

Renewal Application to Operate In-state

DPOS Connect User Guide

V 1.2

October 10, 2022



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

Please Note:

- Review the Renewal Application FAQs for 2023 on the DPOS Connect Resources website or contact your program specialist for specific questions.
- **Warning:** once the renewal application button is clicked in DPOS Connect, the buttons for new or revised programs/stand-alone courses, cost updates, new catalog or enrollment agreements, change of name or location applications, or new surety will **not** be available until **after** the renewal application has been approved by the DPOS Board.
- Pursuant to Rule III.A.3, a complete set of compiled financial statements prepared by an **independent public accountant or certified public accountant** must be uploaded with the Renewal Application.
- After completing payment, you must **return** to DPOS Connect and **click SUBMIT TO DPOS** to send your renewal application to DPOS for review.

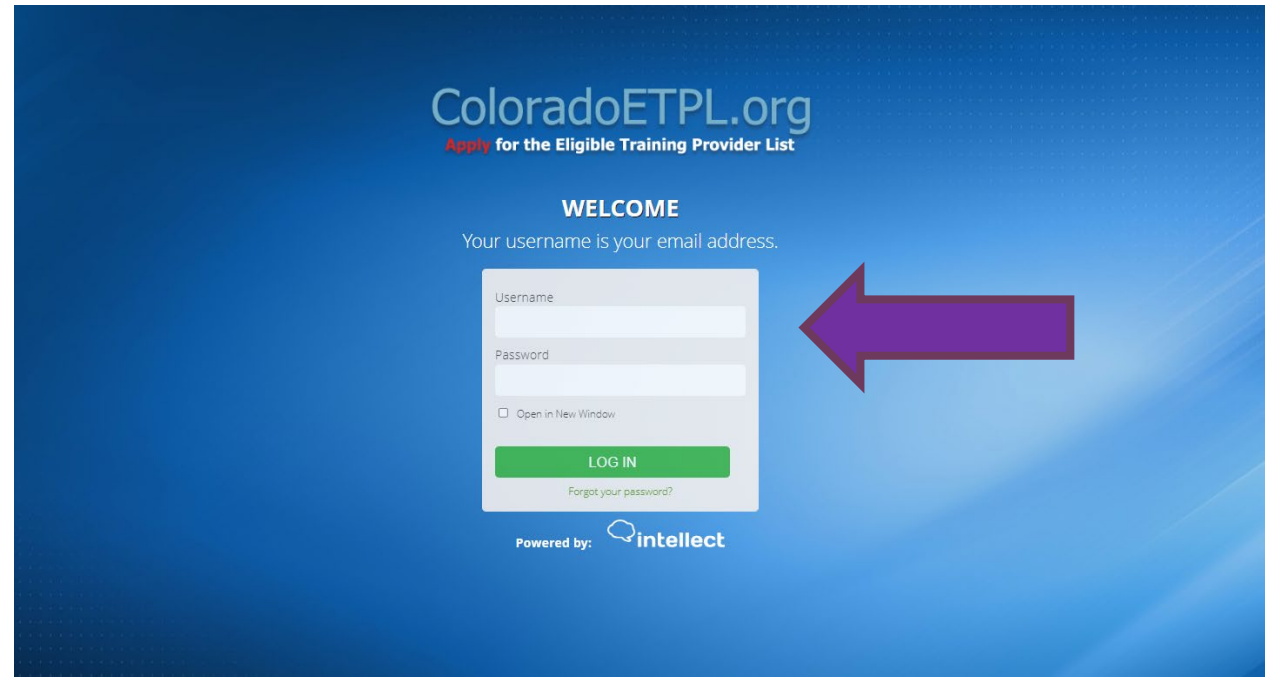
Documents you will need:

