

# *Change of Ownership*

DPOS Connect User Guide

V 1.0

May 5, 2022



**COLORADO**  
Division of Private  
Occupational Schools  
Department of Higher Education

# FAQ's

## **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.)*

## **Will a site visit be required?**

*No, unless there has been a significant change to the school's day to day operations and/or staff.*

## **Does this change have to be submitted to the Board for approval?**

*Yes, a change of ownership requires the Board's approval. Once the application, fee and additional materials are received and deemed complete, the application will be placed on an agenda and scheduled for Board consideration. A representative from the school will be required to attend the Board meeting. After Board approval, a new Certificate of Approval will be issued.*

# Documents you will need:

- List of other members having a controlling interest in the school with all names, titles, home addresses, and phone numbers
- Copy of Articles of Incorporation
- Certificate of Good Standing from the Office of the Secretary of State
- Statement of Trade Name or DBA (if applicable)
- Statement of Foreign Entity Authority to transact business in Colorado
- New agent applications (if needed download from DPOS Connect webpage)
- Surety calculation proposal letter
- Surety Document
- Cover Sheet
- Current Balance Sheet
- Current Income and Expense Statement
- Signed facility lease agreement
- Copies of media advertising
- School Catalog
- Catalog Checklist (download from DPOS Connect webpage)
- Enrollment Agreement
- Enrollment Agreement Checklist (download from DPOS Connect webpage)
- Accreditation Letter/Certificate, if applicable
- Franchise Agreement, if applicable
- Copy of Bill of Sale
- Asset Purchase Agreement

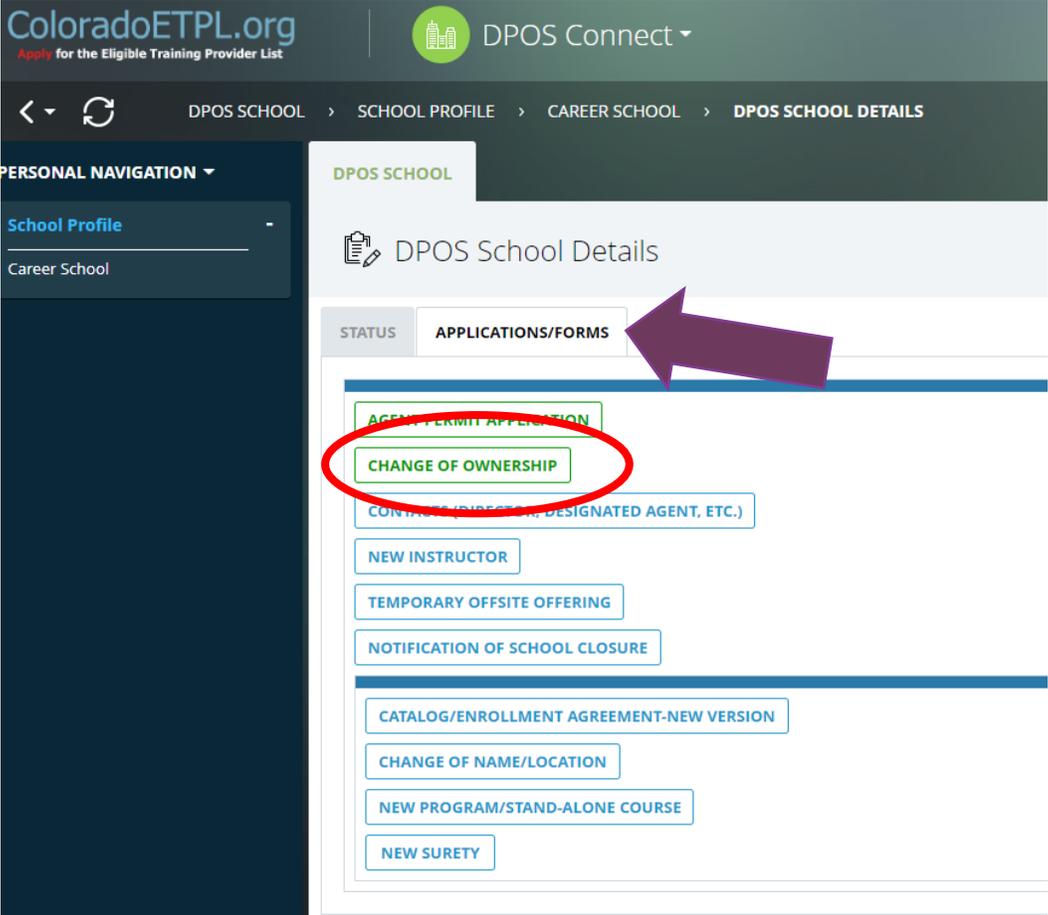
# New Owner begins Change of Ownership Application

