

Renewal Application to Operate: In-state Schools

DPOS Connect User Guide

V 1.4

December 18, 2024



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

Please Note:

- Review the Renewal Application FAQs for on the DPOS Connect Resources website or contact your program specialist for specific questions.
- If you do not have a current active agent to renew or need new agents for your school, you will need to submit those new agent applications separately from the renewal application by going to the APPLICATIONS/FORMS TO SUBMIT page and click on NEW AGENT APPLICATION. All new agents approved will have the same expiration date as your school (6/30/2025) and will appear on the renewal application for renewal. If a new agent application is submitted after the renewal application is submitted for review, then that agent will need to be renewed separately prior to the expiration date.
- 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.

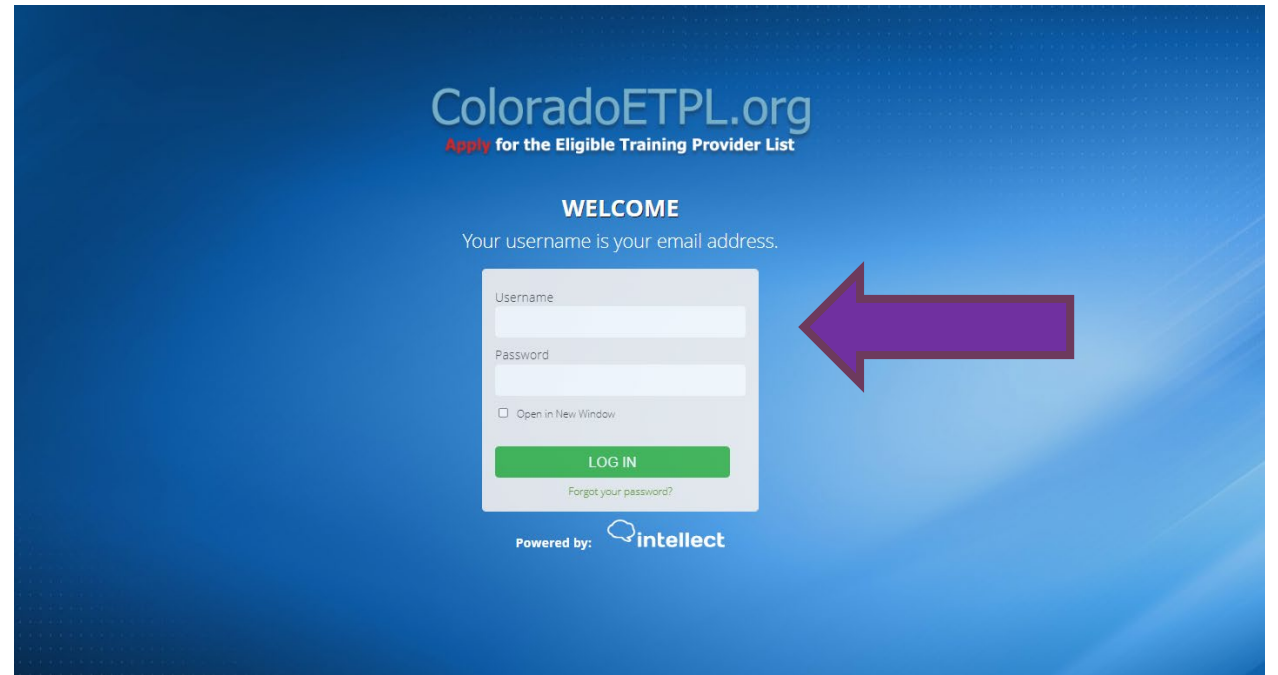
Documents you will need:

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 Agent Application signed by applicant (download from DPOS Connect Resources website)
8. Surety documentation, if needed
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