1. List of members having controlling interest in the school
2. Articles of Incorporation from the Office of the Secretary of State
3. Certificate of Good Standing from the Office of the Secretary of State
4. Statement of trade name or Doing Business As (DBA), if applicable
5. Statement of foreign entity authority to transact business in Colorado, if applicable
6. Accreditation letter/certificate, if applicable
7. Completed Renewing or New Agent Application (download from DPOS Connect Resources website)
8. Surety documentation
9. Compiled financial statements prepared by independent public accountant or certified public accountant
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 from DPOS Connect Resources website)
14. Enrollment Agreement and Checklist (download from DPOS Connect Resources website)
15. Samples of current media advertising, promotional literature, website, and/or social media
16. Comprehensive and itemized list of all equipment and supplies maintained by the school to provide training
17. Internship/externship agreements, if applicable
18. Completed Distance Education Programs/Courses Table, if school offers any distance learning (download from DPOS Connect Resources website)

Login

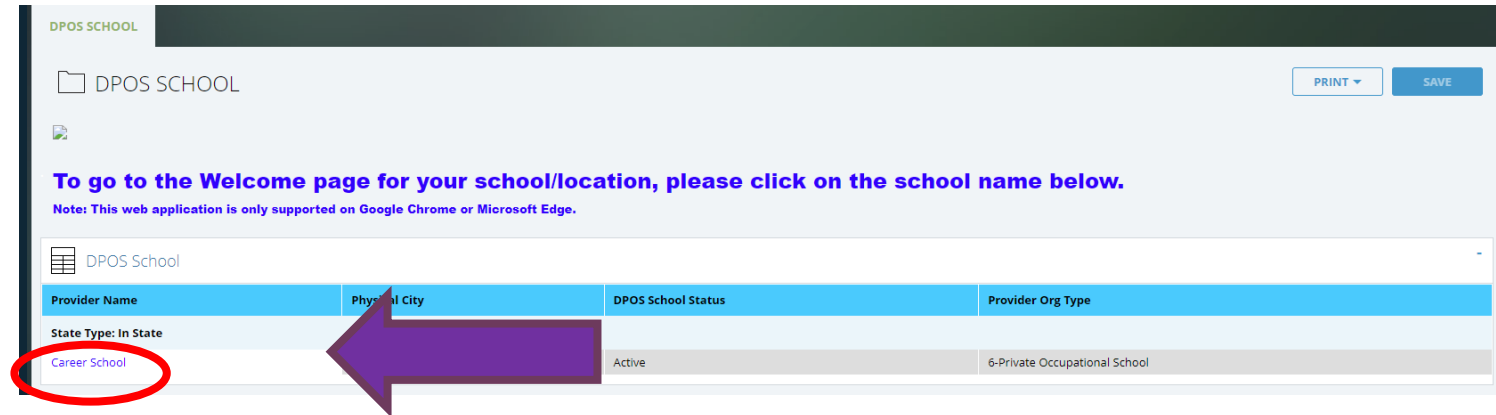
DPOS Connect Login

Enter username and password to log in to DPOS Connect. Click “Forgot Your Password” to reset your password for your account, if needed.



School Profile

Click the school's name to go to the Welcome Page for the specific school/location.



Welcome Page

Applications/Forms to Submit

Click **Applications/Forms to Submit** to access the Renewal Application for the first time. Once the renewal application is in progress, it will be available on the **School Action Required** page to continue completing.

Renewal Application

Warning: once the renewal application button is clicked, the buttons for new or revised programs/stand-alone courses, cost updates, new catalog or enrollment agreements, change of name or location applications, or new surety will **not** be visible until **after** the renewal application has been approved by the DPOS Board. Click **Renewal Application** to begin the renewal application process.

DPOS SCHOOL

Career School

PRINT SAVE

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

PROVIDER RECORD

Provider Name
Career School

Provider System ID
416

Provider Org Type
6-Private Occupational School

Provider Oversight Agency
3-Colorado Division of Private Occupational Schools

ETPL

MODIFY ETPL DETAILS

ETPL Provider Last Saved On by a Provider User

ETPL Provider Record Status
APPROVED

ETPL Org Type Require Oversight Review?
Yes

DPOS SCHOOL

DPOS Applications and Form...