## Step One: New Owner Setup

Once DPOS approves the Change of Ownership Notification submitted by the former owner, the new owner will receive an email with link to setup a password and will be able to log in to DPOS Connect. See the “How to Login” user guide on the DPOS Connect webpage for instructions.

## Step Two: Click Change of Ownership

Click on the Change of Ownership button on the Applications/Forms tab to start.



The screenshot displays the ColoradoETPL.org DPOS Connect interface. The top navigation bar includes the logo and the text 'DPOS Connect'. Below this, a breadcrumb trail shows 'DPOS SCHOOL > SCHOOL PROFILE > CAREER SCHOOL > DPOS SCHOOL DETAILS'. A left-hand navigation menu is visible, with 'School Profile' and 'Career School' options. The main content area is titled 'DPOS SCHOOL' and 'DPOS School Details'. A tabbed interface shows 'STATUS' and 'APPLICATIONS/FORMS' tabs, with a purple arrow pointing to the 'APPLICATIONS/FORMS' tab. Under this tab, a list of application types is shown, with 'CHANGE OF OWNERSHIP' highlighted by a red circle. Other application types include 'AGENT PERMIT APPLICATION', 'CONTINUES (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'.

# Demographics/ Location

## Step Three: School Demographics

This information is pre-populated.  
The school phone, e-mail, and website may be updated.

The screenshot shows the 'School Enters School Information' form on the ColoradoETPL.org website. The form is titled 'SCHOOL DEMOGRAPHICS' and contains the following fields:

School Name	Career School
State Status	In State
School Phone (include Ext.)	303-555-5555
Email Description	Email address will be publicly available for students to contact the school. It will be used for general communication between the school and the Department.
School E-mail	joe@gmail.com
School Website	<a href="#">EDIT HYPERLINK</a>

A purple arrow labeled 'Step Three' points to the 'SCHOOL DEMOGRAPHICS' section.

## Step Four: Location

The school's current location information is pre-populated. If the school will provide training at any location other than the main location, answer yes and provide the address for each location.

The screenshot shows the 'School Enters School Information' form on the ColoradoETPL.org website, specifically the 'Location' section. The form is titled 'Location Description' and contains the following fields:

Physical Address	123 Broadway
Physical Address 2	
Physical City	Denver
Physical State	CO
Physical Zip	80231
Mail Address	
Mail Address 2	
Mail City	
Mail State	CO
Mail Zip	

Below the address fields, there is a section for 'Explanation about other classrooms offered' and a question: 'Does the school provide training at any location other than listed above (separate classrooms)?' with radio buttons for 'No' and 'Yes'.

A purple arrow labeled 'Step Four' points to the 'Location' section.

# Business Information

## Step Five: Business Information

This information is pre-populated but can be updated as needed for the new ownership.

## Step Six: Business Documents

Click **Choose File** to upload the requested attachments to the application for review.

**Business Information**

**Type of Business**

- Corporation
- Limited Liability Company (LLC)
- Nonprofit Organization
- Partnership
- Sole Proprietorship

**Business Contact Info (as registered with the Colorado Secretary of State)**

**Business Name**

**Business Phone**

**Business E-Mail Address**

**Business Address**



**Business Documents**

List of members having controlling interest in the school with all names, titles, home addresses, and phone numbers  No file chosen

A copy of Articles of Incorporation  No file chosen

Certificate of Good Standing from the Office of the Secretary of State  No file chosen

Statement of Trade Name or DBA (if applicable)  No file chosen

Statement of Foreign Entity Authority to transact business in Colorado (if applicable)  No file chosen



# School Contacts And Agents

## Step Seven: School Contacts

School contacts cannot be modified on the Change of Ownership application. To update the active school contacts, click Save Application & Go to School's DPOS Profile Page to make update or add new contacts.

