

CHECKLIST FOR CHANGE OF OWNERSHIP APPLICATION

Name of School _____ Date _____

1. a. Notification to DPOS **by seller** of intent to sell: _____
Date
- b. Effective date of sale: _____
Date
- c. Application to DPOS **by buyer** made no later than 30 days after Change of Ownership: _____
Date
- ___ 2. Colorado Application for Change of Ownership
- ___ 3. Change of ownership fee, \$500
- ___ 4. A current proposal outlining the method of determining the amount of bond as required by C.R.S. 12-59-115(3) and signed by new official
- ___ 5. A surety bond as required by C.R.S. 12-59-115, in the name of the new ownership or an official endorsement from the surety company
- ___ 6. A current balance sheet and income/expense statement prepared by an independent public accountant, which accurately reflects the financial condition of new owner
- ___ 7. a. Copy of Bill of Sale
- b. Statement relative to responsibility for student train-out, if not contained in sale agreement
- ___ 8. a. Name of Director and other personnel, including carry-overs from existing structure of school
- b. Current faculty list with proposed changes, if any
- ___ 9. A copy of any franchise agreement, if applicable
- ___ 10. The name and address of the required designated agent
- ___ 11. Copies of current and/or proposed advertisements and other promotional materials
- ___ 12. a. A description of the school's current or proposed change in placement assistance
- b. Description of proposed changes in approved programs/courses, if applicable
- ___ 13. Information regarding type of business
 Check one:
 ___ Sole Proprietorship ___ Partnership
 ___ Corporation ___ Majority Stockholders
 Copy of Colorado incorporation papers, if applicable _____
 Current Certificate of Good Standing from Secretary of State, if applicable _____
 Out-of-State Certificate of Authority to operate in Colorado, if applicable _____
- ___ 14. A copy of the school's current catalog or, if revisions, copy of proposed catalog.
- ___ 15. Copies of school's current or proposed enrollment agreement(s) and, if any, credit instruments.
- ___ 16. New In-state Agent Permits with fees, if applicable
- ___ 17. Current faculty list
- ___ 18. Supervisory visit made (not required prior to Board approval) _____
Date

DPOS Program Specialist: _____