GO BACK TO WELCOME PAGE

RENEWAL APPLICATION

WARNING: Once the Renewal Application button is clicked, the buttons for new or revised programs/stand-alone courses, cost updates, new catalog or enrollment agreements, change of name or location applications, and new surety will **not** be visible for the school until **after** the renewal application has been approved by the DPOS Board.

RENEWAL APPLICATION

AGENT PERMIT APPLICATION

CHANGE OF OWNERSHIP NOTIFICATION

CONTACTS (DIRECTOR, DESIGNATED AGENT, ETC.)

NEW INSTRUCTOR

TEMPORARY OFFSITE OFFERING

NOTIFICATION OF SCHOOL CLOSURE

CATALOG/ENROLLMENT AGREEMENT-NEW VERSION

CHANGE OF NAME/LOCATION

NEW PROGRAM/STAND-ALONE COURSE

NEW SURETY

Demographics

School Demographics

Basic demographic information will be pre-populated from the current school details. Update school contact information, as necessary.

The screenshot shows a web application interface for 'DPOS SCHOOL'. The main heading is 'School Enters School Information'. Below this, there are tabs for 'FILL OUT APPLICATION' and 'GUIDE'. The 'SCHOOL DEMOGRAPHICS' section contains the following fields:

- School Name*: Denver School
- State Status*: In State
- School Telephone (include Ext.): 1234567891
- Email Description: Email address will be publicly published for students to contact the school. It will be used for general DPOS communication to Schools.
- School E-mail:
- School Website: Denver School

An 'EDIT HYPERLINK' button is located below the School Website field. A purple arrow points to this button.

Registered Business Information

Update, as necessary, any registered business information.

Registered Business Information

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: Career School

Business Address: 234 Lincoln, Denver, CO 8022

Business Phone:

Business E-Mail Address:



Demographics

Business Documents

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

Location

The school's physical address and mailing address will be pre-populated and not editable. If the school's address is different, a change of location application must be submitted to the Division. If the school provides training at a separate location, check yes and upload a list of the locations.

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 <small>Physical address is the school's primary location where enrollment occurs.</small>	
Physical Address	123 Broadway
Physical Address 2	
Physical City	Denver
Physical State	CO
Physical Zip	80231
Mail Address	
Mail Address 2	
Mail City	
Mail State	CO
Mail Zip	
Explanation about other classrooms offered <small>Please list any other locations this school will utilize to offer education/training.</small>	
Does the school provide training at any location other than listed above (separate classrooms)?	
<input type="radio"/> No <input type="radio"/> Yes	



School Contacts

Active School Contacts

Schools are required to maintain contact information for at least one director, one school owner, and one designated agent. The designated agent's address must be different from the school's physical address and must be in Colorado. Review the table of active contacts. Click **Save Application & Go to School's DPOS Profile Page** and click the Contacts tab to archive or edit an active contact. To add a new contact, return to the Welcome Page and click **Applications/Forms to Submit**.

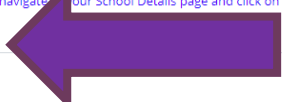
Current Active Contacts

Active Contacts

#	First Name	Last Name	Contact Priority	Contact Job Title	Other: Title	Telephone (include ext.)	Designated Agent Street Address	City	State	Zip	School Contact_System ID	Active Record
1	Joe	Smith	Primary	Designated Agent Director School Owner		5555555555555555	1700 Lincoln Street	Denver	CO	80203	690	Yes

School Contact Instructions for Renewal & Change of Ownership Applications
Contacts cannot be modified or added on this application. Please navigate to your School Details page and click on the Contacts tab to archive a contact, edit, or add new contact.

