

School Dashboard Tour

DPOS Connect User Guide

V 1.2

October 1, 2022



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

DPOS School

PERSONAL NAVIGATION

School Profile

Career School

Career School

DPOS SCHOOL

DPOS SCHOOL

PRINT

SAVE

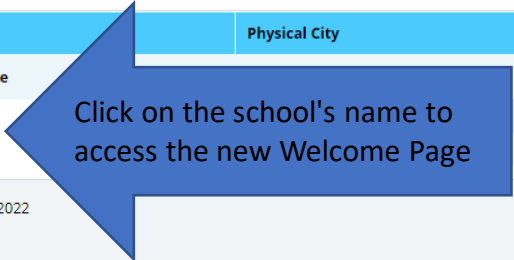


COLORADO
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Please click on the school/location name below to go to the DPOS Connect Welcome page.
Note: This web application is only supported by Google Chrome or Microsoft Edge.

DPOS School

Provider Name	Physical City	DPOS School Status	Provider Org Type
State Type: In State			
Career School		Active	6-Private Occupational School
Career School		Pending	6-Private Occupational School



Current Date 9/15/2022

DPOS Connect Welcome Page

The screenshot shows the ColoradoETPL.org DPOS Connect interface. The header includes the logo, navigation links for 'DPOS SCHOOL' and 'TEST SCHOOL', and a user profile for 'Ed Johnson'. The main content area is titled 'Test School' and features a 'Welcome Page' with the Colorado Division of Private Occupational Schools logo and the Department of Higher Education. Two prominent buttons are visible: 'VIEW/MODIFY CURRENT SCHOOL DETAILS' and 'APPLICATIONS/FORMS TO SUBMIT'. The 'DPOS School Status' is listed as 'Active' and the 'Assigned DPOS Specialist' is 'Kristi Connors'. To the right, the 'PROVIDER RECORD' section displays key information: Provider Name (Test School), Provider System ID (1289), Provider Org Type (6-Private Occupational School), and Provider Oversight Agency (3-Colorado Division of Private Occupational Schools). Below this, the 'ETPL' section includes a 'MODIFY ETPL DETAILS' button and fields for 'ETPL Provider Last Saved On by a Provider User', 'ETPL Provider Record Status' (ACTIVE), 'ETPL Org Type Require Oversight Review?' (Yes), and 'ETPL Provider Status Code' (PA03 - Provisional).

View/Modify Current School Details Button: Click this button to view your school's current details including your Certificate of Approval, surety, agents, instructors, programs/stand-alone courses, and more. Use this button to update/modify your currently approved surety, instructors, contacts, agents, programs/stand-alone courses.

Applications/Forms to Submit Button: Click this button to start a new application/form

DPOS School Details Page

ColoradoETPL.org
Apply for the Eligible Training Provider List

DPOS Connect

Ed Johnson

DPOS SCHOOL > DPOS SCHOOL > TEST SCHOOL > DPOS SCHOOL DETAILS

PERSONAL NAVIGATION

- School Profile
- Test School

DPOS SCHOOL

DPOS School Details

PRINT SAVE

GO BACK TO WELCOME PAGE

Click here to return to Welcome Page

Dashboard

DETAILS SURETY SCHOOL DOCUMENTS SCHOOL CONTACTS AGENTS PROGRAMS/STAND-ALONE COURSES INSTRUCTORS ANNUAL FILINGS QUARTERLY ASSESSMENT PAYMENTS EXEMPTIONS

OTHER APPLICATIONS

Certificate to Operate

Current Certificate of Approval	Current Certificate Effective Date	Original Certificate Effective Date	Certificate Expiration Date
		9/22/2020	

Main Location

Current Info (fields are updated from various application forms)

