



COLORADO

Division of Private
Occupational Schools

Department of Higher Education

Change and/or Revision FAQ's

General Information

Q: Where can I find the required fees associated with submitting changes or revisions?

A: Please refer to the Division's [Fee Schedule](#) posted on the website. **PLEASE NOTE:** Fees, *if applicable*, are due at the time of submittal to the Division. Fees are non-refundable. Checks, money orders, or cashier's checks shall be made payable to: DPOS or Division of Private Occupational Schools. The Division will **not** accept postdated checks.

Q: Once a school submits a change or revision with all required attachments/forms and fees, *if applicable*, to the Division, how long will the approval process take?

A: **Allow at least 60 days for review of changes/revisions and site visit (if required).** The amount of time required for the review process varies according to the complexity of the change/revision and quality of each submittal. In order to complete the process smoothly, it is crucial that you read all applicable materials carefully. By submitting the most complete information available to you, you will enable the Program Specialists to move through the approval process accurately and efficiently.

Q: What types of changes/revisions are required to be submitted to the Division?

A: Anytime the school has a change/revision since the school's last approval, the school should notify the Division. Some changes/revisions require only a simple email/written notification advising staff of the update (e.g., Director change, phone number change, website change...etc.), others require submittal of prescribed forms and/or fee(s). **The most common changes** include: curriculum changes/revisions, in-state agent changes, instructor changes and surety changes/revisions. Additionally, forms and fees are required for school name changes, school location changes and change of ownership. Please see the information below for more specific procedures. Please contact your assigned Program Specialist should you have any additional questions.

Q: When is a site visit required for a change/revision?

A: If an already approved school: (1) adds an additional campus or (2) changes location, the school will be visited by a Program Specialist from the Division of Private Occupational Schools. In some instances, a site visit will occur with a change of ownership if there have been significant changes to the day to day operations and/or staff. There may be other circumstances that require a site visit that will be at the Division's discretion.

Board Information

Q: What types of changes/revisions are required to be reviewed and approved by the Board at a Board meeting?

A: Definitely if a school adds an additional campus, it will be added to the Board's monthly agenda once the application is deemed complete. Any new Program and/or Stand Alone Courses and any major Program and/or Stand Alone Course revisions need approval by the Board. The Board also approves Change of Ownership applications.

Q: When and where are the Board's meetings held?

A: The [Board Meeting Schedule](#) can be found on our website and includes the date of the actual Board meeting along with the location. **Attendance is required at the POS Board meeting by a school representative(s).** The Division Program Specialist assisting you with the process will present the application/forms to the Board; the Board members will address questions to the school representative present.

Q: When can I begin advertising?

A: Once the change/revision is approved at the POS Board meeting. **PLEASE NOTE:** The Division will mail the official approval letter for all revisions/changes presented to the mailing address provided by the school.



In-State Agent Information

Q: In-State Agent Permit Application and fee?

A: An agent's permit is required for ALL individuals who represent the school in recruiting students. **Only** the approved In-State Agent is authorized to sign an Enrollment Agreement as the school's licensed agent. Please remember to notarize both the Affidavit of Applicant and Affidavit of School on the In-State Agent Permit Application prior to submitting to the Division and include the required fee.

Q: Is it permissible that an In-State Agent be assigned to more than one school campus?

A: Yes, one Agent application and fee is allowed to be submitted per In-state agent for authorization to serve multiple campuses (same name/same ownership). Please indicate which campus location as requested on the form.

Instructor Information

Q: What are the minimum requirements for instructors in Colorado?

A: Please carefully read and follow all directions under Board Rule III, D and E. The necessary instructor application form for approving the school's prospective instructors can be found on the Division's website. This form is to be completed and maintained in an instructor file at the school's location. **NOTE:** Schools are subject to fines and other possible Board actions should it be found that their instructors are not qualified in the subject area taught.

Q: How do I notify the Division regarding instructor changes (new or terminations)?

A: Once the school is approved, the Director or designated employee shall alert DPOS within 30 days of all new hires and terminations using the form "Change of Status of Instructional Staff."

Q: Are there additional instructor requirements if a school will be teaching minors?

A: Yes, **ALL** instructors teaching students under the age of 16 are subject to a criminal background check. Contact the Division for specific instructions.

Curriculum Information

Q: What is the process for submitting new or revised curriculum to the Division?

A: A school must submit all proposed new and revised Programs and/or Stand Alone Courses with the required attachments listed on the prescribed forms found on the Division's website. The forms **MUST** be typed. The Private Occupational School (POS) Board approves all new curricula and major revisions.

Q: What is the fee to add and/or revise curriculum?

A: Please refer to the Division's Fee Schedule posted on the website. **PLEASE NOTE:** Fees are due at the time of submittal of the forms to the Division. Fees are non-refundable. Checks, money orders, or cashier's checks shall be made payable to: DPOS or Division of Private Occupational Schools. The Division will **not** accept postdated checks.

