



## RENEWAL APPLICATION FAQs

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### General Information

*Q: How often does a school have to renew a Certificate of Approval (COA)?*

A: After a school's initial provisional period, the school's Certificate of Approval expires June 30<sup>th</sup>, every three (3) years and must be renewed to continue operation. Schools due for renewal have a deadline of February 15<sup>th</sup> to submit all required paperwork and fees.

**NOTE:** Pursuant to [§23.64.114\(4\), C.R.S.](#), renewal applications submitted *after* February 15<sup>th</sup> will not be considered. Schools that fail to comply with the renewal filing deadline must complete the New School Process by submitting a provisional (new) school application, required attachments, and fees.

*Q: What is the cost for renewal of a school's Certificate of Approval (COA)?*

A: Please refer to the [Fee Schedule](#) posted on the Division's website. Be sure to include the renewal fee AND the appropriate agent fee(s) for the school's (Sales) Agent(s).

**NOTE:** Fees are due at the time of submittal of the application to the Division. Fees are non-refundable pursuant to Rule II. Checks, money orders, or cashier's checks shall be made payable to: DPOS or Division of Private Occupational Schools. The Division will not accept postdated checks.

*Q: How long will the approval process take?*

A: Once a school submits the Renewal Application for a Certificate of Approval with all required attachments and fees to the Division, applications are processed in the order they are received. The amount of time required for the application review process varies according to the complexity and quality of each application. In order to complete the process smoothly, it is crucial that all application materials are read carefully, as certain forms require a notary. Submitting the most complete

information available will allow the Program Specialist to move through the review process efficiently. Failure to submit corrections requested by the assigned Program Specialist in a timely manner will delay Board review and may result in the expiration of the school's COA. Renewal applications must be presented to the Board no later than the June Board meeting and will be added to the agenda for Board consideration once they are deemed complete by the Division. The school will need to have a representative available for the Board meeting.

**Q: *What is a site visit?***

**A:** As part of the renewal process, a physical inspection of your school will be conducted by the Division to ensure compliance with regulatory standards in such areas as school facilities, safety requirements, instructional equipment, instructors, and student recordkeeping practices. Your assigned Program Specialist will contact you to schedule and coordinate a date to conduct an onsite inspection of your school. The onsite school visit must occur before a school is presented for approval of their renewal at the Private Occupational School Board monthly meeting.

**Q: *What is a Designated Agent?***

**A:** A Designated Agent is the school's representative, having a physical Colorado address (no P.O. Box addresses) other than the school's address, and upon whom any legal process, notice, or demand may be served. The Designated Agent shall be maintained continuously.

**Q: *What is an Agent?***

**A:** An Agent is "...any person owning any interest in, employed by, or representing for remuneration or other consideration a private occupational school located within or without this state who enrolls or who, in places other than the principal school premises, offers or attempts to secure the enrollment of any person within this state for education in a school." (See [§23-64-103\(2\), C.R.S.](#)) This is the only individual authorized to sign an Enrollment Agreement as the school's approved agent.

**NOTE:** Do not confuse the school's Agent with the school's Designated Agent. They have separate functions. It is, however, permissible for one person to have both designations.

**Q: *Is it permissible that an Agent be assigned to more than one school campus?***

**A:** Yes, when an existing approved school opens an additional campus (same name/same ownership), one Agent application and fee is allowed to be submitted per Agent for authorization to serve multiple campuses.

**Q. *What information is required to be submitted to demonstrate financial stability?***

**A.** Pursuant to Rule III. A.3, a school submitting documentation to demonstrate financial stability shall provide a complete set of compiled financial statements which includes a cover sheet, balance sheet, income and expense statement, and all supportive notes, prepared by an independent public accountant or certified public accountant using a format which reflects generally accepted accounting principles and procedures.

**Q: *What is a surety calculation?***

**A:** A spreadsheet or letter signed by an authorized representative of the school showing in detail the calculations made and explaining the method used for computing the amount of surety (bond or alternative) needed. To determine the proper amount, the school must use real numbers from the previous 12-month period and submit supporting documentation. The amount is based upon the maximum amount of prepaid, unearned tuition/fees collected at any given time. The statutory minimum surety amount is \$5000.

**REMINDER:** After initial approval, if the school's surety calculation increases, pursuant to [Rule IV.E.](#), the surety amount maintained by the school must be adjusted accordingly with the respective bond company or financial institution and supporting documentation must be sent to the Division. It is allowable to maintain more surety coverage than needed if a school wishes to allow for growth. Board approval is required to decrease the surety amount.

**Q: *What are the minimum requirements for the school's catalog?***

**A:** See section III. G., Catalogs in the [Rules and Regulations](#). A [Sample Catalog](#) and [Catalog Checklist](#) are available on the Division's website for your convenience.

**NOTE:** All revisions made to school catalogs shall be submitted to the Division for review by using a supplemental addendum page described below OR in a newly printed catalog showing a **new** catalog volume number and effective date.

- Addendum or Supplemental page(s) may be used as part of the school catalog provided they are used in such a way as to become an effective part of the catalog and may include information such as faculty, calendar, and any other pertinent information. Supplemental pages shall 1) show an effective date, 2) list the applicable Catalog date & Volume #, and 3) be presented to each prospective student prior to execution of any enrollment contract agreement.

**Q: *What are the minimum requirements for the school's Enrollment Agreement?***

**A:** See section III. H., Student Enrollment Agreement in the [Rules and Regulations](#). A [Sample Enrollment Agreement](#) and [Enrollment Agreement Checklist](#) is available on the Division's website for your convenience.

**NOTE:** Each student enrollment agreement must reflect and be consistent with the school catalog in effect at the time of enrollment and must be approved by the Division prior to use. (See [Rule III.H.4.](#)) When submitting your Enrollment Agreement, be sure the Refund Policy is included and reflects the same Refund Policy included in the Catalog. All compliance items, i.e., refund policy, should be worded identically and appear in the same format.

## **Board Information**

The Private Occupational School [Board](#) is a seven-member board appointed by the Governor, confirmed by the State Senate. The Board is comprised of three owner/operators of approved private occupational schools that receive Title IV funds; and four members of the general public, one of whom is employed by a Colorado lending institution. Each member can serve up to two, consecutive four-year terms.

**Q: *When and where are the Board's meetings held?***

**A:** The [Board Meeting Schedule](#) can be found on the Division's website and includes the date and location of the Board meeting.