Login

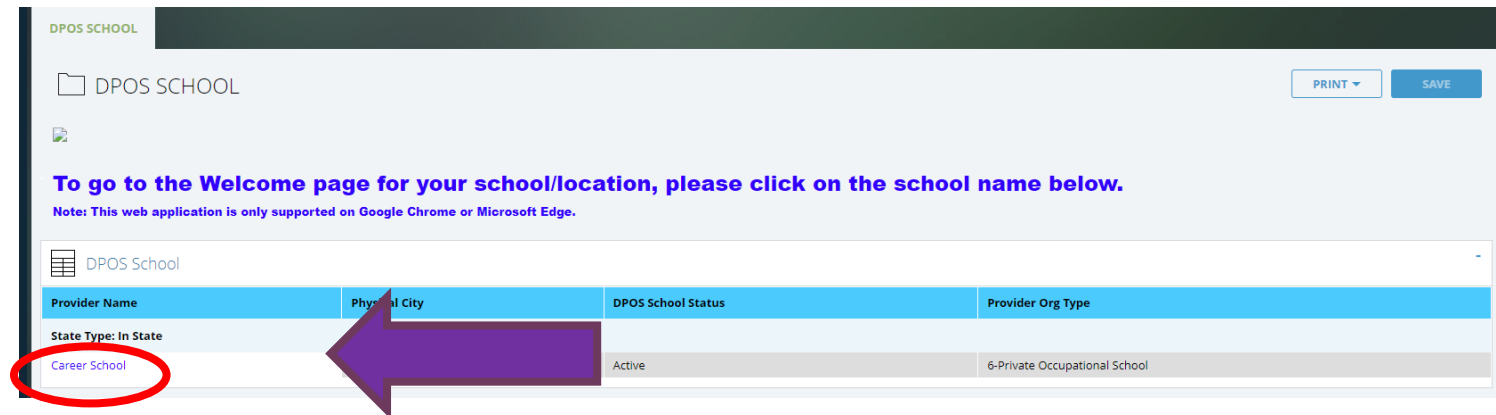
DPOS Connect Login

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: On January 2, 2025, the buttons for new or revised programs/stand-alone courses, cost updates, new catalog or enrollment agreements, and change of name or location applications will **not** be visible until **after** the renewal application has been approved by the DPOS Board.

The screenshot shows the 'DPOS SCHOOL' interface for a 'Career School'. The 'Welcome Page' section includes the Colorado Department of Higher Education logo and the 'DPOS Connect' menu. The 'APPLICATIONS/FORMS TO SUBMIT' button is highlighted with a red circle and a purple arrow. The 'PROVIDER RECORD' section displays details for 'Career School', including 'Provider System ID' (416) and 'Provider Oversight Agency' (3-Colorado Division of Private Occupational Schools). The 'ETPL' section shows 'ETPL Provider Last Saved On by a Provider User' and 'ETPL Provider Record Status' (APPROVED).

The screenshot shows the 'DPOS SCHOOL' interface for 'DPOS Applications and Form...'. The 'RENEWAL APPLICATION' button is highlighted with a red circle and a purple arrow. Below it, a list of application types is visible: 'NEW AGENT PERMIT APPLICATION', 'CHANGE OF OWNERSHIP NOTIFICATION', 'NEW SCHOOL CONTACT', 'NEW INSTRUCTOR', 'TEMPORARY OFFSITE OFFERING', 'NOTIFICATION OF SCHOOL CLOSURE', and 'NEW SURETY UPLOAD'.

Demographics

School Demographics

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

Registered Business Information

Update, as necessary, any registered business information.

DPOS SCHOOL

School Enters School Information

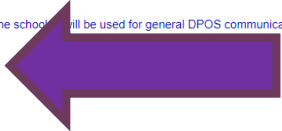
Overview

Created By Joe Smith Created On 12/18/2024 12:22 PM
Last Modified By Joe Smith Last Modified On 12/18/2024 12:22 PM

FILL OUT APPLICATION

School Demographics

School Name Fish School
State Status In State
School Phone (include Ext.) 123456789
Email Description Email address will be publicly published for students to contact the school. This will be used for general DPOS communication to Schools
School E-mail
School Website [EDIT HYPERLINK](#)




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 Separate Classroom Document describing the address, reason, list of equipment, and program/course name(s) to be taught.

