

Division of Private Occupational Schools  
 Colorado Department of Higher Education  
 1560 Broadway, Suite 1600  
 Denver, CO 80202

<b>State Use Only</b>	
Ck#	_____
Date	_____
Amount \$	_____
Bond #	_____
<b>Action</b>	
Approved	_____
Denied	_____
Date	_____

**APPLICATION TO OPERATE -  
 COLORADO PRIVATE OCCUPATIONAL SCHOOL**

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web-site: \_\_\_\_\_ E-mail: \_\_\_\_\_

**IMPORTANT: READ ALL BEFORE COMPLETING THIS FORM.**

The Division of Private Occupational Schools is not required to act upon any application until **all** materials constituting an application have been filed. Further, under the provisions of the Private Occupational Education Act of 1981, a renewal application not filed by February 15 immediately prior to the expiration of the current Certificate of Approval **WILL BE TREATED AS A NEW APPLICATION SUBMITTED AND ONLY A PROVISIONAL CERTIFICATE WILL BE ISSUED.**

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.

To expedite the review process for the Division, label all items submitted with the corresponding item number listed below as the exhibit (e.g., **Exhibit I.B. - Bond Proposal**).

- I. The following materials shall be submitted and become a part of this application. If not readily identifiable, **please affix school name to all items.**
  - A. The nonrefundable, required fee: (also see official Fee Schedule)  
Renewal Application -
    - 1. \$1,500 = *Standard* (Renewal) 3-year, Certificate of Approval for all **non-accredited** schools/campuses and for all **accredited\*** schools/campuses  
 \* "Accreditation" is a status granted to a school by one or more of the national and/or regional accreditation organizations approved by the U.S. Secretary of Education as having met a set of standards established by the organization.
  - B. A bond calculation and documentation supporting calculation of the highest amount of actual prepaid, unearned tuition and fees held at any given time during the previous 12-months as required by C.R.S. 12-59-115(3).
  - C. Verification of the surety bond or bonding alternative as required by C.R.S. 12-59-115, properly executed in the amount set forth in item I.B. above.
  - D. A current balance sheet, income and expense statement, and other supportive financial documentation.
  - E. Current and appropriate safety inspection report(s).
  - F. A copy of any franchise agreement, if applicable.
  - G. A list of other locations where training is offered, if applicable.

- H. The name and **Colorado address** of a designated agent upon whom any process, notice or demand may be served (list on page 3 in space provided under III B).
- I. Copies of media advertising and promotional literature, either contemplated or currently in use.
- J. A description of the school's placement assistance, if applicable.
- K. A catalog published or proposed to be published by the school containing the information required in the Rules and Regulations promulgated pursuant to the Act.
- L. Copies of all student enrollment agreements or contract forms and instruments evidencing indebtedness as required by the Rules and Regulations promulgated pursuant to the Act.
- M. Facilities lease with signatures
- N. Information regarding the type of business:
  - 1. If a sole proprietorship, include the name, home address, phone number, and title of position.
  - 2. If a partnership, include a list of the name, home address, phone number, and title of position of each partner/owner. Indicate which, if any, maintains controlling interest in the school.
  - 3. If a corporation, include a list of the name, home address, phone number, and corporate title of each corporate officer. In addition, attach a list showing the same information on any stockholder(s) having a controlling interest in the school.
    - a. Include a copy of Articles of Incorporation and Certificate of Good Standing.
    - b. New schools with out-of-state corporations, include Certificate of Authority to transact business in the state of Colorado.

II. Mark the appropriate answer below:

- A. Have you ever owned a private occupational school before? Yes\_\_ No\_\_  
 If "Yes", answer one of the following:
- 1. Is it the school for which applying herein? Yes\_\_
  - OR
  - 2. List name and state where located\_\_\_\_\_
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- B. Will the school be teaching students under 16 years of age? Yes\_\_ No\_\_  
 If "Yes", **all instructors** teaching these students are **subject to a criminal background check**.  
 [Contact the Division for specific instructions.]

If any question below requires a "**Yes**" answer, **attach** to this application ***a written explanation of your answer as well as official documentation. Court documentation which details the date of and circumstances surrounding the case (including, if applicable, charges and disposition of the case which demonstrates completion of any probation or court ordered terms) is required for bankruptcy or criminal history "yes" answers.*** (**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.)

- C. Has any principal owner(s), officer(s), or any person in a management capacity:
- 1. Ever been involved in any bankruptcy? Yes\_\_ No\_\_
  - 2. Ever been convicted of or pled to a felony or are charges pending? Yes\_\_ No\_\_
  - 3. Ever been convicted of or pled to a misdemeanor other than a minor traffic violation or are misdemeanor charges pending? Yes\_\_ No\_\_
  - 4. Ever been dismissed or allowed to resign from any position for immoral or unprofessional conduct? Yes\_\_ No\_\_
  - 5. Ever had a license or permit denied; revoked; or relinquished in this or any other state? Yes\_\_ No\_\_

D. An application for a Certificate of Approval may be denied if the applicant has furnished false or misleading written or oral statements, documents, or other representations to the Division of Private Occupational Schools with the intent to mislead or conceal the truth of any matter to be considered by the Division of Private Occupational Schools as a factor in approval of the application. It is your obligation to make reasonable inquiry before completing this application to ensure its accuracy and completeness.

III. Provide the answers to the following:

A. List below the **names** and **address** of all financial institutions with which the schools conducts its business. (Attach additional list, if necessary.)

Name \_\_\_\_\_ Name \_\_\_\_\_
Address \_\_\_\_\_ Address \_\_\_\_\_
Type of Account \_\_\_\_\_ Type of Account \_\_\_\_\_

B. Designated Agent (Item I.H. on p.1):

(Separate from "In-state" Agent--may or may not be same person.)

Name \_\_\_\_\_
Colorado Street Address \_\_\_\_\_ City State Zip Code \_\_\_\_\_
E-Mail Address \_\_\_\_\_ Phone \_\_\_\_\_

C. School Director:

Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_

D. Tuition Range: \$ \_\_\_\_\_ No. of Students Currently Enrolled \_\_\_\_\_

E. Lending Institutions Used (Sallie Mae...etc.) \_\_\_\_\_

F. If Applicable, (Accredited Schools\* ONLY)

- 1. Name of Accrediting Organization \_\_\_\_\_
2. Title IV Approval Date \_\_\_\_\_
3. Types of Financial Aid Offered \_\_\_\_\_
4. Default Rate \_\_\_\_\_ 5. Placement Rate \_\_\_\_\_

\*PLEASE PROVIDE A COPY OF THE SCHOOLS MOST RECENT ACCREDITATION LETTER AND/OR CERTIFICATE

AFFIDAVIT

State of \_\_\_\_\_ County of \_\_\_\_\_, where witnessed.
\_\_\_\_\_, being duly sworn, deposes and says that each
Printed Name
of the statements in this application and all items included as a part of this application are true
and correct to the best of my knowledge.

Signature \_\_\_\_\_
School Officer or Principal Owner

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.
My commission expires \_\_\_\_\_.

Notary Public