

Change of Ownership Notification

DPOS Connect User Guide

V 1.0

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COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

What timeframe is allowed by the Division for submittal of a change in ownership?

The seller, prior to the effective date of the change of ownership, shall notify the Division of Private Occupational Schools using the Change of Ownership Notification in DPOS Connect. The buyer must submit the Change of Ownership Application prior to or within 30 days after the change of ownership occurs.

What is the definition of ownership?

“Ownership” means ownership of a controlling interest in the school or, in the event that the school is owned or controlled by a corporation or other legal entity other than a natural person, ownership of a controlling interest in the legal entity owning or controlling such school. (see §23-64-116, C.R.S.)

Information you will need:

- New school owner's contact information including:
 - E-mail address (will be new owner's username)
 - First and Last name
 - Phone number

Notification to DPOS

Step One: Click on the Tab

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

Step Two: Change of Ownership Notification

Click **Change of Ownership Notification** on the list of applications/forms to start.

The screenshot displays the ColoradoETPL.org website interface. At the top, the logo 'ColoradoETPL.org' is visible with the tagline 'Apply for the Eligible Training Provider List'. To the right, there is a 'DPOS Connect' dropdown menu. Below the header, a breadcrumb trail shows 'DPOS SCHOOL > SCHOOL PROFILE > CAREER SCHOOL > DPOS SCHOOL DETAILS'. A dark sidebar on the left contains a 'PERSONAL NAVIGATION' menu with 'School Profile' and 'Career School' options. The main content area is titled 'DPOS SCHOOL' and 'DPOS School Details'. It features a 'STATUS' tab and an 'APPLICATIONS/FORMS' tab, which is highlighted with a purple arrow. Under the 'APPLICATIONS/FORMS' tab, a list of options is shown: 'AGENT PERMIT APPLICATION', 'CHANGE OF OWNERSHIP NOTIFICATION' (circled in red), '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'. At the bottom of the main content area, there is a red button labeled 'GO BACK TO WELCOME PAGE'. Below this, a 'Dashboard' section contains a row of tabs: 'DETAILS', 'SURETY', 'SCHOOL DOCUMENTS', 'SCHOOL CONTACTS', 'AGENTS', and 'PROGRAMS'.

Fill Out Notification

Step Three: New Owner Info

Enter new ownership information including the new owner's email address which will become their username to login to DPOS Connect after the notification is approved by DPOS.

Step Four: Effective Date of Sale

Click on the calendar icons to select the date of sale.

The screenshot shows the 'ColoradoETPL.org' website with the 'DPOS Connect' interface. The breadcrumb trail indicates the user is in the 'CHANGE OF OWNERSHIP NOTIFICATION' section. The form title is 'New DPOS Initiate Ownershi...'. The 'Initiate Ownership Status' is 'Unsubmitted to DPOS'. The 'New Ownership Information' section contains the following fields:

- Current School Name: Career School
- Instructions: New Owner's E-mail address will be the new owner's username for DPOS Connect. Once this form is approved, the system will automatically create a user account based on the information entered below and give the new owner access to all school records.
- New Owner's E-Mail (will be new owner's username)*: [Text input field]
- New Owner's First Name*: [Text input field]
- New Owner's Last Name*: [Text input field]
- New Owner's Phone Number*: [Text input field]
- Effective Date of Sale*: [Calendar icon]

Two purple arrows with white text are overlaid on the form: 'Step Three' points to the 'New Owner's E-Mail' field, and 'Step Four' points to the 'Effective Date of Sale' field.

Sign and Submit Form

Step Five: Signature of Current Owner

Click **Sign** to attach the signature of the current owner. Once the notice is approved by DPOS, the current owner's username will be disabled automatically if it is only associated with this one school. Click **Submit to DPOS**. The buyer will be sent an email notice of the action with the username and link to setup a password for the school's account on DPOS Connect. The new owner will then be able to log in to the school's account and complete the Change of Ownership application.

Instructions If the current owner is only associated with this one school, when DPOS approves this form the current owner will automatically be disabled from logging into DPOS Connect.

Submitter's Signature No Signature

SIGN

SUBMIT TO DPOS

CANCEL & DELETE

Step Five