|  |
| --- |
| **State Use Only** |
| Ck #: | \_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_ |
| Amt: | $\_\_\_\_\_\_\_ | Appl: | $\_\_\_\_\_\_\_ |
| PS: | \_\_\_\_\_\_\_\_ | Final: | \_\_\_\_\_\_\_\_ |



**RENEWAL APPLICATION TO OPERATE A COLORADO PRIVATE OCCUPATIONAL SCHOOL**

**Note to Applicants:** Renewal Applications must be completed electronically, printed, notarized, and submitted to the Division with full payment via mail or hand delivery. Handwritten applications will not be accepted. Please refer to the [Renewal FAQs](https://highered.colorado.gov/school-forms) for assistance in completing this application.

**PLEASE NOTE:** The Division of Private Occupational Schools is not required to act upon any application until all materials constituting an application have been submitted. Further, under the provisions of the Private Occupational Education Act of 1981, a renewal application not submitted by **February 15** immediately prior to the expiration of the current Certificate of Approval will be treated as a new application submitted and only a provisional certificate will be considered.

|  |
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| **SECTION ONE - DEMOGRAPHICS** |
| **School Information** |
|  |
| **Official Name of School:**      | **Date:**       |
| **Physical Address:** Street, City, State, Zip |
| **Mailing Address:** Street, City, State, Zip |
| **Primary Phone:**        | **Alternate Phone:**       |
| **School Email:**       |
| **School Website:**       |
|  |
| **Does the school provide training at any location other than listed above? If yes, list below: (If more space is needed, attach a separate sheet.)** | [ ]  Yes | [ ]  No |
| 1. **Address:** Street, City, State, Zip
 | **Phone Number:**       |
| 1. **Address:** Street, City, State, Zip
 | **Phone Number:**       |
| 1. **Address:** Street, City, State, Zip
 | **Phone Number:**       |
| 1. **Address:** Street, City, State, Zip
 | **Phone Number:**       |
| 1. **Address:** Street, City, State, Zip
 | **Phone Number:**       |
|  |
| **School Contact Information** |
|  |
| 1. **Person Submitting Application:**
 | **Title:**       |
| **Phone Number:**       | **Email:**       |
|  |
| **School Director** (if different from above):       |
| **Phone Number:**       | **Email:**       |
|  |
| 1. **Primary School Contact:**
 | **Title:**       |
| **Phone Number:**       | **Email:**        |
|  |
| 1. **Designated Agent\*:**
 |
| **Address:** Street, City, State, Zip |
| **Phone Number:**       | **Email:**       |
| **\***Name and Colorado address of Designated Agent upon whom any process, notice or demand may be served. This address must be separate than that of the school. |
|  |

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| **SECTION ONE – DEMOGRAPHICS (Cont’d.)** |
| **Type of Business (Select One)** |
| [ ]  **Sole Proprietorship** | **Individual’s Name:**       |
| [ ]  **Partnership** | **Partnership Name:**       |
| [ ]  **Corporation** | **Corporation Name:**       |
| [ ]  **Limited Liability Company (LLC)** | **LLC Name:**       |
| [ ]  **Nonprofit Organization** | **Nonprofit Organization Name:**       |
| **Business Contact Information (as registered with the Office of the Secretary of State)** |
| **Business Contact Name:**       |
| **Street Address:** Street, City, State, Zip |
| **Phone Number:**       | **Email:**       |
|  |
| **List the name, home address, phone number, title of each partner/owner/corporate officer and/or member/stockholder having controlling interest in the school:** (If more space is needed, attach a separate sheet.) |
| 1. **Name:**       | **Title:**       |
| **Home Address:** Street, City, State, Zip | **Phone Number:**       |
|  |
| 2. **Name:**       | **Title:**       |
| **Home Address:** Street, City, State, Zip | **Phone Number:**       |
|  |
| 3. **Name:**       | **Title:**       |
| **Home Address:** Street, City, State, Zip | **Phone Number:**       |
|  |
| 4. **Name:**       | **Title:**       |
| Home Address: Street, City, State, Zip | **Phone Number:**       |
|  |
| 5. **Name:**       | **Title:**       |
| **Home Address:** Street, City, State, Zip | **Phone Number:**       |
| **SECTION TWO – AGENT INFORMATION** |
| List the name of each agent in the appropriate section. |
|  |
| **Renewing Agent(s):** (Agents that have already been issued permits. If more space is needed, attach a separate sheet.) |
| 1. Last, First
 | 1. Last, First
 |
| 1. Last, First
 | 1. Last, First
 |
| 1. Last, First
 | 1. Last, First
 |
|  |
| **New Agent(s):** (Agents that have NOT previously been issued permits. If more space is needed, attach a separate sheet.) |
| 1. Last, First
 | 1. Last, First
 |
| 1. Last, First
 | 1. Last, First
 |
| 1. Last, First
 | 1. Last, First
 |
| **SECTION THREE – SURETY INFORMATION** |
| **Type of Surety** (Select all that apply): |
| [ ]  **Bond** | [ ]  **CD** | [ ]  **Savings Account** | [ ]  **Irrevocable Letter of Credit** | [ ]  **Contract with private entity** (Rule IV.E.7) |
|  |
| **Current surety calculation** (highest amount collected in pre-paid, unearned tuition in the last 12 months):  | $       |
| **Current total surety coverage** (If this amount is less than the calculation above, submit proof of increased coverage): | $       |
|  |

