

## Guide for Completing Application for Out-of-State School and Agent's Permit

1. Completed application for out-of-state school including all materials listed on the application submitted prior to recruiting or prior to April 30 each year for renewing schools. The current fee must accompany each application form. Enclose a certified or cashier's check, school check or money order payable to the Division of Private Occupational Schools (*Personal checks or cash will **not** be accepted*).
2. A completed "Out-of-State Agent's Permit Application for Private Occupational School" for each agent.
3. Bond – a copy of your surety bond in the sum of \$50,000 must accompany the school application
4. Copies of documents relating to the school's authorization to operate in its home state, and any accreditations or other approvals held by the school.
5. A published catalog containing the information required by Colorado rules and regulations. The catalog must contain the statement, "Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board."
6. Copies of all media advertising and promotional literature intended for use in Colorado. Literature must include the school name, address, telephone number, and location where training will be offered.
7. Copies of all student enrollment agreements or other instruments evidencing indebtedness and intended for use in Colorado. Documents must comply with the provisions specified in Colorado rules and regulations.
8. The name and Colorado address of a designated agent upon whom any process, notice or demand may be served. Such agent shall be maintained continuously.