



COLORADO

Division of Private
Occupational Schools

Department of Higher Education

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NOTICE OF ANNUAL FILINGS
(BOND, INSTRUCTOR & GRADUATE DATA)

DUE: JULY 31, 2015

To: School Directors
From: Lorna Candler, Director, Division of Private Occupational Schools
Date: June 16, 2015
Subject: Annual Bond Review, Instructor Report & Graduate Data Report Requirement

The Division of Private Occupational Schools, Colorado Department of Higher Education is contacting you to request the Annual Filings noted above.

All submittals must contain the specific and complete information requested in the enclosed materials and be signed and attested to by the School Director or authorized school representative.

Please provide the following Bond, Instructor and Graduate Data information and documentation to the Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, Colorado 80202 by no later than July 31, 2015.

BOND

The Rules and Regulations concerning private occupational schools sets forth the requirements of ensuring schools continue to maintain adequate surety protection. Please submit the following:

1. Bond calculation and documentation supporting calculation of the highest amount of prepaid, unearned tuition and fees held at any time during the previous 12-months;
2. Documentation of the surety instrument (Bond, Certificate of Deposit, Irrevocable Letter of Credit, Training Assurance Foundation) verifying **current** adequate coverage.



INSTRUCTOR

1. Please submit a complete and accurate list of ALL instructors currently employed and for the previous 12-months. Please use the attached form.

Reminder: schools are to ensure that all required and applicable documentation and information verifying instructional staff qualifications and professional competency is contained in each instructor's personnel file, and any change in the employment status of instructional staff shall be reported to the Board within 30 calendar days. Also, *if your school teaches minor students* (under age 16) or anticipates it may teach minor students, all instructors and prospective instructors shall be required to complete the Division's process of fingerprinting and submit to a criminal background check.

GRADUATE DATA

Only those schools that offer Programs where a diploma/certificate or degree is awarded are required to report. **If your school only offers Stand Alone courses as continuing education or advanced training, your school is exempt from reporting.**

1. Please submit the attached form containing the information requested for the previous 12-month period to meet the requirements.

BOND, INSTRUCTOR AND GRADUATE DATA ATTESTATION

I hereby certify with my signature and attest in good faith that the attached information provided to the Division in this annual bond information, instructor list and graduate data is accurate and complete.

Type or print name of Director

Name of School

Director's Signature

School Address

Date

City, State, Zip

CHECKLIST: Did you complete and submit:

Bond Calculation

Current verification of surety

Instructor form

Graduate Data form

Attestation