Business Documents


List of members having controlling interest in the school with all names, titles, home addresses, phone numbers, and ownership percentage No file chosen

Articles of Incorporation from the Office of the Secretary of State No file chosen

Certificate of Good Standing from the Colorado Office of the Secretary of State No file chosen

Statement of Trade Name or DBA from the Office of Secretary of State(if applicable) No file chosen

Statement of Foreign Entity Authority to transact business in Colorado (if applicable) No file chosen



Location

Location Description
Physical address is the school's primary location where enrollment occurs.

Physical Address 123 Broadway

Physical Address 2

Physical City Denver

Physical State CO

Physical Zip 80231

Mail Address

Mail Address 2

Mail City

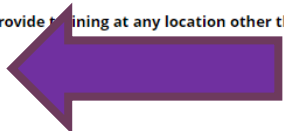
Mail State CO

Mail Zip

Explanation about other classrooms offered Please list any other locations this school will utilize to offer education/training.

Does the school provide training at any location other than listed above (separate classrooms)?

No 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**.

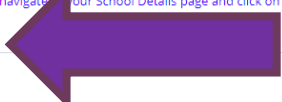
Current Active Contacts

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.

Renew Agents

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.

Add New Agents

If you need to add new agents, navigate out of the renewal application to the Welcome Page and click the APPLICATIONS/FORMS TO SUBMIT button. Click the New Agent Permit Application button to complete, pay fee, and submit to DPOS for review. Once the agent is approved, they will appear on the renewal application to renew. If a new agent permit application is submitted after the renewal application has been submitted to DPOS, this agent will need to be renewed separately before June 30.

The screenshot displays the 'Enrolling Agent Information' web interface. At the top, there is a blue header with the title 'Enrolling Agent Information'. Below the header, a section titled 'Agent Requirement' states: 'Application to operate requires at least one agent application to be submitted.' There are two buttons: 'SELECT TO RENEW AGENTS' (circled in red) and 'ACTIVATE AGENTS LINKED FOR THIS SCHOOL'. Below this is a section titled 'Renewal Application Agent Information' with instructions: 'Select box next to the agent to renew and click the renew button. To edit any agent's details, please update the agent's record. Any agent that isn't selected to be renewed will remain active until their expiration date OR the school can manually deactivate the agent on the school details page.' Further instructions state: 'To add a new agent, navigate back to the Applications/Forms to be Submitted page and click the New Agent Application button. Once approved, this new agent will expire on the same schedule as the school's certificate of approval and you will be required to renew this agent before June 30th of this year.' Below the instructions are two tabs: 'ACTIVE AGENTS' (selected) and 'INACTIVE AGENTS'. A table is shown with a single row containing a grid icon and the text 'Select 1 Agent to renew at a time'. Below the table is a blue bar with the text 'Empty.' and a yellow button labeled 'RENEW SELECTED AGENT'. A purple arrow points from the right towards the 'RENEW SELECTED AGENT' button.

Surety Information

Surety Information

Click the Surety Calculation Template 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.


Surety Information

Total Active Surety Amount ⓘ \$ 0.00

Surety Calculation Instructions

For new school applications: Provide a proposed surety calculation document which includes: To determine the proper amount, the proposal is based upon the prepaid, unearned tuition/fees income from anticipated enrollment. The school will need to estimate how many students it will enroll at any given time, how much tuition it will collect from each student, and how that tuition will be collected (e.g. all up front, in payments, at the end of training...). This amount will be the highest amount of "prepaid, unearned" tuition and fees a new school projects to receive at any given time.

For renewal and change of ownership applications: Click on the surety calculation template provided below to determine the required surety amount. Save and upload the surety calculation form in the field below. Enter the highest amount calculated in the space provided below. This is the minimum amount of surety coverage required for the school. Review the Current Surety Files in the table to determine if sufficient surety coverage is in place for the school or if a continuation certificate, rider, or new (original) surety is required for this application.


Surety Calculation Template  Surety Calculation form.docx

Surety Calculation No file chosen

Surety calculation amount \$

Do you need to upload a new surety or continuation certificate or a rider? No Yes

Total Surety Amount Uploaded with this Application ⓘ \$0.00



 **Current Surety Files**



Empty.

