



COLORADO

Division of Private  
Occupational Schools

Department of Higher Education

## Renewal Application FAQ's

### General Information

**Q:** What are the timeframes associated with renewal of a school's Certificate of Approval (COA)?

**A:** After a school's initial provisional period, their Certificate of Approval expires June 30<sup>th</sup>, every three (3) years and must be renewed to continue operation. Renewal information is normally sent mid-October and those school's due for renewal have a deadline of February 15<sup>th</sup> to submit all required paperwork and fees.

**PLEASE NOTE:** Renewal applications received *after* February 15<sup>th</sup> will not be considered for a standard renewal (3 year). Schools that fail to comply with the renewal filing deadline will be required to submit a provisional (new) school application and fees and will start over as a brand new school.

**Q:** What is the cost for renewal of a school's Certificate of Approval (COA)?

**A:** Please refer to the Division's [Fee Schedule](#) posted on the website. **PLEASE NOTE:** Fees are due at the time of submittal of the application to the Division. Fees are non-refundable. Checks, money orders, or cashier's checks shall be made payable to: DPOS or Division of Private Occupational Schools. The Division will **not** accept postdated checks.

**Q:** Once a school submits the Renewal Application for a Certificate of Approval with all required attachments/forms and fees to the Division, how long will the approval process take?

**A: Allow at least 60 days for review, revisions and site visit.** The amount of time required for the application review process varies according to the complexity and quality of each application. In order to complete the process smoothly, it is crucial that you read all application materials carefully, as certain forms require a notary. By submitting the most complete information available to you, you will enable the Program Specialists to move through the approval process accurately and efficiently.

**Q:** What is a site visit?

**A:** 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 student recordkeeping practices. Your assigned Program Specialist will contact you to schedule and coordinate a date to conduct an onsite inspection of your school. The onsite school visit must occur before a school is presented for approval of their renewal at the Private Occupational School Board monthly meeting.

### Board Information

**Q:** Who is the Board?

**A:** The Private Occupational School (POS) [Board](#) is a seven-member board appointed by the Governor, confirmed by the State Senate. The Board is comprised of three owner/operators of approved private occupational schools that receive Title IV funds; and four members of the general public, one of whom is employed by a Colorado lending institution. Each member can serve up to two, consecutive four-year terms.

**Q:** When and where are the Board's meetings held?

**A:** The [Board Meeting Schedule](#) can be found on our website and includes the date of the actual Board meeting along with the location. **Attendance is required at the POS Board meeting by a school representative(s).** The Division Program Specialist assisting you with the application process will present the application to the Board; the Board members will address questions to the school representative present.

**Q:** Will there be an interruption in the school's advertising and/or operating?

**A:** As long as a school submits their renewal materials by the February 15<sup>th</sup> deadline, the renewal will be seamless. The school's current COA will expire June 30<sup>th</sup> and the newly renewed COA will take effect July 1<sup>st</sup> once it is approved at the POS Board meeting.



**PLEASE NOTE:** The Division will mail the official "Certificate of Approval" as well as an approval letter for all revised or new programs and Stand Alone courses presented with the renewal application to the mailing address provided by the school. **The Certificate of Approval is required to be posted in a prominent place for public viewing.**

## Application Information

**Q:** What is a Designated Agent?

**A:** A Designated Agent is the school representative that the Division is to contact for legal process. This is basically an emergency contact for the school (Example: in the event the school ceases operation, the Division would contact the *designated agent* to retrieve all required student records from the school). This person must list a physical Colorado address, other than the school address, phone number and/or email address.

**Q:** What is an In-State Agent?

**A:** An agent's permit is required for ALL individuals who represent the school in recruiting students. **Only** the approved In-State Agent is authorized to sign an Enrollment Agreement as the school's licensed agent. Please remember to notarize both the Affidavit of Applicant and Affidavit of School on the In-State Agent Permit Application prior to submitting to the Division. In most cases, the school's In-State Agents must renew on the same cycle as the school's renewal of their Certificate of Approval (COA).

**NOTE:** Do not confuse the school's In-State Agent with the school's Designated Agent. They have separate functions. It is, however, permissible for one person to have both designations.

