



COLORADO

Division of Private
Occupational Schools

Department of Higher Education

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NOTICE OF ANNUAL FILINGS
(BOND, INSTRUCTOR, GRADUATE DATA & PLACEMENT)

DUE: JULY 31, 2016

To: School Directors
From: Lorna Candler, Director, Division of Private Occupational Schools
Date: June 16, 2016
Subject: Annual Bond Review, Instructor Report, Graduate Data Report & Placement Statistics

The Division of Private Occupational Schools, Colorado Department of Higher Education is contacting you to request the Annual Filings noted above.

All submittals must contain the specific and complete information requested in the enclosed materials and be signed and attested to by the School Director or authorized school representative.

Please provide the following Bond, Instructor, Graduate Data & Placement Statistics information and documentation to the Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, Colorado 80202 by no later than July 31, 2016.

BOND

The Rules and Regulations concerning private occupational schools sets forth the requirements of ensuring schools continue to maintain adequate surety protection. Please submit the following:

1. Bond calculation and documentation supporting calculation of the highest amount of prepaid, unearned tuition and fees held at any time during the previous 12-months;
2. Documentation of the surety instrument (Bond, Certificate of Deposit, Irrevocable Letter of Credit, Training Assurance Foundation) verifying **current** adequate coverage.



INSTRUCTOR

1. Please submit a complete and accurate list of ALL instructors currently employed and for the previous 12-months. Please use the attached form.

Reminder: schools are to ensure that all required and applicable documentation and information verifying instructional staff qualifications and professional competency is contained in each instructor's personnel file, and any change in the employment status of instructional staff shall be reported to the Board within 30 calendar days. Also, *if your school teaches minor students* (under age 16) or anticipates it may teach minor students, all instructors and prospective instructors shall be required to complete the Division's process of fingerprinting and submit to a criminal background check.

GRADUATE DATA

Only those schools that offer Programs where a diploma/certificate or degree is awarded are required to report. **If your school only offers Stand Alone courses as continuing education or advanced training, your school is exempt from reporting.**

1. Please submit the attached form containing the information requested for the previous 12-month period to meet the requirements.

PLACEMENT STATISTICS

Pursuant to Board Rule V. Annual Filings, B. Enrollment & Placement Statistics, each school **offering or advertising** placement assistance for any course or instruction shall file with the Division its placement statistics for each program for the preceding year. Please respond to the following:

Do you offer, advertise or make representation of job placement assistance?

_____ Yes _____ No

If you answered "Yes", the following items must be filed with the Division no later than **July 31, 2016**:

1. The number of graduates who requested placement assistance.
2. Placement:
 - a. The number of graduates who received job offers for which they were trained.
 - b. The number of graduates who received job offers in a related area for which they were trained.
3. Contact information, to include name, title, phone number and email of individual verifying the above placement statistics.

The Division/Board of Private Occupational Schools reserves the right to request additional verification of the information provided in response to the annual filing requirement of placement statistics.

BOND, INSTRUCTOR, GRADUATE DATA & PLACEMENT ATTESTATION

I hereby certify with my signature and attest in good faith that the attached information provided to the Division in this annual bond information, instructor list, graduate data and placement statistics is accurate and complete.

_____ Type or print name of Director	_____ Name of School
_____ Director's Signature	_____ School Address
_____ Date	_____ City, State, Zip
_____ Email Address	_____ Phone Number

CHECKLIST: Did you complete and submit:

- Bond Calculation
- Current verification of surety
- Instructor form
- Graduate Data form
- If applicable*, Placement Statistics
- Attestation

