CCP Order ID	Payment Code(s)
1	181	Click Here To Pay	\$300.00	Unpaid	12/29/2021 3:44:15 PM			IAF - In-State Agent (New & Renewal ...

Click an action

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