## Step Eight: Agent Information

Only new agents can be added to the application. Click Add New Agent to fill out the agent application. Click on the Current Active Agents tab to view the approved agents operating at the school. These agents can only be removed on the school details page.

Current Active Contacts

Active Contacts

Empty.

Contact Instructions for Renewal & Change Ownership

Contacts cannot be modified or added on this application. Please navigate to your school's DPOS Details page and click on the Contacts tab to archive a contact, edit, or add new contact.

SAVE APPLICATION & GO TO SCHOOL'S DPOS PROFILE PAGE

Step Seven

AGENT INFORMATION

Agent Requirement Application to operate requires at least 1 agent application

ADD NEW AGENT ACTIVE AGENTS LINKED FOR THIS SCHOOL CURRENT ACTIVE AGENTS

ADD NEW AGENT

Agents for Change of Ownership App

For Change of Ownership application, only new agents can be added. Current active agents for the school will remain active, unless the new owner chooses to remove them.

How to deactivate an agent To change an agent's status to inactive, please navigate back to the School Details page and click on the Agents tab to view the active agents table.

How to edit Agent Applications To edit newly added Agents, double click on the agent application record to edit the agent's details.

Agents being submitted with this application

Empty.

DELETE SELECTED AGENT APPLICATION

Step Eight

# New Agent Application

## Step Nine: New Agent Application

The agent permit application will pop up in a new window to enter the agent's information. Click the calendar icon to select the proposed start date for the agent. Enter the city and state for the school locations the agent will represent. If the agent will operate at any other schools with the same name/same ownership, select the school from the dropdown menu.

## Step Ten: Agent Information

Enter the applicant's information as requested on the form.

DPOS SCHOOL

- New Agent App

AGENT PERMIT APPLICATION

Type of Submission

Application Type New

Application State Status

Proposed Start Date\*  

Agent's Represented Locations (City, State)\*

Other schools the agent operates at

Select Provider Template...  

Agent Information

First\*  MI  Last\*

Home Phone\*

Home Address: Street\*

City\*

State\*

Zip\*

Date of Birth\*  

Is the place of birth in the U.S.??\*  No  Yes

Place of Birth: City\*

Place of Birth: State\*

# New Agent Application (continued)

## Step Eleven: Agent History

Answer Questions A and B. Enter employment history for the last five years by clicking **Insert Row**. Complete agent's employment history table by clicking **Insert Row** to add additional entries for the employment history.

## Step Twelve: Agent Disclosures

Answer each of the five disclosure questions for the agent. For any yes answers, a **Choose File** field will pop up and require an upload providing an explanation and court documentation.

The screenshot displays the 'New DPOS Agent Permit Application' form. It is divided into two main sections: 'History' and 'Disclosures'.

**History Section:**

- Question A: "Have you ever been a private occupational school owner before?\*" with radio buttons for Yes and No.
- Question B: "Have you ever been licensed as a private school agent in any state, including Colorado?\*" with radio buttons for Yes and No.
- Below the questions is a table header: "Employment History: Last five (5) years, starting with the most recent:". The table content is currently "Empty".
- At the bottom of the table area are two buttons: "INSERT ROW" (circled in red) and "DELETE".

**Disclosures Section:**

- Required Disclosures:** A paragraph of text explaining the requirement to upload written explanations for "yes" answers, including court documentation. A note states: "(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.)"
- Have you ever:**
- 1. "Been convicted of or pled to a felony or are felony charges pending?\*" with radio buttons for Yes and No.
- 2. "Been convicted of or pled to a misdemeanor other than a minor traffic violation or are misdemeanor charges pending?\*" with radio buttons for Yes and No.
- 3. "Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?\*" with radio buttons for Yes and No.
- 4. "Been denied, revoked, relinquished or otherwise prevented from obtaining a private occupational school license in Colorado or any other state?\*" with radio buttons for Yes and No.
- 5. "Been refused bonding by any surety company?\*" with radio buttons for Yes and No.

