



COLORADO

Division of Private
Occupational Schools

Department of Higher Education

John Hickenlooper
Governor

Lt. Gov. Joseph A. Garcia
Executive Director

Lorna Candler
Director

NOTICE TO RENEW CERTIFICATE OF APPROVAL AND AGENT PERMITS Expiring June 30, 2015

TO: Private Occupational School Directors
FROM: Lorna Candler, Director
DATE: October 15, 2014
RE: RENEWAL APPLICATION FOR STANDARD CERTIFICATE OF APPROVAL

Your school currently holds a Certificate of Approval (COA) that expires **June 30, 2015**. The Private Occupational Education Act of 1981, as amended, requires that in order to renew your COA you must **submit an application for approval on or before February 15, 2015**. The application fee is \$1,500. The enclosed materials are provided to assist you in completing the application for renewal of the COA. Please mail or deliver your completed application and applicable fees to the Division of Private Occupational Schools (Division) at the below-listed address *no later* than **February 15, 2015**.

Applications received at the Division **after** February 15, 2015 will **not** be considered for standard renewal. Schools that fail to comply with the renewal filing deadline will be required to submit a provisional (new) school application and associated fees; thus the school will be considered for a Provisional Certificate of Approval (one-year period) **only**.

All current permits for in-state agents at your school expire June 30, 2015. New agent applications must be submitted, including a \$175.00 fee per application. The **in-state agent applications** with applicable fees are also **due** by **February 15, 2015**.

As part of the renewal process a physical inspection of your school will be conducted by the Division to ensure compliance with regulatory standards in such areas as school facilities, safety requirements, instructional equipment, instructors, and recordkeeping practices. Your assigned Program Specialist will be contacting you soon to schedule and coordinate a date to conduct an onsite inspection of your school.

If you have any questions concerning your application, please contact your Program Specialist.

Enclosures:

1. Renewal Application Checklist
2. Application to Operate a School
3. In-State Agent Permit Application
4. Catalog Checklist
5. Enrollment Agreement Checklist
6. Fee Schedule