SAVE APPLICATION & GO TO SCHOOL'S DPOS PROFILE PAGE



Enrolling Agent Information

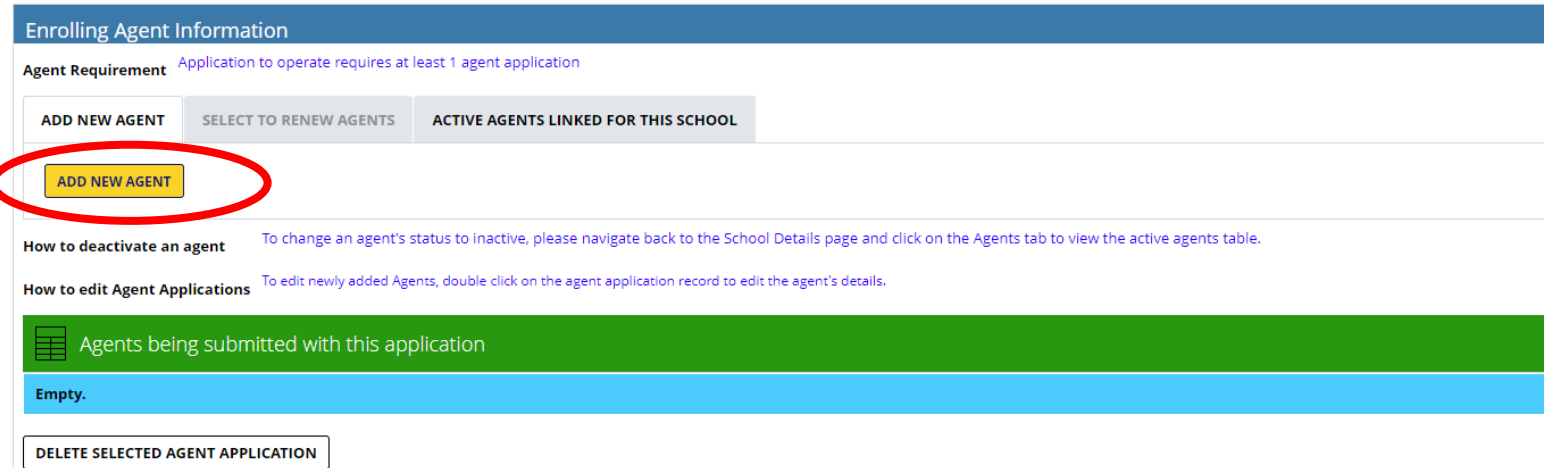
**An agent permit is required for ALL individuals who represent the school in recruiting students. Only the approved Agent is authorized to sign an Enrollment Agreement as the school's licensed agent.

Add New Agent

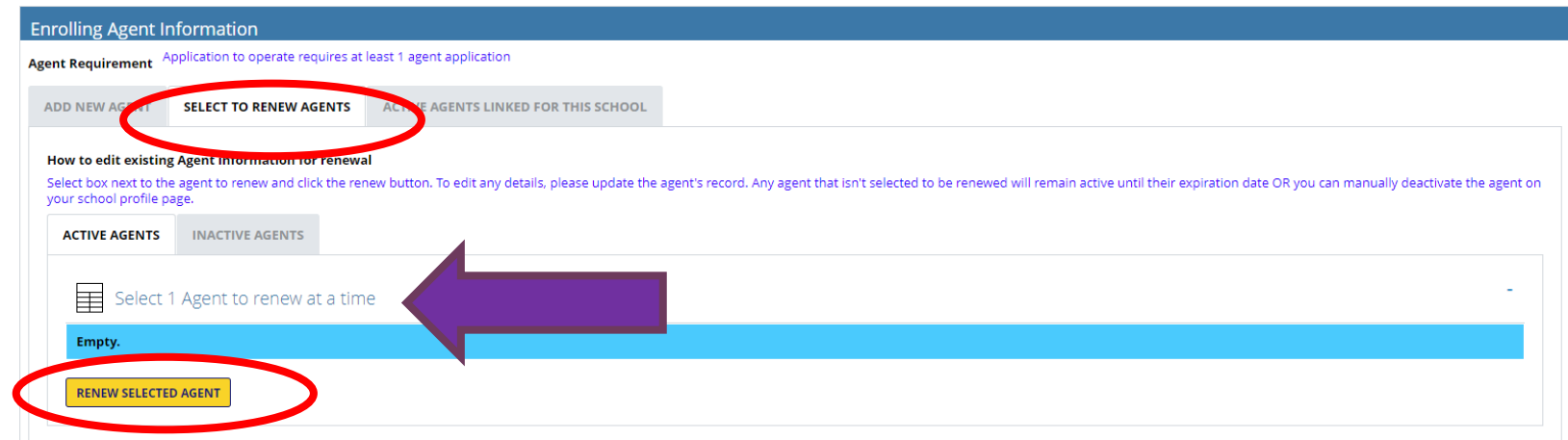
If a new agent needs to be submitted with the renewal application, click **Add New Agent** and complete the New Agent Permit Application for each.

