

GUIDELINES: INSTRUCTOR APPLICATION (Form INST-1)

PRIVATE OCCUPATIONAL SCHOOL INSTRUCTOR PERSONNEL

- All instructional staff employed by a private occupational school approved by the Division of Private Occupational Schools must meet all the requirements for instructional staff as outlined in the Private Occupational School Board (Board) Rule III.E.
- An instructor may teach at any private occupational school(s) approved by the Board provided the instructor meets the minimum standards and requirements for instructional staff as set forth in Board Rule III.E. The employing private occupational school has the responsibility of determining proper qualifications.
- When multiple locations are involved, an approved instructor at one campus can offer instruction at all campuses of those schools under the same ownership with same school name. Each campus is responsible for maintaining a complete list of approved instructors.
- Each private occupational school is responsible for assuring proper verification and documentation of all instructional staff employed by maintaining an instructional staff personnel file for each instructor employed. Each file must contain the required data verifying employment/work experience, education and any applicable occupational license, registration or certificate in accordance to Board Rule III.E.2.d.
- Please refer to the DPOS Rules and Regulations at the Division of Private Occupational Schools website: higher.colorado.gov/dpos.

SECTION A:

- All personal information must be current and legible.
- The employing school's information and complete school address must be provided.
- Date employed: You must be employed by a Private Occupational School. The employed date refers to employment as an instructor.
- List programs and/or courses to be taught; please do not use class codes. General areas are recommended.

SECTION B:

- Be sure to submit an explanation and supporting documentation for any "Yes" answers in this section.
- The applicant and School Director/Owner must sign and date the initial application. If signatures are missing, the application is invalid.

IMPORTANT NOTE FOR ALL SCHOOL INSTRUCTOR APPLICANTS AND SCHOOL DIRECTORS:

Effective July 1, 2006, House Bill 1046 requires that all current instructional staff and prospective instructional staff teaching minor students (under 16 years of age) in order to continue or commence employment at a private occupational school are 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. Please review the following instructions for requirements to obtain a criminal background check.

- Complete Instructor Application and sign.

- Explain any “Yes” answers to the questions contained in Section B and provide and attach to the application relevant court documents or information.
- Make a photocopy of the Application and mail a copy to the Division to the attention of the Director. The original application is retained with the School Director or designated school representative.
- Obtain a fingerprint card from the School or the Division. Complete the fingerprint application and have fingerprints done at the local law enforcement agency. Most local law enforcement agencies assess a fee for fingerprints. All fees associated with background checks are the responsibility of the applicant and/or school.
- Mail the fingerprint card to C.B.I with the required fee of \$34.00 (subject to change), payable to C.B.I. in the form of a business check, money order, certified check or cashier’s check (personal checks and cash not accepted).
- C.B.I will send the Division Director the results of the background check. The instructor or prospective instructor will be notified by the Division Director if a background check reveals the applicant has been convicted of a felony, pled guilty or nolo contendere or accepted a deferred judgment or deferred prosecution to a felony charge.

SECTION C:

Education: List the education that relates most directly to the area of teaching. BE SURE TO INCLUDE DATES ATTENDED AND THE EDUCATIONAL CREDENTIAL AWARDED. Attach the following items as they apply:

- Photocopies/student copies of transcripts
- In some programs a license, certificate or journeyman’s card or a federal registration is required. **Please ATTACH a copy of applicable licenses or other certificates of training.** Examples: Instructors in LPN Programs would include a copy of their license from the State Board of Nursing; an instructor in cosmetology would include a copy of the license issued by the Colorado Office of Barber and Cosmetology; a massage instructor would include a certificate of training in Massage Therapy.

Teaching Experience: Teaching experience is not a requirement to be considered as a qualified instructor at a private occupational school.

Teaching Experience for Program Supervisors: Program Supervisors must demonstrate three years of teaching experience. List applicable teaching experience and dates of employment.

Occupational Experience: Please **do NOT list teaching experience** as occupational experience. On the Application form, list experience working in the occupational field or an area related to what you will teach. You must verify two years of this experience on Form INST-2, Occupational Experience Verification.

NOTE— Form INST-2: Experience must be verified by your employer(s) or self. Please read the experience requirements in the guidelines portion of Form INST-2.

All of the required application information for an instructor must be made a part of that instructor’s personnel file at the employing private occupational school. A school’s instructors’ personnel files shall be available to the division upon request. The division may conduct unannounced school site visits to inspect instructor personnel files to ensure compliance with Board Rule III.E.

For information regarding Division of Private Occupational Schools Rules and Regulations, copies of forms or if you have questions, please:

- Visit the website at highered.colorado.gov/dpos
- E-mail your questions to arla.hamel@state.co.us
- Call DPOS at (303) 866-2723