Q: What is the time frame for approval of New Programs and/or Stand Alones Courses or Major and/or Minor Revisions?

A: New and Major Revision items will be added to the agenda for Board approval once they are deemed complete by the Division. It is recommended that all new/revised curriculums be submitted at least two (2) months prior to anticipated *implementation date* at the school.

Minor Revision items must be submitted in a sufficient amount of time to receive DPOS approval prior to the proposed (revised) curriculum implementation date. If the minor revision is accepted, the school will receive notification via an approval letter from DPOS staff.

Q: What is a Program?

A: By definition, **Program** – "means a group or series of organized courses, lessons, or units of instruction pursued to attain an occupational objective." (Board Rule I. HH.)

Each "program" a school is proposing to offer must have a Program Approval Form completed and submitted to the Division along with the corresponding Course Syllabus for those courses which make-up the overall program being offered. A "course" is part of a larger program.

Q: What is a Stand Alone Course?

A: By definition, **Stand Alone Course** – "is a course, which may take the form of a seminar, workshop, continuing ed course or other similar educational service that has an occupational objective of its own." (Board Rule I. LL.)

A "Stand-Alone" course is offered independent of a program and clearly indicates as such. A Stand-Alone Course Approval Form must be submitted for each Stand-Alone course.

PLEASE NOTE: If the school intends to offer, to a student, any individual course within a proposed Program independently, the school **MUST** submit Stand Alone Course form(s) for each course that will be offered independently in addition to the Program form.

Q: What is a Major Revision?

A: A **Major** Revision (to existing Program or Stand Alone Course) – "means changes since the last approval to the method of delivery and/or changes since the last approval to the occupational objective and/or increases or decreases since the last approval in the hours exceeding an accumulated 25% of the total hours of the program or stand-alone course revision." (Board Rule I. Z.)

Q: What is required to be submitted with a Major Revision?

A: Schools must submit a revised [Program and/or Stand Alone Course form](#), [fee](#) and all required attachments for review. **Please** include a cover letter which details the specific changes being made to assist the Division's review process. Major revisions are approved by the DPOS Board. Items will be added to the agenda for Board approval once they are deemed complete by the Division. The school will need to have a representative at the Board meeting for approval.

Q: What is a Minor Revision?

A: A **Minor** Revision (to existing Program or Stand Alone Course) – "means any revision not meeting the definition of a major program or stand-alone revision." (Board Rule I. AA.)

Q: What is required to be submitted with a Minor Revision?

A: Schools must submit a revised [Program and/or Stand Alone Course form](#), [fee](#) and required attachments for review. Minor revisions do not require Evaluations or Advisory Committee Minutes. **Please** include a cover letter which details the specific changes being made to assist the Division's review process. Minor revisions are approved administratively by DPOS Staff.

Q: When are [Evaluator Reports](#) required?

A: Evaluator Reports must be received with all new and major revision Program and/or Stand Alone course forms. This is a required and important part of submitting new or major curriculum revisions in order for the Division to process your submittal for presentation to the Board for approval. The Reports are used to ensure proper evaluation of whether the Program and/or Stand Alone Course meets its proposed occupational objective. NOTE: If applicable, a copy of Program Advisory Committee Minutes recommending the new/revised curriculum will also suffice.

Q: How many Evaluator Reports are required?

A: When submitting any new or major revision to Programs and/or Stand Alone courses for approval by the Division a **minimum of three (3)** Evaluator Reports (or a copy of Program Advisory Committee Minutes) with resumes or bios for each evaluator or committee member must be received for EACH Program and/or Stand Alone course.

Q: Who can be an Evaluator?

A: Evaluators shall not be associated with the school or owner(s) in any way (NO personal or business relationship) and shall attest to such by signing the Evaluator Report. Evaluators shall be a practitioner in or familiar with the work related to the occupational training to be reviewed. The School must submit a resume or brief bio for each evaluator or committee member utilized to review the curricula in order for the Division to ensure the evaluators are qualified in the specific area being proposed for approval.

All Evaluator' suggestions/comments must be addressed by the school prior to sending the final curricula approval forms to the Division for approval. Should the school choose not to incorporate the suggestions, a detailed explanation must be attached.

Q: What is required to be submitted for surety/bond changes?

A: If the school's surety type, bonding company/financial institution or the amount changes, either increases or decreases, you must adjust accordingly the surety the school maintains with the respective bond company or financial institution.

The following is REQUIRED to be submitted to the Division: A proposal in the form of a letter signed by an authorized representative of the school showing in detail the calculations made and explaining the method used for computing the amount of surety (bond or alternative) **AND** a new surety form (*required for new surety types or bonding company / financial institution changes*) or verification (*required for increases/decreases*) from the bond company or financial institution documenting the change such as a Bond Rider, bank statement or letter indicating the specific change. **NOTE:** The prescribed [surety forms](#) can be found on the Division's website.

Q: What timeframe is used to compute the required surety amount the school must maintain?