Two purple arrows with white text point to the "INSERT ROW" button and the "Have you ever:" section, labeled "Step Eleven" and "Step Twelve" respectively.

# Agent Application Affidavit

## Step Thirteen: School Affidavit

A school owner or officer must read and sign the affidavit. Click **Sign** to complete a signature in the pop-up window. Use the mouse to complete the signature in the **Sign Here** window and click **OK** to return to agent application.

## Step Fourteen: Agent Application Upload

The agent application must be downloaded from the DPOS Connect website, completed by the applicant, and saved as a file to be uploaded with this application. Click **Choose File** to upload the signed agent application. Click **Save and Close** to return to the application. Additional agents may be added using the same process.

The screenshot shows a web form titled "Affidavit". The "Affidavit of School:" section contains a paragraph of text. Below it, the "Owner or Officer of the Signature\*" field has a "No Signature" placeholder and a "SIGN" button circled in red. The "Owner or Officer of the School" field is empty. Below the affidavit section, the "Please upload completed Agent Application" section has an "Agent Signature Copy" field with a "Choose File" button circled in red. At the bottom right, "SAVE AND CLOSE" and "CANCEL" buttons are circled in red. Two purple arrows point to the "SIGN" and "Choose File" buttons, labeled "Step Thirteen" and "Step Fourteen" respectively.

The screenshot shows a pop-up window titled "Sign Here". It features a large white rectangular area for a signature with the text "Your Signature Here" written in a cursive font. At the bottom, there are three buttons: "OK" (circled in red), "CLEAR", and "CANCEL".

# Surety Information

## Step Fifteen: Surety Information

Click **Choose File** to upload the surety calculation proposal which outlines the method of determining the amount of surety. Enter the amount of surety determined from the proposed surety calculation. Check yes or no for Umbrella Bond.

## Step Sixteen: Surety Details

Enter the surety amount obtained for the school. Click the calendar icons to select the effective and expiration/maturity dates for the surety. Click **Choose File** to upload the surety document. Select the type of surety. Enter the surety account information. Click **Submit Surety** to attach the surety document to the application for review. The surety details will be displayed in the table to verify the information is correct.

### SURETY INFORMATION

**Surety Calculation Instructions**  
For new schools: Provide a proposed surety calculation document or table  
For all other schools: Use the surety calculation sample table to calculate surety amount and upload the table.

**Surety Calculation Sample**

**Surety Calculation**  No file chosen

**Surety calculation amount** \$

**Umbrella Bond?**  Yes  No

**Total surety coverage** \$0.00

**In State Total Surety Minimum Amount** \$5,000.00

### Surety Details

**Select Surety Description**  Continuation Certificate  Original  Rider

**Enter Surety Amount** \$

**Select Effective Date**

**Select Expiration/Maturity Date**

**Surety Document**  No file chosen

**Select Surety Type**

- Bond
- CD
- Contract with private entity (Rule IV.E.7)
- Irrevocable Letter of Credit
- Savings Account

**Enter Surety Account Number**

**Select Surety Holder**

**Enter Surety Company Phone**

Final action for surety: Click to attach it to the application



# Financial/Institution Information

## Step Seventeen:

Click **Choose File** to upload financials to estimate the school's income and expenses for the next 12 months. Click **Add Financial Institution** to enter the information for the financial institution where the school conducts business.

## Step Eighteen: Accredited Schools Only

If applicable, enter information and upload Accreditation letter/certificate.

## Step Nineteen: Facility Attachments

Click **Choose File** to upload a copy of the facility's signed lease agreement.

**FINANCIAL INFORMATION**

Financial Attachments

**Financial Instructions** New schools must submit a set of pro forma financials (balance sheet, income and expense statement) to estimate the school's income and expenses for the next 12 months. Renewing schools must submit a cover sheet, balance sheet, income and expense statement, and supporting notes prepared by an independent public accountant or certified public accountant pursuant to Rule III.A.3.

