



REMINDER:

2009-12 Certificate of Approval (COA) Paperwork

DUE to DPOS:

Tuesday, February 17, 2009

Renewal of Application to Operate a Colorado Private Occupational School (Three-Year COA):

- * Any application received by DPOS after Tuesday, February 17, 2009, will be considered a **new** application for approval, and the institution will be eligible for a Provisional Certificate of Approval only. If the Private Occupational School Board or the renewal office (Division) cannot act upon an application prior to June 30, 2009, operation of the school must cease as of that date. This would result in the termination of all training activities and recruiting until such time as the Board could act on the new Application for Provisional Certificate of Approval.
- * All current permits for "in-state" agents at your school expire June 30, 2009. New agent applications must be submitted, including a \$150.00 fee per application. These in-state agent applications with applicable fees are **also due** by the **February 17, 2009**, deadline.
- * Note: A "designated" agent ("H" on Certificate of Approval Application) is the name and Colorado physical address (**no** P.O. Box), other than the school address, and phone number of the school representative that the Division is to contact for any legal service, and is not to be confused with the "in-state" agent mentioned above. For example, this "designated agent" would be reached in the event the school ceases operation to retrieve all required student records and financials from the school.