**Q:** Is it permissible that an In-State Agent be assigned to more than one school campus?

**A:** Yes, when an existing approved school opens an additional campus (same name/same ownership), one Agent application and fee is allowed to be submitted per In-state agent for authorization to serve multiple campuses.

**Q:** What is a **surety calculation**?

**A:** A spreadsheet or letter signed by an authorized representative of the school showing in detail the calculations made and explaining the method used for computing the amount of surety (bond or alternative) needed. To determine the proper amount, the school must use real numbers from the previous 12 month period. The amount is based upon the maximum amount of prepaid, unearned tuition/fees collected at any given time. **PLEASE NOTE:** the statutory minimum surety amount is \$5000.

**REMINDER:** after initial approval, if the school's surety amount changes, either increases or decreases, you must adjust the amount surety the school maintains accordingly with the respective bond company or financial institution and send documentation to the Division. It is allowable to maintain more surety coverage than needed if a school wishes to allow for growth.

**Q:** What are the minimum requirements to be published in the school's catalog?

**A:** See section III. H., Catalogs in the Rules and Regulations. A sample catalog is available on the Division's website for your convenience.

**NOTE:** When school policy changes, revisions shall be included in the current school catalog by using a supplemental addendum page described below OR in a newly printed catalog showing a **new** Catalog Volume # and effective date.

- Addendum or Supplemental page(s) may be used as part of the school catalog provided they are used in such a way as to become an effective part of the catalog and may include information such as faculty, calendar, and any other pertinent information. Supplemental pages shall 1) show an effective date, 2) list the applicable Catalog date & Volume #, and 3) be presented to each prospective student prior to execution of any enrollment contract agreement.

Any changes to school catalogs, including an addendum, **shall be submitted to the Division for approval** prior to the execution of any student enrollment agreement acknowledging receipt of the revised catalog.

**Q:** What are the minimum requirements for the school's Enrollment Agreement?

**A:** An Enrollment Agreement, accompanied by the current school catalog, is a legal contract between the student and school. An Enrollment Agreement must be signed by both the student and the school's DPOS-approved "In-state Agent". (Original is retained in student's file; copy given to student at time of enrollment.) See section III. I., Student Enrollment Agreement in the Rules and Regulations. A sample enrollment agreement is available on the Division's website for your convenience.

**NOTE:** When submitting your Enrollment Agreement be sure the Refund Policy is included and reflects the same Refund Policy included in the Catalog. The enrollment agreement and catalog should “mirror” one another. All compliance items, i.e. refund policy, must be worded identically and appear in the same format.

## Instructor Information

**Q:** What are the minimum requirements for instructors in Colorado?

**A:** Please carefully read and follow all directions under [Board Rule III, D and E](#).

**Q:** What are the schools responsibilities regarding instructors?

**A:** Schools are responsible for: (1) approving instructors prior to opening a school; (2) understanding the minimum standards for approving instructors; (3) verifying and documenting required educational and occupational experience; (4) final approval of all instructors within 30 days of hire; (5) maintaining instructor personnel files; and (6) documenting continuing competency.

**Q:** Are there additional instructor requirements if a school will be teaching minors?

**A:** Yes, **ALL** instructors teaching students under the age of 16 are subject to a criminal background check. Contact the Division for specific instructions.

**Q:** How do I report new or terminated instructors to the Division?

**A:** The Director or designated employee shall alert DPOS within 30 days of all new hires and terminations using the form “Change of Status of Instructional Staff.”

## Curriculum Information

**Q:** What is the process for submitting new or revised curriculum to the Division?

**A:** A school must submit all proposed new and/or revised [Programs and/or Stand Alone Courses](#) with the required attachments listed on the prescribed forms found on the Division’s website. The forms **MUST** be typed. Please note: The Private Occupational School (POS) Board approves all new curricula and major revisions.

**Q:** What is the fee to add and/or revise curriculum?

**A:** Please refer to the Division’s [Fee Schedule](#) posted on the website. **PLEASE NOTE:** Fees are due at the time of submittal of the application to the Division. Fees are non-refundable. Checks, money orders, or cashier's checks shall be made payable to: DPOS or Division of Private Occupational Schools. The Division will **not** accept postdated checks.

