



COLORADO

**Division of Private
Occupational Schools**

Department of Higher Education

Jared Polis
Governor

Dr. Angie Paccione
Executive Director

Lorna Candler
Director

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

DUE: JULY 31, 2019

To: School Directors
From: Lorna Candler, Director, Division of Private Occupational Schools
Date: May 31, 2019
Subject: 2019 Annual Filings

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 and attachments for EACH campus.****

The required filings are due to the Division **no later than July 31, 2019**.
Late fees pursuant to 8 CCR 1504-, Rule II - FEE SCHEDULE will apply for:

- Failure to submit by the July 31, 2019 deadline
 - Filings submitted by July 31, 2019 but deemed incomplete by the Division.
-

Please submit completed documents to:
Colorado Division of Private Occupational Schools
1600 Broadway, Suite 2200
Denver, CO 80202

DO NOT SUBMIT THIS PAGE

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 2019.** Please submit the following:

1. Bond calculation and documentation supporting calculation of the highest amount of actual prepaid, unearned tuition and fees held at any time during this 12-month reporting period (i.e. a spreadsheet or some other documentation showing the actual prepaid, unearned tuition and fees);
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.

Please Note:

- i. **An invoice and/or a cancelled check will not suffice.**
- ii. **Electronic copies will NOT be accepted unless sent to the Division directly from the surety company.**

ATTESTATION

Complete and submit Page 3 including the attestation.

INSTRUCTOR

Use the attached form to submit a complete and accurate list of ALL instructors employed during this 12-month reporting period.

GRADUATE DATA

Use the attached form to submit the graduate data information requested for during this 12-month reporting period.

DO NOT SUBMIT THIS PAGE

2019 Annual Filings

Reporting Period: July 1, 2018 through June 30, 2019 DUE: JULY 31, 2019

Full Name of School: _____

PLACEMENT STATISTICS

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 respond to the following:

Do you offer, advertise or make representation of job placement assistance?

No

Yes

If you answered "Yes", complete the information below:

| | |
|--|--|
| Number of graduates who requested placement assistance: | |
| Placement | |
| 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: | |

MINOR STUDENTS

Please Answer: Does your School teach or is your school planning or expecting to teach minor students (under the age of sixteen years at the time of enrollment)?

No

Yes I attest that all instructors have completed the Division's process of fingerprinting and completing a criminal background check.

CHECKLIST:

Did you complete and submit:

___ Bond Calculation

___ Graduate Data form

___ Current verification of surety

___ *If applicable*, Placement Statistics

___ Instructor form

___ Signed Attestation (below)

ATTESTATION

I hereby certify with my signature and attest in good faith that the information above and the attached annual filings provided to the Division in these annual filings is accurate and complete.

Director's Signature

Date

Type or print name of Director

School Address

Email Address

City, State, Zip

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