



Frequently Asked Questions concerning DPOS Instructor Approval Process EFFECTIVE 9/01/2006

2 APPLICATION PROCESS

➔ 1. I plan to open a private occupational school in Colorado. How do I apply for an instructor approval?

First, contact the Division of Private Occupational Schools office in Denver at 303-894-2960. Request that a Program supervisor send you a new school application packet. The Program Supervisor can discuss the details/costs of applying to open a new school and will explain the new instructor approval process.

➔ 2. Can I obtain an instructor approval before I am hired as an instructor?

No. You must be employed by an approved private school. After August 31, 2006, the application for instructor is submitted to the hiring school, which will then review your application materials and maintain proof of instructor approval documentation based on your having met the requirements.

➔ 3. I have been hired to teach at an approved, private occupational school in Colorado. How do I apply for an Instructor Approval?

If the school does not have current forms available on location, please go to the website at www.state.co.us/dpos and access/print the guidelines and application forms: 1) Application Guidelines INST-1a; 2) Application Checklist INST-1b; 3) Instructor Application INST-1; 4) Occupational Experience Verification INST-2. Submit the completed forms with copies of related transcripts/licenses/proofs of training to the school-designated instructor coordinator. The application form requires your signature and the school administrator signature. The school reviews and qualifies you as an instructor. The instructor approval records are kept at the school and the records are school property.

➔ 4. When I am hired as an instructor, how long can I wait before I submit the required application materials to the school?

Within 30 days of being hired, your instructor approval should be on file at the school.

➔ 5. How do I know if I am qualified to become an instructor?

Please review Board Rule III.E.2 for the minimum standards required to instruct at a private occupational school. There are two basic areas that are required to prove your expertise as an instructor: 1) related subject area education, and 2) proof of related occupational experience.

The **education qualifications** required will vary depending on the subject area taught:

- **Subject Area examples:** Cosmetology, Nursing, Truck Driving, Electrician, Dental Hygiene, Outfitter, etc. are **occupations that would require a Colorado license to practice, so a copy of your license must be provided as part of a minimum qualification for an instructor.**

- Subject Area examples: Medical Assisting, Massage, Dental Assisting, Medical Billing & Coding, Farrier, etc. **These areas do not require state licensing, but the training would be shown as part of a minimum qualification for an instructor.**
- Subject area examples: In broad subject ranges such as Business, Marketing, Agriculture/Horticulture, Family & Consumer Science, etc. **qualifications preferred would be a minimum of a Bachelor's degree with at least 24 credit hours in related coursework.**
- Subject area examples: In broad academic areas such as Science, Math, History, Psychology, Philosophy, and English, **qualifications preferred would be a Bachelor's degree with a "focus" in these areas with a minimum of 9 related credits.**
- Subject area examples: Dog groomer, Sewing, Upholstery, Taxidermy, Modeling, etc. **These are examples of occupations that do not have licensing and may not have specialized training. A High School diploma is the minimum required for education.**

The **occupational experience qualifications** required will vary depending on subject area:

- With required licenses, certificates of training or degrees, the minimum occupational experience to be verified is two years (4,000 hours) within the previous ten years with at least six months (1,000 hours) of the total in the past five years.
- In occupations where specialized training or licenses/degrees may not be provided, five years (10,000 hours) of occupational experience is verified within the last ten years with at least six months (1,000 hours) in the past five years.
- General education (Academics) do not require proven occupational experience

➔ **6. I want to teach acting in a modeling school. How much experience do I need?**

Acting would be related to modeling, so the same requirement of occupational experience applies as it does for modeling. (See above)

➔ **7. Can I use my teaching experience as Occupational Experience?**

No. Occupational Experience is the industry work-related experience for the field in which you will be teaching.

➔ **8. I teach less than 20% of an approved Program and/or Stand Alone course. Do I need to be an approved instructor?**

No. Approved schools are allowed to hire "Guest Instructors" to periodically teach specialized subjects as long as the instruction is equal to 20% or less of the total hours in a Program or a Stand Alone Course. A guest instructor is a person whose special experience or expertise in an area related to the subject matter to be taught will make a contribution to the educational processes that will be supportive and expanding and whose use is limited to not more than 20% of the course. Students currently attending the school and persons who have attended the school at any time during the previous 12 months may not act as guest instructors.

➔ **9. I'm teaching the academic side of a program, General Studies. How do I prove occupational experience?**

General education areas do not require verified occupational experience. The instructor applicant must be able to demonstrate to the school through college transcripts that he or she has attained the necessary education, in the general study area to be taught, to be considered knowledgeable and proficient in the subject to teach. If an applicant has related occupational experience in the academic subject area, it must be verified. Example: Teaching English and the occupation is a writer or novelist.

➔ **10. I have a current public school credential approved by the State Board for Community Colleges and Occupational Education, is it valid to teach in the same subject area at a Private Occupational School?**

No. A public instructor credential cannot be transferred to an approved private occupational school. However, if an applicant possesses a valid public school instructor credential issued from the "State Board for Community Colleges and Occupational Education" CTE Credentialing Office and the applicant can validate the public credential by providing the school with the application and supporting documents that were originally submitted for the public credential, the school may accept the public credential materials provided the applicant meets the minimum standards of Board Rule III.E.