Surety Details

Select Surety Description Continuation Certificate Original Rider

Enter Surety Amount \$

Select Effective Date  

Select Expiration/Maturity Date  

Surety Document No file chosen

Select Surety Type

- Bond
- CD
- Contract with private entity (Rule IV.E.7)
- Irrevocable Letter of Credit
- Savings Account

Enter Surety Account Number

Select Surety Holder

Enter Surety Company Phone

Final action for surety: [Click to attach it to the application](#)

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 statement, and any supporting notes.

Accreditation

Enter all information requested for accredited schools only.

Facility Attachments

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

Financial Attachments

Financial Instructions

New school and change of ownership applications 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 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 (Prepared by independent or certified public accountant)*	<input type="button" value="Choose File"/> No file chosen
Current Income and Expense Statement (for school itself)*	<input type="button" value="Choose File"/> No file chosen
Current Income and Expense Statement (parent firm, if applicable)	<input type="button" value="Choose File"/> No file chosen
Current Balance Sheet *	<input type="button" value="Choose File"/> No file chosen
Supporting Notes (if applicable)	<input type="button" value="Choose File"/> No file chosen



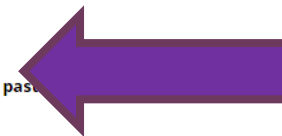
Accreditation

Is this school accredited?	<input type="radio"/> No <input type="radio"/> Yes
Name of accrediting organization	Select DPOS Accrator...
Accreditation letter/certificate	<input type="button" value="Choose File"/> No file chosen
Title IV Approval Date	<input type="text"/> <input type="button" value="🔍"/> <input type="button" value="🗑️"/>
Default Rate	<input type="text"/> %
Placement Rate	<input type="text"/> %
Type(s) of Financial Aid Offered	<input type="text"/> <input type="button" value="⊕"/>



Facility Attachments

Signed lease agreement for facility	<input type="button" value="Choose File"/> No file chosen
Current safety inspection report(s) for facility (completed within pas	<input type="button" value="Choose File"/> No file chosen
Current equipment inspection report(s) (if applicable)	<input type="button" value="Choose File"/> 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.

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 Workforce funding (must be listed on the Eligible Training Provider List) No Yes

Does the school accept/plan to accept Veterans Affairs student funding? No Yes

Does the school offer/plan to offer private student loans as a registered private education creditor? No Yes

Does the school accept/plan to accept student tuition from 3rd party registered private education creditors? No Yes

Has the school setup/plan to setup private employer tuition reimbursement agreements for students? No Yes


Does the school accept/plan to accept any other student tuition funding sources not listed? No Yes

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? Yes No



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.

Required Disclosures

For the time period since your last application to operate was approved by the Board, 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 documents. 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**

