

## CHECKLIST FOR CHANGE OF OWNERSHIP APPLICATION

Name of School \_\_\_\_\_

Date \_\_\_\_\_

1. a. Notification to DPOS **by seller** of intent to sell: \_\_\_\_\_  
Date
- b. Effective date of sale: \_\_\_\_\_  
Date
- c. Application to DPOS **by buyer** made no later than 30 days after Change of Ownership: \_\_\_\_\_  
Date
- \_\_\_ 2. Colorado Application for Change of Ownership
- \_\_\_ 3. Change of ownership fee, \$1,750
- \_\_\_ 4. A current proposal outlining the method of determining the amount of bond as required by C.R.S. 12-59-115(3) and signed by new official
- \_\_\_ 5. A surety bond as required by C.R.S. 12-59-115, in the name of the new ownership or an official endorsement from the surety company
- \_\_\_ 6. A current balance sheet and income/expense statement which accurately reflects the financial condition of new owner
- \_\_\_ 7. a. Copy of Bill of Sale
- \_\_\_ b. Statement relative to responsibility for student train-out, if not contained in sale agreement
- \_\_\_ 8. a. Name of Director and other personnel, including carry-overs from existing structure of school
- \_\_\_ b. Current faculty list with proposed changes, if any
- \_\_\_ 9. A copy of any franchise agreement, if applicable
- \_\_\_ 10. The name and address of the required designated agent
- \_\_\_ 11. Copies of current and/or proposed advertisements and other promotional materials
- \_\_\_ 12. a. A description of the school's current or proposed change in placement assistance
- \_\_\_ b. Description of proposed changes in approved programs/courses, if applicable
- \_\_\_ 13. Information regarding type of business  
Check one:  

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporation	<input type="checkbox"/> Majority Stockholders

Copy of Colorado incorporation papers, if applicable \_\_\_\_\_  
Current Certificate of Good Standing from Secretary of State, if applicable \_\_\_\_\_  
Out-of-State Certificate of Authority to operate in Colorado, if applicable \_\_\_\_\_
- \_\_\_ 14. A copy of the school's current catalog or, if revisions, copy of proposed catalog.
- \_\_\_ 15. Copies of school's current or proposed enrollment agreement(s) and, if any, credit instruments.
- \_\_\_ 16. New In-state Agent Permits with fees, if applicable
- \_\_\_ 17. Current faculty list
- \_\_\_ 18. Supervisory visit made (not required prior to Board approval) \_\_\_\_\_  
Date

DPOS Program Specialist: \_\_\_\_\_