

How to Update Existing Surety or Upload New Surety

DPOS Connect User Guide

V 1.0

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COLORADO
Division of Private
Occupational Schools
Department of Higher Education

Documents you will need to upload:

1. Surety Document

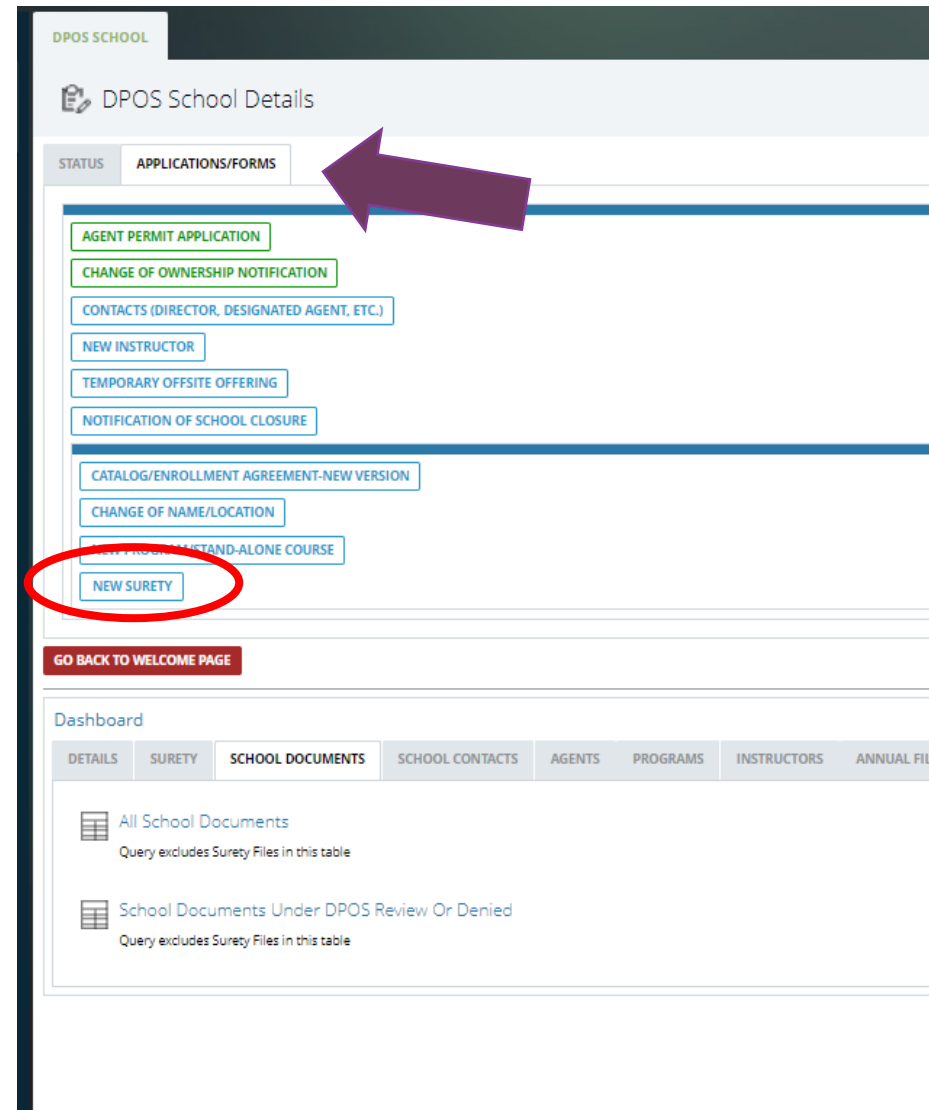
To Upload New Surety

Click on the Tab

Click **Applications/Forms** tab at the top of the DPOS school details page.

Click Button

Click **New Surety** on the list of Applications/Forms to begin.