Renew Current Active Agents

To renew an active agent, click the **Select to Renew Agents** tab. On the table of Active Agents, select the box next to the agent for renewal and click the **Renew Selected Agent** button. Upload the completed and signed Renewing Agent Permit Application where required. Repeat for each agent to be submitted with renewal application.



The screenshot shows the 'Enrolling Agent Information' page. At the top, there is a blue header with the title 'Enrolling Agent Information'. Below the header, there is a section for 'Agent Requirement' with a note: 'Application to operate requires at least 1 agent application'. There are three tabs: 'ADD NEW AGENT', 'SELECT TO RENEW AGENTS', and 'ACTIVE AGENTS LINKED FOR THIS SCHOOL'. The 'ADD NEW AGENT' tab is selected and highlighted in yellow, and a red circle is drawn around it. Below the tabs, there are two instructions: 'How to deactivate an agent' and 'How to edit Agent Applications'. A green bar indicates 'Agents being submitted with this application' and is currently 'Empty'. At the bottom, there is a button labeled 'DELETE SELECTED AGENT APPLICATION'.



The screenshot shows the 'Enrolling Agent Information' page with the 'SELECT TO RENEW AGENTS' tab selected and circled in red. Below the tabs, there is a section for 'How to edit existing Agent Information for renewal' with instructions: 'Select box next to the agent to renew and click the renew button. To edit any details, please update the agent's record. Any agent that isn't selected to be renewed will remain active until their expiration date OR you can manually deactivate the agent on your school profile page.' There are two tabs: 'ACTIVE AGENTS' and 'INACTIVE AGENTS'. Below the tabs, there is a table with the header 'Select 1 Agent to renew at a time' and a red circle around the 'Empty' text. A purple arrow points to the 'Empty' text. At the bottom, there is a button labeled 'RENEW SELECTED AGENT' circled in red.

Surety Information

**** Verify current adequate coverage**

Surety Information

Click the Surety Calculation Form sample to complete by entering the highest amount of prepaid, unearned amount of tuition and fees held at anytime during the past 12-month period. Save and upload this Surety Calculation form by clicking **Choose File**. Enter the highest amount calculated in the space provided. This is the minimum amount of surety coverage required for the school. The minimum surety amount for an in-state school is \$5,000. Review the current surety files in the table to determine if sufficient surety coverage is in place or if a continuation certificate, rider, or new (original) surety is required.

Upload Surety (if needed)

Choose Continuation Certificate, Original, or Rider if additional surety is required and follow the instructions. Click **Submit Surety** to attach the surety document to the application for review. The uploaded surety details will be displayed in the table to verify the information is correct.