**Current Income and Expense Statement (for school itself)**  No file chosen

**Current Income and Expense Statement (parent firm, if applicable)**  No file chosen

**Current Balance Sheet (pro forma for new school)**  No file chosen

**Supporting Notes (if applicable)**  No file chosen

**Financial Institution Instruction** List the name and addresses of all financial institutions with which the school conducts business:

**ADD FINANCIAL INSTITUTION**

Financial Institutions

**Accredited Schools Only**

**Name of accrediting organization**

**Title IV Approval Date**  **Default Rate**  % **Placement Rate**  %

**Type(s) of Financial Aid Offered**  +

**Accreditation letter/certificate, if applicable**  No file chosen

**FACILITY ATTACHMENTS**

**Copy of facility's signed lease agreement**  No file chosen

# Educational Attachments

## Step 20: Educational Attachments

Click **Choose File** to upload copies of media advertising. Upload the remaining requested school documents for review with the application. The Catalog Checklist and Enrollment Agreement Checklist must be downloaded from the DPOS Connect website, filled out, and saved as a file for upload with the application.

**EDUCATIONAL ATTACHMENTS**

Copies of media advertising, promotional literature, website, and/or social media (draft for new schools)

No file chosen

Catalog	<input type="button" value="Choose File"/> No file chosen
Catalog Checklist	<input type="button" value="Choose File"/> No file chosen
Enrollment Agreement	<input type="button" value="Choose File"/> No file chosen
Enrollment Agreement Checklist	<input type="button" value="Choose File"/> No file chosen



# Required Disclosures

## Step 21: Disclosures

Answer these three questions. For any yes answers, provide the additional information requested.

## Step 22: Principal Owner Disclosures

Answer all questions for any principal owner(s), officer(s), or any person in management capacity. For any yes answers, click **Choose File** to upload the required explanation and document.

### REQUIRED DISCLOSURES

Are there any other regulatory bodies or national organizations that oversee the school, the facility, or the type of training offered at the school?

Yes  No

Is this a franchise?  Yes  No

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?

Yes  No

#### Required Disclosures

If any question below is answered "yes", upload a written explanation. 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 denial of agent permits or certificate to operate as a private occupational school.

**Has any principal owner(s), officer(s) or any person in management capacity ever:**

**Been involved in a bankruptcy?**

Yes  No

**Been convicted of or pled to a felony or are felony charges pending?**

Yes  No

**Been convicted of or pled to a misdemeanor other than a minor traffic violation or are misdemeanor charges pending?**

Yes  No

**Been dismissed or allowed to resign from any position for immoral or unprofessional conduct?**

Yes  No

**Had a professional license or permit disciplined, denied, revoked, or relinquished in Colorado or any other state?**

Yes  No

**Ever been disciplined by any governmental regulatory body or professional association in Colorado or any other state?**

Yes  No

**Does the School teach students under the age of 16 years? If yes, instructors teaching these students are subject to a criminal background check.**

Yes  No



# Finish and Preview

## Step 23: Attachments

Provide requested documents and information regarding the sale of the school and change in ownership.

## Step 24: Preview Application

Click Next Step: Preview Unsubmitted Application to review all details of application. If any required items are missing, a message detailing the deficiencies will pop-up. Click on each tab to review each section of the application.

Change of Ownership Attachments

Effective Date of Sale

Copy of Bill of Sale  No file chosen

Asset Purchase Agreement  No file chosen

Is the statement relative to responsibility for student train-out contained in the sale agreement?

Yes  No

Is the statement detailing steps taken to ensure preservation/protection and/or physical transfer of all student records (former and current) affected by the ownership contained in the sale agreement?