The screenshot displays the DPOS School Details page. At the top, there is a header for "DPOS SCHOOL" and a sub-header "DPOS School Details". Below this, there are two tabs: "STATUS" and "APPLICATIONS/FORMS". A purple arrow points to the "APPLICATIONS/FORMS" tab. Underneath the tabs, there is a list of application types, each in a button-like box: "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", and "NEW SURETY". The "NEW SURETY" button is circled in red. Below the list of application types, there is a red button labeled "GO BACK TO WELCOME PAGE". At the bottom of the page, there is a "Dashboard" section with several tabs: "DETAILS", "SURETY", "SCHOOL DOCUMENTS", "SCHOOL CONTACTS", "AGENTS", "PROGRAMS", "INSTRUCTORS", and "ANNUAL FIL". The "SCHOOL DOCUMENTS" tab is selected. Below the tabs, there are two sections: "All School Documents" and "School Documents Under DPOS Review Or Denied". Each section has a small icon and a note: "Query excludes Surety Files in this table".

New Surety File Upload

Step One: Enter Reason

Enter the reason for the new surety.

Step Two: Surety Calculation

If the reason for new surety is for a change in current surety amount, click on the **Surety Calculation Sample to enter the tuition collected for the past 12 months. Save the table and upload by clicking **Choose File** in the Surety Calculation field.

Step Three: Surety Details

Select the surety type and enter the amount of surety. Click the calendar icon to select the effective and expiration/maturity dates of the surety.

Step Four: Upload Surety

Click **Choose File** to upload the original surety document. Enter the account number of the surety, select the surety holder from the dropdown menu, and enter the phone number of the surety company. Click **Submit to DPOS** to send to DPOS for approval.

The screenshot shows the 'DPOS New Surety File Upload' form. At the top, there is a folder icon and the title 'DPOS New Surety File Upload'. Below this, there are instructions: 'New Surety Upload Instructions Please fill out all the fields. For a change in surety amount, DPOS will review and approve before the amount updates'. A blue banner contains the text: 'Please fill out the fields and click "Submit" for DPOS to review.' The form fields are as follows: 'Reason for New Surety*' (text input), 'Surety Calculation Sample' (file upload button with a sample file 'Surety Calculation Form Sampl...'), 'Surety Calculation' (file upload button 'Choose File' with 'No file chosen'), 'Surety Type*' (radio buttons for Bond, CD, Contract with private entity (Rule IV.E.7), Irrevocable Letter of Credit, Savings Account), 'Surety Amount*' (text input with a '\$' symbol), 'Surety Description' (text input with 'Original'), 'Effective Date*' (calendar icon), 'Expiration/Maturity Date*' (calendar icon), 'Surety Document*' (file upload button 'Choose File' with 'No file chosen'), 'Surety Account Number*' (text input), 'Surety Holder*' (dropdown menu with 'Select DPOS Surety Holder...'), and 'Surety Company Phone*' (text input). At the bottom, there are three buttons: 'SUBMIT TO DPOS' (circled in red), 'RESET FIELDS TO BLANK', and 'CANCEL & GO BACK TO DPOS DETAILS'. Four purple arrows point to the 'Reason for New Surety*' field (labeled 'Step One'), the 'Surety Calculation Sample' field (labeled 'Step Two'), the 'Surety Amount*' field (labeled 'Step Three'), and the 'Surety Document*' field (labeled 'Step Four').

Upload Continuation Certificate or Rider

Step One: Active Surety Table

Click **Surety** tab on the DPOS School Details page. On the Active Surety Files table, click the **Surety File ID** to be updated with a continuation certificate or a rider