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| **SECTION FOUR – ADDITIONAL SCHOOL INFORMATION** |
| **Financial Information** |
|  |
| **List the names of all lending/funding institutions the school accepts as a funding source for student tuition** (e.g., private entities, VA, Workforce, etc.): |
| 1.
 | 1.
 |
| 1.
 | 1.
 |
|  |
| **Educational Offerings** |
|  |
| **Tuition Range:** | **From:** $      | **To:** $      | **Number of students currently enrolled:**       |
|  |
| **Does the school offer any programs or courses that require an externship or internship?** | **[ ]  Yes** | **[ ]  No** |
|  |
| **Does the school offer any programs or courses that include online or distance education?**If yes, complete the [Distance Education Questionnaire & Attestation](https://highered.colorado.gov/school-forms). | **[ ]  Yes** | **[ ]  No** |
|  |
| **Have there been any changes or additions to the school’s previously approved curriculum that have not been submitted to the Division?** | **[ ]  Yes** | **[ ]  No** |
|  |
| **Accredited Schools Only** |
|  |
| **Name of accrediting organization:**       |
| **Title IV Approval Date:** MM/YYYY | **Default Rate:**      % | **Placement Rate:**      % |
|  |
| **Types of Financial Aid Offered:** |
| 1.
 | 1.
 |
| 1.
 | 1.
 |
| 1.
 | 1.
 |
| **SECTION FIVE – REQUIRED DISCLOSURES** |
| 1. **Are there any other regulatory bodies or national organizations that oversee the school, the facility, or the type of training offered at the school?** If yes, list below: (If more space is needed, attach a separate sheet.)
 | [ ]  Yes | [ ]  No |
| 1.
 |
| 1.
 |
| 1.
 |
|  |
| 1. **Is the school a franchise?**
 | [ ]  Yes | [ ]  No |
|  |
| 1. **Does the school teach students under the age of 16 years?**
 | [ ]  Yes | [ ]  No |
|  |
| 1. **Has the school director, owner, or any of the school’s corporate officers previously owned any private occupational school, other than the school listed in this application?** If yes, list below: (If more space is needed, attach a separate sheet.)
 | [ ]  Yes | [ ]  No |
| 1. **Name of School:**
 | **State:**       |
| 1. **Name of School:**
 | **State:**       |
|  |

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| **SECTION FIVE – REQUIRED DISCLOSURES (CONT’D)** |
| If any question below is answered “yes”, attach a written explanation of your answer. 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.) |
|  |
| **Has any principal owner(s), officer(s) or any person in a management capacity ever:** |
| 1. **Been involved in a bankruptcy since your last certificate of approval was issued?**
 | [ ]  Yes | [ ]  No |
| 1. **Been convicted of, or pled guilty to, a felony, or have any pending felony charges?**
 | [ ]  Yes | [ ]  No |
| 1. **Been convicted of, or pled guilty to, a misdemeanor other than a minor traffic violation, or have any pending misdemeanor charges?**
 | [ ]  Yes | [ ]  No |
| 1. **Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?**
 | [ ]  Yes | [ ]  No |
| 1. **Had a professional license or permit disciplined, denied, revoked, or relinquished in Colorado or any other state?**
 | [ ]  Yes | [ ]  No |
| 1. **Ever been disciplined by any governmental regulatory body or professional association in Colorado or any other state?**
 | [ ]  Yes | [ ]  No |
| **SECTION SIX - AFFIDAVIT** |
| Application is hereby made for a Certificate of Approval to operate a Private Occupational School in conformity with the provisions of the [Private Occupational Education Act of 1981](https://highered.colorado.gov/laws-regulations), and the [Rules and Regulations](https://highered.colorado.gov/laws-regulations) promulgated pursuant to the Act. It is understood that the Division of Private Occupational Schools, upon review and evaluation of this application, may require further information to be submitted and shall conduct such investigation and appraisal as it deems necessary and appropriate prior to the issuance of a Certificate of Approval. |
|  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being duly sworn, deposes and attests that each of the statements in this  **(Printed name of School Official or Principal Owner)**application and all items included as a part of this application are true and correct to the best of my knowledge. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
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**CHECKLIST FOR RENEWAL APPLICATION**

The following documents, as applicable, must be attached to the renewal application before it will be reviewed by Division staff and forwarded to the Board for consideration. Please refer to the [Renewal FAQ’s](https://highered.colorado.gov/school-forms) for assistance in completing the renewal application.