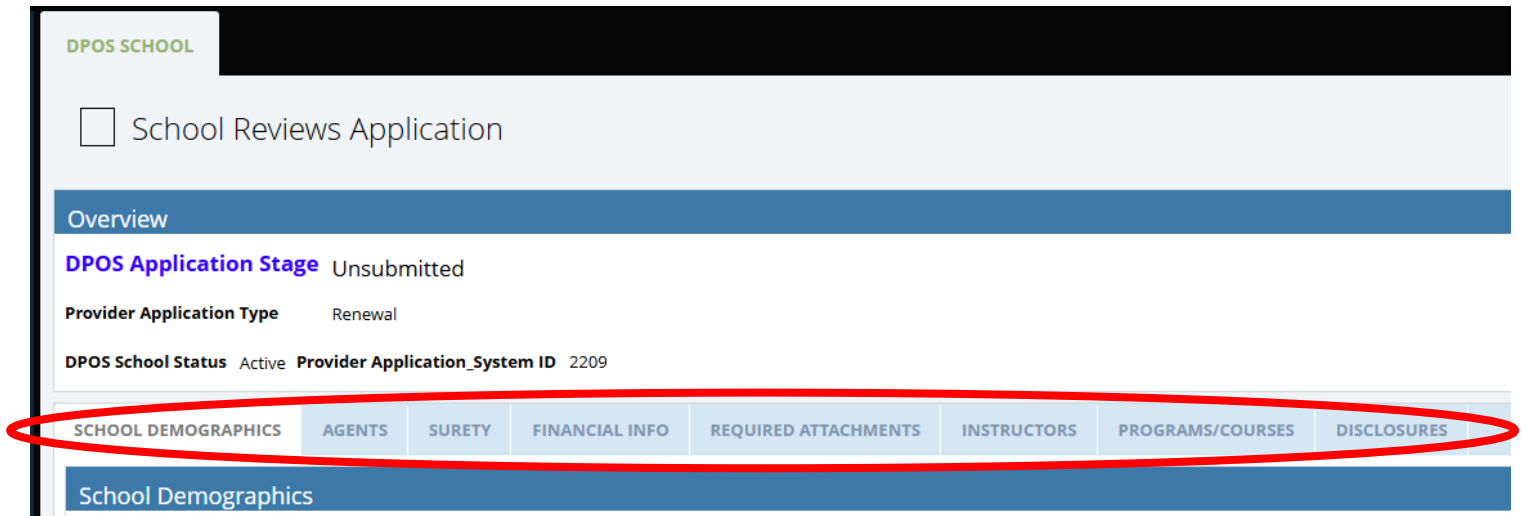
Review Application

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.



DPOS SCHOOL

School Reviews Application

Overview

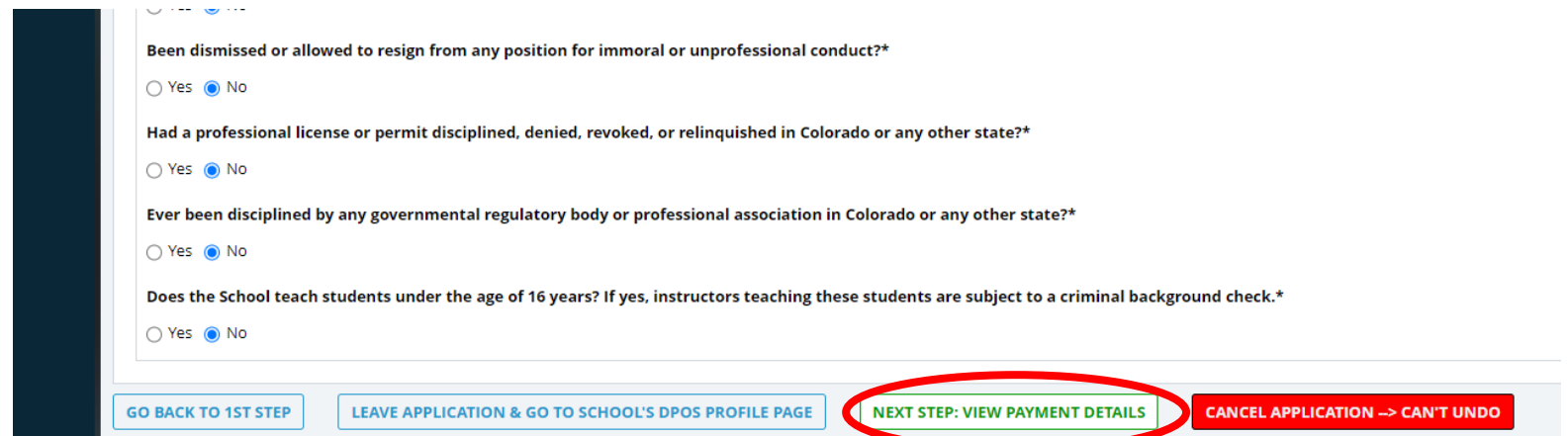
DPOS Application Stage Unsubmitted

Provider Application Type Renewal

DPOS School Status Active **Provider Application_System ID** 2209

SCHOOL DEMOGRAPHICS AGENTS SURETY FINANCIAL INFO REQUIRED ATTACHMENTS INSTRUCTORS PROGRAMS/COURSES DISCLOSURES

School Demographics



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

GO BACK TO 1ST STEP LEAVE APPLICATION & GO TO SCHOOL'S DPOS PROFILE PAGE **NEXT STEP: VIEW PAYMENT DETAILS** CANCEL APPLICATION -> CAN'T UNDO

Make Payment and Submit to DPOS

Pay Invoice

Click on **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