The screenshot shows the 'DPOS School Details' page. At the top, there are 'PRINT' and 'SAVE' buttons. Below that is a 'GO BACK TO WELCOME PAGE' button. The main content area has a 'Dashboard' section with a navigation bar containing tabs: DETAILS, SURETY, SCHOOL DOCUMENTS, SCHOOL CONTACTS, AGENTS, PROGRAMS, INSTRUCTORS, ANNUAL FILINGS, QUARTERLY ASSESSMENT, PAYMENTS, EXEMPTIONS, and OTHER APPLICATIONS. The 'SURETY' tab is circled in red, and a purple arrow labeled 'Step One' points to it. Below the navigation bar, there is a section for 'Total Amount for Active Surety' showing '\$10,000.00'. Underneath, there is a 'How To Update Active Surety' section with a link: 'To upload a continuation certificate or a rider, click the surety record to be updated on the Active Surety Files table.' Below this is a table titled 'Active Surety Files'. The table has columns: No., Type of File ID#Upload_System ID, Surety Type, Effective Date, Expiration Date, Surety Account Number, Surety Amount, Surety Holder, Other: Surety Holder, Surety Company Phone, Last Modified by, Last Modified On, and Attachment(s). The first row is circled in red and contains: 1, Surety File ID#554, Bond, 5/20/2021, 6/1/2022, 123, \$10,000.00, American National Bank, , 123, Kristi Connors, 5/27/2022 12:46:49 PM, and Explanation.docx. Below the table, there are two buttons: 'PENDING SURETY' and 'ALL SURETY FILES'.

DPOS School Details

PRINT SAVE

GO BACK TO WELCOME PAGE

Dashboard

DETAILS **SURETY** SCHOOL DOCUMENTS SCHOOL CONTACTS AGENTS PROGRAMS INSTRUCTORS ANNUAL FILINGS QUARTERLY ASSESSMENT PAYMENTS EXEMPTIONS OTHER APPLICATIONS

Total Amount for Active Surety
\$10,000.00

How To Update Active Surety
To upload a continuation certificate or a rider, click the surety record to be updated on the Active Surety Files table.

Active Surety Files

No.	Type of File ID#Upload_System ID	Surety Type	Effective Date	Expiration Date	Surety Account Number	Surety Amount	Surety Holder	Other: Surety Holder	Surety Company Phone	Last Modified by	Last Modified On	Attachment(s)
1	Surety File ID#554	Bond	5/20/2021	6/1/2022	123	\$10,000.00	American National Bank		123	Kristi Connors	5/27/2022 12:46:49 PM	Explanation.docx
Total:						\$10,000.00						

PENDING SURETY ALL SURETY FILES

Update Surety Details

Step Two: Update Surety Details

Click **Update Surety Details** to open new window to enter updated surety details.

Step Three: Enter Reason

Enter the reason for the updated surety.

Step Four: Surety Calculation

If the reason for new surety is for a change in current surety amount, click on the **Surety Calculation Sample to enter the tuition collected for the past 12 months. Save the table and upload by clicking **Choose File** in the Surety Calculation field.

Step Five: Surety Details

Enter the surety amount and select the surety description from the dropdown menu. Click the calendar icon to select the effective and expiration/maturity dates of the surety. Click **Choose File** to upload the updated surety document. Scroll down to click **Submit For DPOS to Review**.

DPOS SCHOOL

Surety File ID#554

File	Surety Information
Type of File Surety File	Surety Type Bond
Attachment(s) Explanation.docx	Surety Amount \$10,000.00
Effective Date 5/20/2021	Surety Account Number 123
Expiration Date 6/1/2022	Surety Holder American National Bank
UPDATE SURETY DETAILS	Surety Company Phone 123

Surety_ID#54

Surety Version Review Status* Unsubmitted to DPOS Surety Version_System ID 54

Upload Details

Surety Calculation Instructions

If the reason below includes an increase or decrease in surety amount, please upload a surety calculation table which indicates the highest amount of prepaid, unearned tuition and fees collected at any given time during the last 12 months pursuant to 23-64-121

Reason for new/change surety*

Surety Calculation Sample

Surety Calculation No file chosen

Enter Surety Amount* \$

Surety Description* Select DPOS Surety Description...

Select Effective Date*

Select Expiration/Maturity Date*

Upload Surety Document No file chosen