**REQUIRED Application Attachments:**

|  |  |
| --- | --- |
| **APPLICATION FEE** - See [Fee Schedule](https://highered.colorado.gov/fee-schedule) for required Renewal fee. | [ ]  Yes |
|  |  |
| **SECTION ONE – DEMOGRAPHICS** |  |
| **Type of Business Documentation** (select one):* **Partnership**
	+ A copy of the Articles of Incorporation
	+ A copy of the Certificate of Good Standing from the Office of the Secretary of State.
* **Corporation, Limited Liability Company (LLC) or Nonprofit Organization**
	+ A copy of the Articles of Incorporation
	+ A copy of the Certificate of Good Standing from the Office of the Secretary of State.
	+ If an out-of-state corporation, include Statement of Foreign Entity Authority to transact business in Colorado.
 | [ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  N/A |
| **SECTION TWO – AGENT INFORMATION** |  |
| **Please Note:** 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**. In most cases, the school’s Agents must renew on the same cycle as the school’s renewal of their Certificate of Approval (COA).* Agent Fee(s) (see [Fee Schedule](https://highered.colorado.gov/fee-schedule) for required Agent fee).
* Agent Application(s) including court documentation, if applicable.
 | [ ]  Yes[ ]  Yes |
|  |
| **SECTION THREE – SURETY INFORMATION** |  |
| * Documentation of the surety instrument (Bond, Certificate of Deposit, Irrevocable Letter of Credit, contract with private entity) verifying current adequate coverage.
 | [ ]  Yes |
| * Bond calculation and documentation supporting calculation of the highest amount of prepaid, unearned tuition and fees held at any time during the previous 12-months.
 | [ ]  Yes |
| * Documentation of new surety amount, if applicable. (Refer to Application Section Three.)
 | [ ]  Yes[ ]  N/A |

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| **SECTION FOUR – ADDITIONAL SCHOOL INFORMATION** |  |
| **Financial Information:*** Compiled financial statements prepared by a certified public accountant or independent public accountant using generally accepted accounting principles and procedures to include:
	+ Cover Sheet
	+ Current Balance Sheet
	+ Current Income and Expense (profit and loss) Statement
	+ All supporting notes

**Educational Offerings:*** For any distance education programs/stand-alone courses offered, complete the [Distance Education Questionnaire & Attestation](https://highered.colorado.gov/school-forms).
* Copy of the school’s current [Catalog](https://highered.colorado.gov/school-forms).
* Copy of the school’s current [Catalog Checklist](https://highered.colorado.gov/school-forms).
* Copy of the school’s current [Enrollment Agreement](https://highered.colorado.gov/school-forms).
* Copy of the school’s current [Enrollment Agreement Checklist](https://highered.colorado.gov/school-forms).
* List of the school’s current instructors.
* If applicable, submit changes to educational offerings separately from the Renewal Application. Keep in mind, pursuant to [Rule III. B.1.](https://highered.colorado.gov/laws-regulations) schools shall offer only educational services that have been approved by the Board.
* If applicable, submit documentation in compliance with [Rule III.B.7.](https://highered.colorado.gov/laws-regulations), a copy of the externship/internship contract or agreement which contains all provisions described in Rule.
* Complete list of physical inventory of the equipment to be used to present the programs/stand-alone courses.
* Copies of media advertising and promotional literature, either contemplated or currently in use, if applicable.
* Accreditation letter/certificate, if applicable.

**Facility Information:*** Copy of your facility’s signed lease agreement
* Current safety inspection report(s) for your facility (and equipment, if applicable).
 | [ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  N/A[ ]  Yes[ ]  N/A[ ]  Yes[ ]  Yes[ ]  N/A[ ]  Yes[ ]  N/A[ ]  Yes[ ]  Yes |
| **SECTION FIVE – REQUIRED DISCLOSURES** |  |
| * Franchise Agreement, if applicable.
* Documentation provided for explanations to “Yes” answers in this section. (Refer to Application Section Five.)
 | [ ]  Yes[ ]  N/A[ ]  Yes[ ]  N/A |

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| **SITE VISIT AND RECORDS** |
| Once the application is complete and all attachments have been submitted, you can begin preparing for the site visit by preparing the following: |
| **Facility*** Ensure equipment is present and working properly.
* Ensure the facility will accommodate the amount of anticipated students.
* The facility must be properly cleaned and maintained.
* Ensure proper school signage is displayed.

**Educational Services*** Have current textbooks, instructional materials, teaching aids, library, and reference materials on site.
* Have proof of approval by any additional regulatory bodies who oversee your facility or type of training, if applicable.

**Student Records*** Student records must be kept in a secure location.
* Electronic records are acceptable.
* Copy of the fully executed enrollment agreement, signed and dated by both parties.
* Progression notes.
* Attendance records.
* Financial records.
* Withdrawal records.
* Record of any counseling and/or student grievance.
* Copy of student transcript(s) and certificate(s) of completion.

**Instructor Files*** Completed [Instructor Application](https://highered.colorado.gov/school-forms).
* If applicable, a photocopy of applicable license, certification, registration, journeyman’s card, or similar regulatory credential, and a statement of good-standing from the applicable board, agency, association, or similar regulatory body.
* Proof of continued competency (See [Rule III.E.2.g](https://highered.colorado.gov/laws-regulations)).
* If the school accepts students less than 16 years of age, all instructors must submit to a background check through the CBI.
 |
|  |

**RETAIN THIS PAGE FOR YOUR REFERENCE**