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

**DUE: JULY 31, 2018**

To: School Directors  
From: Lorna Candler, Director, Division of Private Occupational Schools  
Date: June 19, 2018  
Subject: Annual Bond Review, Instructor Report, Graduate Data Report & Placement Statistics

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The Division of Private Occupational Schools, Colorado Department of Higher Education (“Division”) is providing a courtesy notice of the deadline for Annual Filings. The notice will be placed on the Division website and emailed to the primary email address of all active schools. Hard copies of the notice will NOT be mailed.

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. Scroll down for the instructions and required forms.

**\*\*Please note: Schools with more than one campus must submit filings for EACH campus.\*\***

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**Failure to timely, completely and accurately provide the Bond, Instructor, Graduate Data, and Placement Statistics information and documentation to the Division of Private Occupational Schools, 1600 Broadway, Suite 2200, Denver, Colorado 80202 by no later than July 31, 2018, will result in late fees pursuant to 8 CCR 1504-, Rule II - FEE SCHEDULE.**

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## INSTRUCTIONS

### BOND

The Rules and Regulations concerning private occupational schools sets forth the requirements of ensuring schools continue to maintain adequate surety protection. **ALL items MUST be submitted, even if your school was renewed in 2018.** 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. Verification MUST include:
  - a. Verification that your surety coverage is active and has been renewed.
  - b. The amount of coverage.
  - c. The next renewal date.
  - d. CDs, savings account, Irrevocable Letter of Credit, or Training Assurance Foundation require a statement of continuation from the issuing financial institution.
  - e. **An invoice and/or a cancelled check will not suffice.**
  - f. **Electronic copies will NOT be accepted unless sent to the Division directly from the surety company.**

### INSTRUCTOR

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

### GRADUATE DATA

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

### PLACEMENT STATISTICS

1. Please submit the attached form containing the placement statistics for the time periods indicated on the form.

The Division/Board of Private Occupational Schools reserves the right to request additional verification of the information provided in response to the annual filing requirement of placement statistics.

**ATTESTATION**  
**DUE: JULY 31, 2018**

*I hereby certify with my signature and attest in good faith that the attached BOND, INSTRUCTOR, GRADUATE DATA & PLACEMENT STATISTICS provided to the Division in these annual filings is accurate and complete.*

\_\_\_\_\_  
Type or print name of Director

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

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
School Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

**CHECKLIST: Did you complete and submit:**

- Bond Calculation
- Current verification of surety
- Instructor form
- Graduate Data form
- If applicable*, Placement Statistics
- Signed Attestation (above)





**PLACEMENT STATISTICS**

**Non Accredited Schools: Reporting Period: July 1, 2017 through June 30, 2018**  
**Accredited Schools: Submit the most recent statistics provided to your accreditor**

Full School Name \_\_\_\_\_

Address \_\_\_\_\_

Pursuant to Board Rule V. Annual Filings, B. Enrollment & Placement Statistics, each school **offering or advertising** placement assistance for any course or instruction shall file with the Division its placement statistics for each program for the preceding year.

**Please Answer:** Do you offer, advertise or make representation of job placement assistance?

NO  You do NOT need to complete the placement statistics below.

YES  Please complete the placement statistics below.

Number of graduates who requested placement assistance:	
<b>Placement</b>	
Number of graduates who received job offers for which they were trained:	
Number of graduates who received job offers in a related area for which they were trained:	

Contact information of individual verifying the above placement statistics (**REQUIRED**):

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email