

# STATE OF COLORADO

Department of Higher Education  
DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS

Jim Parker  
Director



Bill Owens  
Governor

**October 27, 2006**

**To:** Private Occupational School Directors  
**From:** Jim Parker, Director, Division of Private Occupational Schools  
**Subject:** Criminal Background Checks on Instructors Teachings Minors (under the age of 16) as required by House Bill 1046

House Bill 1046 signed into law by the Governor on May 17, 2006, grants authority to the Board of Private Occupational Schools ("Board") to require instructional staff or prospective instructional staff employed and hired at private occupational schools regulated by the Board that instruct minor students under the age of 16 years of age to submit a criminal history background check.

Effective immediately, all current instructional staff and prospective instructional staff teaching students under 16 years of age, in order to continue or commence employment at a private occupational school is required to submit or resubmit a set of his or her fingerprints to the Colorado Bureau of Investigation and Federal Bureau of Investigation for the purpose of conducting a state and national fingerprint background check in accordance to Section 12-59-105.7, C.R.S. Instructional staff is **required to resubmit fingerprints** even if he or she previously submitted fingerprints at the request of the Division of Private Occupational Schools ("Division").

Please find below the instructions for properly completing and submitting fingerprints, along with the required fee to the Colorado Bureau of Investigation. To obtain fingerprint cards or if you have any questions regarding this matter, please do not hesitate to contact Voni Oerman, Program Supervisor at 303/894-2960.

Thank you for your cooperation and prompt attention to this matter.

## **PROCESS:**

### **Instructor Application**

1. Complete all sections and sign.
2. Application must also be signed by the School Director or authorized School representative.
3. Please explain any "Yes" answers on the Application.

*If you have ever been convicted of a felony, pled guilty or nolo contendere to a felony, or accepted a deferred judgment or deferred prosecution to a felony charge, you **MUST** provide a copy of the court order showing the terms of the sentence and documents showing the completion of those terms, to be included with the Instructor Application.*

4. Original application remains on file with the school and a copy mailed to the Division to the attention of the Director.

### Fingerprint Cards

Applicant obtains a fingerprint card from the School Director or by contacting the Division (Voni Oerman, Program Supervisor). Complete all applicable sections and obtain fingerprints at local law enforcement agency. There may be a fee required for the fingerprints.

### Fee

Include payment of \$39.50 payable to C.B.I in the form of a business check, money order, certified check or cashier's. *Personal checks and cash are not accepted.*

### Mail to:

**Send fingerprint card and fee to**  
Colorado Bureau of Investigation  
690 Kipling Street, Suite 3000  
Denver, CO 80215

### Background Check

Submittal of the application for criminal background check to C.B.I. *also includes a national background check through the F.B.I.*

1. C.B.I. will mail the results to the Division.
2. The Division will notify the school of the results of the background check.
3. The Division Director will give no notice to any such instructor applicant *when a criminal background indicates the person has been convicted of, pled nolo contendere to, or received a deferred prosecution or deferred sentence for a felony or misdemeanor described in section 22-60.5-107(2), C.R.S.*
4. The Division will inform the school that employs or is considering employing an instructor subject to a background check that is under review by the Director, *but the school shall not be noticed as to the details of the background check.*