



COLORADO

Division of Private
Occupational Schools

Department of Higher Education

INSTRUCTIONS FOR OBTAINING REQUIRED EVALUATOR'S REPORTS

For Programs/Stand Alone Courses

In accordance with Colorado Revised Statute §12-59-106(1)(c) and(d) 8 CCR 1504-1 Rule III(B), private occupational schools must submit for approval new programs and stand-alone courses, and major/minor* revisions to programs/stand-alone courses to the Division of Private Occupational Schools (DPOS), Department of Higher Education.

Schools are required to submit a minimum of three (3) evaluations (w/ resumes or bios) with each **NEW** and/or **MAJOR REVISION*** of programs and/or stand-alone courses. In lieu of the three evaluations, Official Advisory Committee minutes** recommending the new/revised curriculum will suffice (w/resumes or bios for each committee member). Evaluations must be obtained PRIOR TO SUBMITTING TO DPOS by using the following evaluators:

- Prospective Employer
- Practitioner
- Individual closely associated with work related to the program/stand-alone course

EXEMPTIONS:

The following programs/stand-alone courses are exempt from evaluations (i.e., submission of evaluator reports not required with curriculum):

- Real Estate and Mortgage Broker Pre-licensing Programs with prescribed curriculum from the Colorado Division of Real Estate.
 - Real Estate Appraisal Programs (requires approval by the Colorado Board of Real Estate Appraisers prior to submitting to DPOS).
- Each evaluator shall be familiar with the work related to the occupational training to be reviewed. This is important to ensure proper evaluation of whether the program or stand-alone course meets its proposed occupational objective.
 - Evaluators shall not be associated with the school in any way and shall attest to such by signing evaluator report.
 - The school should use the evaluators' suggestions/comments to make any necessary or desired changes to a program or stand-alone course prior to submittal. Should the school choose not to incorporate the suggestions, a detailed explanation must be attached.
 - Submit a resume or brief bio for each evaluator or committee member utilized for review.
 - Submit the completed evaluator report forms (w/resumes or bios), the program/stand-alone course approval forms, and the appropriate program/stand-alone course approval fee to the Division.
 - The Division will review the new/revised program(s), stand-alone course(s) and comments of the evaluators (or advisory committee), and will either accept, reject, or recommend further changes.

* Minor revisions do not require evaluations; send evaluation reports for major revisions ONLY; however, should an official advisory committee recommend the minor revision, the minutes should be submitted with the curriculum change.

** NOTE: No other evaluation reports are needed when submitting program advisory committee minutes recommending the new/revised (major) program/stand-alone course.