

STATE OF COLORADO

Department of Higher Education
DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS

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CURRICULUM REPORTING

DUE: May 5, 2008

To: School Directors
From: Jim Parker, Director, Division of Private Occupational Schools
Date: April 2, 2008
Subject: Current Approved Program and Stand Alone Offerings

The Division of Private Occupational Schools (“DPOS”), Colorado Department of Higher Education has recently undergone a database conversion. The new database will provide DPOS with more capabilities for tracking and monitoring all aspects of approved Private Occupational Schools in accordance with the Private Occupational Education Act of 1981 (Act), Colorado Revised Statute 12-59-101.

In an effort to make sure that only the most up-to -date information is maintained in the new database, we are requesting by the deadline identified below *all* schools to provide the Division with a list of its program and stand alone courses currently/regularly offered at each institution. This may include programs and stand-alone courses which are offered on a periodic basis, but which the school does not consider to be obsolete or otherwise discontinued.

As you may be aware, the Rules and Regulations concerning private occupational schools sets forth the requirements of ensuring schools report and gain approval of any revisions or new curriculum offerings.

Please provide the following information to the Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, Colorado 80202 **by no later than May 5, 2008.**

1. A list of all current Program and Stand Alone courses being offered either regularly or on a periodic basis. Please make sure the names of the programs and stand alone courses so listed appear *exactly as they were written and approved by the Division/Board.*
2. If there are programs or stand alone courses that you wish to offer but have not been approved by the Division, please complete the applicable curriculum approval form and submit with the required fee. (\$75.00 per Program or Stand Alone).