Yes  No

**NEXT STEP: PREVIEW UNSUBMITTED APPLICATION** **CANCEL APPLICATION**

Step 24

DPOS SCHOOL

School Reviews Application

Overview

**DPOS Application Stage** Unsubmitted

**Provider Application Type** DPOS Change Ownership

**DPOS School Status** Active **Provider Application Stage** Unsubmitted

**SCHOOL DEMOGRAPHICS** AGENTS SURETY FINANCIAL INFO REQUIRED ATTACHMENTS DISCLOSURES CHANGE OF OWNERSHIP

**SCHOOL DEMOGRAPHICS**

**School Name** Career School

**State Status** In State

**School Phone (include Ext.)\*** 303-555-5555

**Email Description** Email address will be publicly available for students to contact the school. It will be used for general communication between the school and the Department.

**School E-mail\*** joe@gmail.com

**School Website**

# Payment and Submit

## Step 25: View Payment Details

After reviewing each section, scroll to the bottom to choose the next step. To complete payment of fees, click **Next Step: View Payment Details**. If any application requirements are missing, a message will popup with a list of items that need to be addressed prior to moving to the next step.

## Step 26: Pay Invoice and Submit

Follow the Payment Instructions to complete a secure transaction. Once payment is completed on Colorado.gov, a printable receipt will be generated and a confirmation email will be sent. Click **Submit to DPOS** to send application to DPOS for review.

Click an action

How to edit table

You can double click to open the record and edit. You will then need to click on < to navigate back to the previous page.

Otherwise, you can click on the "edit" button to modify the record inside the table without opening the record.

GO BACK TO 1ST STEP    LEAVE APPLICATION & GO TO SCHOOL'S DPOS PROFILE PAGE    **NEXT STEP: VIEW PAYMENT DETAILS**    CANCEL APPLICATION -> CAN'T UNDO

DPOS SCHOOL

School Needs To Make School App Payment    PRINT    SAVE

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, and the Rules and 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.

**Affidavit**

Joe Smith, the applicant, being duly sworn, deposes and attests that each of the statements in this application and all items included as part of this application are true and correct to the best of my knowledge.

**Payment Instructions**

Either click on the Payment Link in the table.

- OR -

Click into the invoice record to view the itemized invoice and the link that will direct you to the payment portal.

The invoice total is the total amount DPOS fees for the application. The invoice total does not include the service fee Colorado Interactive will automatically charge per transaction. Read the service fee explanation carefully on their payment webpage.

Once you click on the payment link, a new browser tab will open for you to complete payment.

Your Invoice

No.	Invoice ID	Payment Link	Generated On	Amount	Payment Status
1	60	<a href="#">Click Here To Pay</a>	3/6/2022 9:02:09 AM	\$5,300.00	Unpaid

EDIT APPLICATION    UPDATE PAYMENT STATUS    **SUBMIT TO DPOS**

# Verify New Instructor Added

You will be returned to your school dashboard status tab. Scroll down to the tabs. Click on the “Instructors” tab to view your school’s current list of Active Instructors and, if you have any, Inactive Instructors. The instructor you just submitted should be listed under Active Instructors now. There is no approval required from DPOS for instructors.

DPOS SCHOOL

DPOS School Details PRINT SAVE

Dashboard

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

Active Instructors

No.	First Name	Last Name	Start Date	End Date	Will this instructor teach minors?	License, if applicable	Phone Number	E-mail	Last Modified By	Last Modified On	Instructor Information_System ID
1	Kermit	Frog	10/4/2021		No		1234567891	email@email.com	Bilbo Baggins	10/28/2021 1:51:16 PM	1263
2	Pippen	Pippen	2/4/2020		No		1234567891	email@email.com	Bilbo Baggins	10/22/2021 7:40:05 AM	1261
3	Thorin	Oak	10/25/2021		No		1234567891	email@email.com	Bilbo Baggins	10/21/2021 8:57:45 AM	1254

EXPORT

How to update Returning Instructors

To update an inactive instructor to be active again, please double click the instructor record and update its start date and leave the end date blank.

Inactive Instructors

No.	First Name	Last Name	End Date	Instructor Information_System ID	Last Modified On
1	Bilbo	Baggins	8/5/2019		36 9/1/2021 12:42:15 PM
2	Gollum	Gollum	9/10/2019		40 10/22/2021 7:38:57 AM

EXPORT FIRST < PREV NEXT > LAST ALL SEARCH