**Q:** What is a Program?

**A:** By definition, **Program** – “means a group or series of organized courses, lessons, or units of instruction pursued to attain an occupational objective.” (Board Rule I. HH.)

Each “program” a school is proposing to offer must have a Program Approval Form completed and submitted to the Division along with the corresponding Course Syllabus for those courses which make-up the overall program being offered. A “course” is part of a larger program.

**Q:** What is a Stand Alone Course?

**A:** By definition, **Stand Alone Course** – “is a course, which may take the form of a seminar, workshop, continuing ed course or other similar educational service that has an occupational objective of its own.” (Board Rule I. LL.)

A “Stand-Alone” course is offered independent of a program and clearly indicates as such. A Stand-Alone Course Approval Form must be submitted for each Stand-Alone course.

**PLEASE NOTE:** If the school intends to offer, to a student, any individual course within a proposed Program independently, the school **MUST** submit Stand Alone Course form(s) for each course that will be offered independently in addition to the Program form.

**Q:** What are [Evaluator Reports](#)?

**A:** Evaluator Reports must be received with the application packet for the Division to process your submittal for presentation to the Board. This is a required and important part of submitting new or major curriculum revisions to the Board for approval. The Reports are used to ensure proper evaluation of whether the Program and/or Stand Alone Course meets its proposed occupational objective. If applicable, a copy of Program Advisory Committee Minutes recommending the new/revised curriculum will also suffice.

**Q:** How many Evaluator Reports are required?

**A:** When submitting any new or major revision to Programs or Stand Alone courses for approval by the Division a **minimum of three (3)** Evaluator Reports (or a copy of Program Advisory Committee Minutes) with resumes or bios for each evaluator or committee member must be received for EACH Program and/or Stand Alone course.

**Q:** Who can be an Evaluator?

**A:** Evaluators shall not be associated with the school or owner(s) in any way (NO personal or business relationship) and shall attest to such by signing the Evaluator Report. Evaluators shall be a practitioner in or familiar with the work related to the occupational training to be reviewed. The School must submit a resume or brief bio for each evaluator or committee member utilized to review the curricula in order for the Division to ensure the evaluators are qualified in the specific area being proposed for approval.

All Evaluator' suggestions/comments must be addressed by the school prior to sending the final curricula approval forms to the Division for approval. Should the school choose not to incorporate the suggestions, a detailed explanation must be attached.

**Q:** What is a Major Revision?

**A:** A **Major** Revision (to existing Program or Stand Alone Course) – “means changes since the last approval to the method of delivery and/or changes since the last approval to the occupational objective and/or increases or decreases since the last approval in the hours exceeding an accumulated 25% of the total hours of the program or stand-alone course revision.” (Board Rule I. Z.)

Schools must submit a revised Program and/or Stand Alone Course form, fee and all required attachments for review. **Please** include a cover letter which details the specific changes being made to assist the Division's review process. Major revisions are approved by the DPOS Board. Items will be added to the agenda for Board approval once they are deemed complete by the Division. The school will need to have a representative at the Board meeting for approval.

**Q:** What is a Minor Revision?

**A:** A **Minor** Revision (to existing Program or Stand Alone Course) – “means any revision not meeting the definition of a major program or stand-alone revision.” (Board Rule I. AA.)

Schools must submit a revised Program and/or Stand Alone Course form, fee and required attachments for review. Minor revisions do not require Evaluations or Advisory Committee Minutes. **Please** include a cover letter which details the specific changes being made to assist the Division's review process. Minor revisions are approved administratively by DPOS Staff.

**Q:** What is the time frame for approval of New Programs and/or Stand Alones Courses or Major and/or Minor Revisions?

**A:** New and Major Revision items will be added to the agenda for Board approval once they are deemed complete by the Division. It is recommended that all new/revised curriculums be submitted at least two (2) months prior to anticipated *implementation date* at the school.

Minor Revision items must be submitted in a sufficient amount of time to receive DPOS approval prior to the proposed (revised) curriculum implementation date. If the minor revision is accepted, the school will receive notification via an approval letter from DPOS staff.

**NOTE: It is the responsibility of the applicant to be fully informed of all the State of Colorado's Statutes and Rules and Regulations that govern private occupational schools. Such information can be found on our website, <http://highered.colorado.gov/dpos>.**