

**CHECKLIST:
APPLICATION FOR RENEWAL CERTIFICATE OF APPROVAL (COA)**

Name of School _____

School Contact Person _____ Date _____

- ___ I. Colorado Private Occupational School Application to Operate (notarized)
- ___ A. The required school renewal fee
1. \$1,500 Standard COA (Accredited School and Non-Accredited School/Campus)
Note: a Standard Certificate of Approval (COA) is valid for 3 years.
- ___ B. A **current** bond calculation and documentation supporting calculation of the highest amount of actual prepaid, unearned tuition and fees held at any given time during the previous 12-months as required by C.R.S. 12-59-115(3).
- ___ C. Verification of surety bond or bonding instrument as required by C.R.S. 12-59-115, properly executed in the amount set forth in the calculation
- ___ D. A current balance sheet and current income statement (school itself and parent firm, if applicable).
- ___ E. **Current** Safety Inspection, showing NO violations. (Local fire department)
- ___ F. A copy of any franchise agreement, if applicable
- ___ G. A list of other locations where training is offered, if applicable
- ___ H. The name and Colorado physical address (no P.O. Box), other than the school address, of the required designated agent upon whom legal process may be served
- ___ I. Copies of **current** advertisements and other promotional materials
- ___ J. A description of the school's placement assistance, if applicable
- ___ K. A copy of the school's catalog
- ___ L. Copies of the school's enrollment agreement (and credit instruments, if applicable)
- ___ M. **Current** Facilities Lease with signatures
- ___ N. Information regarding type of business, **check one of the following three:**
- ___ If a *sole proprietorship*, include the name ___, home address ___, phone number ___, and title of position ___.
- ___ If a *partnership*, include a list with the name ___, home address ___, phone number ___, and title of position of each partner/owner ___. Indicate which, if any, maintains controlling interest in the school ___.
- ___ If a *corporation or Limited Liability Company*, include a list with the name ___, home address ___, phone number ___, and title of each corporate officer/member ___. In addition, attach a list showing the same information on any stockholder(s) having a controlling interest in the school. **Include a copy of:**
- ___ **Current** Certificate of Good Standing
- If the following have previously been submitted to the Division, please **provide a written note** affirming that the documents on file at the Division are the most current available:*
- ___ Articles of Incorporation, and
- ___ Certificate of Authority to transact business in the State of Colorado (applicable only to schools owned by out-of-state corporations).
- ___ II. Agent Permit Application(s) (notarized) ___ with the required agent renewal fee (\$175 per agent) ___
- ___ III. A. Submit a current instructor list
- Instructor files should be properly prepared, organized and retained by the school for DPOS review.
- B. Do all instructor forms completely document required educational & occupational experience ___
- C. Has a background check been completed for any instructors that teach minors (under 16)? ___
- ___ IV. Supervisory Onsite Visit completed by DPOS: _____
- Date _____

Comments: _____

DPOS Program Specialist: _____