

Important School Deadlines to Remember

Below are several important deadlines that as a school you are required to know and remember. It is the expectation of the Division that schools contact this office should they have any questions or concerns regarding these deadlines.

Quarterly Student Assessments

Each quarter schools must report their total number of students and pay a set fee per student. We accept quarterly assessment payments online at <http://highered.colorado.gov/DPOS/Schools/filings.html>. The online payment portal allows for submittals typically 15-20 days prior to the due date. Manual forms are mailed out each quarter as a courtesy, but it is the school's responsibility to ensure that deadlines are being met whether or not reminders are received. You will need to set a reminder on your end each quarter to complete this requirement. Assessments are due as follows:

January–March assessments: Due by April 15th

April–June assessments: Due by July 15th

July–September assessments: Due by October 15th

October–December assessments: Due by January 15th

Surety Bond Expirations

Per C.R.S. §12-59-113(5), **bonds must be renewed or replaced within 15 days from the expiration date.** You must set a reminder to submit proof of your renewed bond within 15 days prior to the expiration date. Failure to submit proof of renewed bond can result in revocation of the school's Certificate of Approval.

Annual Filings

Per Rule and Regulation V, each school holding a Certificate of Approval shall file annually a bond proposal, enrollment, and placement statistics as follows: bond proposal, student graduate data, current instructor lists, and enrollment and placement statistics (if applicable). **Annual filings are due by July 31st of every year** and are typically mailed out near the end of June. The annual filing forms can also be located on our website at that time.

Changes of Instructional Staff

Per Rule and Regulation E.2.d.2, schools must notify the Division in writing within thirty (30) calendar days of any change in employment status of instructional staff. Schools will notify schools of these changes by completing the Instructor Staff Change Notification form located on our website.

Changes to Designated Agent, Sales Agent(s), and/or school staff (Director, administrative, DPOS contact)

Schools must notify the Division of any changes to their Designated Agent, Sales Agent(s), and school staff.

Change of Location

Per Rule and Regulation B.8, schools must submit an application for change of location no later than thirty (30) days **prior** to changing location. To change locations, complete the Change of Location application located on our website.

Major and Minor Revisions to Programs/Stand-Alone Courses

Per Rule and Regulation III.B.2, all program and stand-alone course revisions shall be submitted to the Board for review and approval **prior** to the proposed date of implementation. Said revisions shall be submitted in a manner which will allow a reasonable period of time for such review.