Applications/Forms to Submit

The screenshot displays the ColoradoETPL.org website interface. The header includes the logo and 'DPOS Connect' with a user profile for Ed Johnson. The breadcrumb trail shows the path: DPOS SCHOOL > DPOS SCHOOL > TEST SCHOOL > DPOS APPLICATIONS AND FORMS TO SUBMIT. A left sidebar contains 'PERSONAL NAVIGATION' with 'School Profile' and 'Test School' options. The main content area is titled 'DPOS SCHOOL' and 'DPOS Applications and Form...'. It features a 'GO BACK TO WELCOME PAGE' button and two columns of application categories. The left column includes: AGENT PERMIT APPLICATION, CHANGE OF OWNERSHIP NOTIFICATION, CONTACTS (DIRECTOR, DESIGNATED AGENT, ETC.), NEW INSTRUCTOR, TEMPORARY OFFSITE OFFERING, and NOTIFICATION OF SCHOOL CLOSURE. The right column includes: CATALOG/ENROLLMENT AGREEMENT-NEW VERSION, CHANGE OF NAME/LOCATION, NEW PROGRAM/STAND-ALONE COURSE, and NEW SURETY. A blue arrow points from the text 'These applications/forms are always available.' to the left column. Another blue arrow points from the text 'These applications/forms are not available when a renewal application is in progress' to the right column. 'PRINT' and 'SAVE' buttons are visible in the top right of the content area.

ColoradoETPL.org
Apply for the Eligible Training Provider List

DPOS Connect

Ed Johnson

DPOS SCHOOL > DPOS SCHOOL > TEST SCHOOL > DPOS APPLICATIONS AND FORMS TO SUBMIT

PERSONAL NAVIGATION

School Profile

Test School

DPOS SCHOOL

DPOS Applications and Form...

PRINT

SAVE

GO BACK TO WELCOME PAGE

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

These applications/forms are always available.

These applications/forms are not available when a renewal application is in progress

School Action Required Button

The screenshot displays the ColoradoETPL.org DPOS Connect interface for a 'Career School'. The page is titled 'Welcome Page' and includes the Colorado Department of Higher Education logo. A blue arrow points to a red button labeled 'SCHOOL ACTION REQUIRED' in the 'DPOS School Status' section. Below this button, a message states: '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.' The 'DPOS School Status' section also shows 'Active' and 'Assigned DPOS Specialist: Kristi Connors'. The 'ETPL' section contains a 'MODIFY ETPL DETAILS' button. The 'PROVIDER RECORD' section displays fields for 'Provider Name', 'Provider System ID', 'Provider Org Type', and 'Provider Oversight Agency'.

School Action Required Button: This button is only visible when a school user has an application/form in progress - either unsubmitted, needs a payment, or has been returned by DPOS to the school for corrections. Unsubmitted quarterly assessments and annual filings can be accessed here.

School Action Required Page

DPOS SCHOOL

School Action Required PRINT SAVE

[GO BACK TO WELCOME PAGE](#)

Application to Operate/Renewal/Change Ownership Requires School Action

#	Activity Name	Last Modified By	Last Modified On	Status
Activity Name: School Enters School Information				
1	Renewal In State #1207 - Career School - Kristi Connors	Joe Smith	9/20/2022 4:08:08 PM	ActivePending

Agent Applications Require School Action

#	Last, First - Application Type Agent App	School State Status	Agent Application Status	Proposed Start Date	Agent's Represented Locations (City, State)	Last Modified By	Agent Permit_System ID
Agent Application Status: School Needs to Fix Form							
1	Johnson, Bob - New Agent App	In State	School Needs to Fix Form	9/5/2022	Denver, CO	Kristi Connors	314
Agent Application Status: Unsubmitted to DPOS							
2	. - New Agent App	In State	Unsubmitted to DPOS			Kristi Connors	2
3	. - New Agent App	In State	Unsubmitted to DPOS			Joe Smith	318

Change of Name/Location Applications Require School Action

#	Current School Name Change Form #Change Form System ID	Change Form Status	What are you changing? (you may select more than 1)	The school will resume operations on	School	Submitted Date	Reviewed On
What are you changing? (you may select more than 1): Name							

Any application the school user has started but not submitted will be on this page on the appropriate table. If DPOS has sent an application back to the school for corrections, it will be found on this page on the appropriate table. Only tables with applications/forms needing action to complete will be visible.