

STATE OF COLORADO

**Department of Higher Education
DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS**

**Jim Parker
Director**

The Colorado Board of Private Occupational Schools

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MEMORANDUM

TO: All Private Occupational School Directors and Applicants for Provisional School Approval
FROM: Jim Parker, Director, Division of Private Occupational Schools
DATE: **December 1, 2006 (updated)**
SUBJECT: Instructor Qualifications

Effective September 1, 2006, the Board of Private Occupational Schools ("Board") amended its rules concerning instructional staff and adopted new procedures for administering the instructor qualifications in accordance to the minimum standards as set forth by Board Rule III.E. All private occupational schools were notified by the Division of the rule change and provided a copy of the new rules regarding instructional staff. A copy of the rules (November 30, 2006) may be downloaded at the Divisions website, www.state.co.us/dpos.

As of August 31, 2006, the Division no longer processes and grants private occupational school instructor credentials for private occupational schools. A private occupational *instructor credential certificate* is no longer issued by the State. *Private Occupational Schools governed and regulated by the Board are now responsible* for assuring and documenting that its instructors meet minimum qualifications in accordance to the minimum standards set forth in Board Rule III, D and E.

To assist the schools in this transition, the Division of Private Occupational Schools ("Division") has developed **Frequently Asked Questions**. The application instructions, guidelines and forms are addressed. Other topics covered include an overview of the minimum standards, verifying and documenting required occupational and educational experience, maintaining instructor personnel files, compliance requirements and documenting continuing competency.

The Division offered nine workshops this fall designed to familiarize the schools with the new requirements and process for verifying qualifications of instructional staff. The workshops provided essential information necessary for schools to ensure proper compliance with the minimum standards for instructional staff. If you were not able to attend one of the workshops, please don't hesitate to contact your assigned Division program supervisor for additional clarification or information. The **Frequently Asked Questions** will be a valuable resource as well.

In addition, please periodically check the Division's website for updates and announcements regarding this policy change in instructional staff. Thank you for your cooperation and attention to this matter.