NOTIFICATION: Change of Status of Instructional Staff

- To be submitted to DPOS within 30 calendar days of change in status.
- No additional forms are required to be submitted.
- Schools must maintain DPOS approved Instructor Application for EACH instructor on file at the school.

To: Director
   Division of Private Occupational Schools
   Department of Higher Education
   1600 Broadway, Suite 2200
   Denver, CO 80202

Name of School: ________________________________________________________________

Location of School: _____________________________________________________________

Name of Person completing this form: ____________________________________________

Instructor Name: ______________________________________________________________

Instructor Title: ________________________________________________________________

Program(s) Taught: _____________________________________________________________

State License(s), Number(s), and Expiration Date(s) Held for Programs/Courses Taught: (New Hires Only)
____________________________________________________________________________

Course(s) Taught within a Program: ______________________________________________
____________________________________________________________________________
____________________________________________________________________________

Instructional Staff Status: New Hire _____
                        Resignation/Termination _____

Date of personnel action: ________________________________

I certify that the above-referenced instructor is currently employed and meets the minimum standards and qualifications as set forth in the Laws and Rules governing private occupational schools. I further certify that the names of each additional instructor employed shall be supplied to the Board within 30 calendar days of employment.

____________________________________________________________________________
Name of School Official (printed)  Title

____________________________________________________________________________
Signature of School Official  Date