A: To determine the proper amount, the school must use real numbers from the previous 12 month period. The amount is based upon the maximum amount of prepaid, unearned tuition/fees collected at any given time. **PLEASE NOTE:** the statutory minimum surety amount is \$5000. Note: It is allowable to maintain more surety coverage than needed if a school wishes to allow for growth.

Name / Location / Ownership Information

Q: What timeframe is allowed by the Division for submittal of a school **name change**?

A: An [Application for Change of Name](#) is to be submitted within 30 days *before* the effective date of name change.

Q: Is there a fee associated with a change of school name?

A: Yes, please refer to the Division's [fee schedule](#) and the Application for Change of Name to review the fee and required attachments.

Q: Will a site visit be required?

A: No, the Division will process the paperwork and once the change is approved by the Division, a new Certificate of Approval will be issued and mailed to the school.

Q: What timeframe is allowed by the Division for submittal of a school **location change**?

A: An [Application for Change of Location](#) is to be submitted within 30 days *before* the relocation date.

Q: Is there a fee associated with a change of location?

A: Yes, please refer to the Division's [fee schedule](#) and the Application for Change of Location to review the fee and required attachments.

Q: Will a site visit be required?

A: Yes, a Program Specialist will contact you to schedule the on-site visit of the new location once the application, attachments and fee are submitted to the Division. A new Certificate of Approval will be issued and mailed to the school once the change is approved by the Division.

Q: What timeframe is allowed by the Division for submittal of a **change in ownership**?

A: The **seller**, *prior to the effective date* of the change of ownership, shall notify the Division of Private Occupational Schools, Department of Higher Education, in writing. The **buyer** must submit an [Application for Change of Ownership](#) *prior to or within 30 days after* the change of ownership.

NOTE: In the event of failure to do so, the school's Certificate of Approval shall be suspended by operation of law until such application has been received and approved by the Division of Private Occupational Schools.

Q: What is the definition of ownership?

A: "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 §12-59-110, C.R.S.)

Q: Is there a fee associated with a change of ownership?

A: Yes, please refer to the Division's [fee schedule](#) and the Application for Change of Ownership to review the fee and required attachments.

Q: Will a site visit be required?

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

Q: Does this change have to be submitted to the Board for approval?

A: 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 approval, a representative from the school will be required to attend the Board meeting. After Board approval, a new Certificate of Approval will be issued and mailed to the school.

School Sites / Offsite Offering

Q: Is a school allowed to provide educational services at a location other than their approved school location?

A: Yes, a school that intends to offer educational services on an intermittent schedule that does not represent a consistent pattern at locations other than the approved school site must notify the Division staff thirty (30) days prior to each course or other educational service start date. No exterior or interior school emblem/logo is to be displayed at times other than during approved sessions. The school must report this information to the Division using the [Offsite Educational Offering](#) form found on the Division's website.

This would be classified as an auxiliary activity and would not require a separate Certificate of Approval. However, this auxiliary activity would fall under the jurisdiction of the school conducting the educational services and that school is responsible for maintaining all Rules and Regulations within the scope of its Certificate of Approval.

Q: What is required for a school that may use a separate classroom on a consistent basis?

A: A school that uses a separate classroom must notify the Division of the location so that the Division may conduct an on-site visit. "Separate classroom" means a physical location where training occurs that is located a *reasonable distance* from the main school and is used for the main purpose of training the overflow of students who cannot be accommodated at the main school.

A separate classroom may also be used under special circumstances if the student's education or training benefits from the usage of a separate classroom location due to enhanced or specialized equipment and/or teaching aids.

The school's catalog must clearly disclose the separate classroom information to students prior to enrollment, the school must only advertise the principal location of the school and no exterior or interior school signage is to be displayed at times other than during approved sessions. NOTE: This requirement is separate from the requirements for Externships/Internships, see [Rule III.B.7](#).

NOTE: Schools under common ownership which offer educational services and maintain ongoing individual facilities, faculty or students shall be considered as independent entities. The school will need to apply for an initial Certificate of Approval (COA) for an Additional Campus using the [Application for a Certificate of Approval to Operate](#), submitting the [additional campus fee](#) and providing all required attachments for the additional campus location.

Catalog and Enrollment Agreement Information

Q: What are the minimum requirements to be published in the school's **Catalog**?

A: See section III. H., Catalogs in the [Rules and Regulations](#). **NOTE:** Any changes to school catalogs, including an addendum, **shall be submitted to the Division for approval** prior to the execution of any student enrollment agreement acknowledging receipt of the revised catalog.

Q: What are the **Enrollment Agreement** minimum requirements?

A: See section III. I., Student Enrollment Agreement in the [Rules and Regulations](#).

NOTE: It is the responsibility of the applicant to be fully informed of all the State of Colorado's Statutes and Rules and Regulations that govern private occupational schools. Such information can be found on our website, <http://higher.colorado.gov/dpos>.