The screenshot shows the 'Surety Information' web application interface. At the top, there is a blue header with the title 'Surety Information'. Below this, the 'Current Surety Calculation' is shown as \$0.00. A section titled 'Surety Calculation Instructions' provides detailed guidance for new school applications and renewal/change of ownership applications. Below the instructions, there are three main input areas: 1) 'Surety Calculation Sample' with a file upload button 'Surety Calculation form.docx'. 2) 'Surety Calculation' with a 'Choose File' button and 'No file chosen' text. 3) 'Surety calculation amount' with a text input field. A purple arrow points to the 'Choose File' button. Below these inputs, the 'Total surety coverage' is shown as \$0.00. A section titled 'Current Surety Files' is currently empty. The 'Surety Details' section has a green header and radio buttons for 'Select Surety Description': 'Continuation Certificate', 'Original' (selected), and 'Rider'. A purple arrow points to the 'Original' radio button. Below this are several input fields: 'Enter Surety Amount' with a text box and '\$' symbol; 'Select Effective Date' and 'Select Expiration/Maturity Date' with calendar icons; 'Surety Document' with a 'Choose File' button and 'No file chosen' text; 'Select Surety Type' with radio buttons for 'Bond', 'CD', 'Contract with private entity (Rule IV.E.7)', 'Irrevocable Letter of Credit', and 'Savings Account'; 'Enter Surety Account Number' with a text box; 'Select Surety Holder' with a dropdown menu showing 'Select DPOS Surety Holder...'; and 'Enter Surety Company Phone' with a text box. At the bottom, there is a blue button labeled 'SUBMIT SURETY' circled in red, with a purple arrow pointing to it. Above the button, the text 'Final action for surety: Click to attach it to the application' is visible.

Financial Information

Financial Attachments

Click **Choose File** to upload **compiled financial statements prepared by a certified public accountant or independent public accountant** using generally accepted accounting principles and procedures including a cover sheet, current balance sheet, current income and expense (profit and loss) statement.

Accredited School ONLY

Enter all information requested for accredited schools only.

Facility Attachments

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

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. Renewal and Change of Ownership applications must upload a complete set of compiled financial statements which includes 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.


Cover Sheet No file chosen

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




Accredited Schools Only

Name of accrediting organization

Title IV Approval Date **Default Rate** % **Placement Rate** %

Type(s) of Financial Aid Offered

Accreditation letter/certificate, if applicable No file chosen




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

Required Attachments

Click **Choose File** to upload current media advertising and a comprehensive and itemized list of all equipment and supplies maintained by the school to provide training. 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 Resources 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. If the school offers any curriculum via distance education, select yes and answer questions. Download the Distance Education Programs/Courses Table from the DPOS Connect Resources website, complete table, save and upload as required.

Required Attachments

Samples of media advertising, promotional literature, website, and/or social media (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 currently enrolled

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?

Instructors

Current Instructors

Update any instructor information as needed by clicking on the instructor record on the Active Instructors table or click **Add Instructor** to add a new instructor to the renewal application.

Instructors

Active/Inactive Instructors

Update Instructor Status: Click on the "Edit Table" button below to update any existing instructor information. To change an instructor's status to inactive, open the instructor's record and select an end date for the last day of employment. The instructor's record will move to the inactive table on the school details page.

All Instructor information can also be modified on your School Details page under the instructor tab.

ACTIVE INACTIVE

Active Instructors

Empty.

ADD INSTRUCTOR

New Instructors Added On This Application

Empty.

DELETE

Required Disclosures

Disclosures

Answer the questions regarding the school itself. 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

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 is titled 'DPOS SCHOOL' and 'School Reviews Application'. It includes an 'Overview' section with 'DPOS Application Stage' set to 'Unsubmitted', 'Provider Application Type' as 'Provisional', and 'DPOS School Status' as 'Inactive'. Below this is a 'How to edit table' section with instructions. A red circle highlights the 'SCHOOL DEMOGRAPHICS' tab in the navigation bar. The 'SCHOOL DEMOGRAPHICS' section contains fields for 'School Name' (KC Test School), 'State Status*' (In State), 'School Telephone (include Ext.)*' (1234567891), 'Email Description', '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, there are 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. **You must return to DPOS Connect to submit the application.**

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.

Your Invoice

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

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

Invoice Line Items

No.	Payment Code	Price	Description	Quantity	Total
Invoice ID: 6					
1	PAF	\$5,000.00	Provisional (New In-State) School Application Fee	1	\$5,000.00
2	IAF	\$300.00	In-State Agent (New & Renewal) Fee	1	\$300.00
Total:					\$5,300.00