



COLORADO

Division of Private
Occupational Schools

Department of Higher Education

To: Private Occupational School Directors

From: Lorna Candler, Director, Division of Private Occupational Schools

Re: **NEW ONLINE ONLY REPORTING PROCESS FOR QUARTERLY STUDENT
ENROLLMENT/ASSESSMENT CERTIFICATIONS**

The current enrollment/assessment period is January 1, 2016 THROUGH March 31, 2016. Reporting and/or payment must be completed ONLINE by April 15, 2016. *Failure to submit assessments on time may result in fines and/or Board action.* Visit our website at the link below and follow the instructions to report and/or pay assessment fees online.

<http://higher.ed.colorado.gov/dpos/payments>

NOTE: If your school is reporting zero students, you must still access the online system to report zero.