

Jared Polis

Governor

Dr. Angie Paccione

Executive Director

Lorna Candler

Director

**REQUEST FOR EXEMPTION FROM REGULATION FOR EXISTING SCHOOLS QUESTIONNAIRE**

*Pursuant to §23-64-101, et seq., Colorado Revised Statutes*

In order for the Division of Private Occupational Schools to make a proper determination whether or not your school is subject to state regulation in accordance to Title 23, Article 64, of the Colorado Revised Statutes concerning Private Occupational Schools, please respond to the following questions and provide applicable requested information and documentation: The Director of the Division of Private Occupational Schools (“Director”) reserves the right to request additional information.

1. If you feel you are not subject to state regulation and may be exempt from regulation as set forth in the Colorado Private Occupational Education Act, 23-64-101, et seq., of the Colorado Revised Statutes (C.R.S.) and/or 8 Colorado Code of Regulations 1504-1, please submit a written request for exemption. Please include a detailed explanation, cite the specific exemption/s, and provide any supporting documentation in addition to the items requested below, if necessary. Your request for exemption will be thoroughly reviewed by the Division Director and an appropriate determination made with respect to state regulation. Please note: even if you believe you are not subject to state regulation, you must answer the questions below.
2. Please provide the following concerning the school location:
	1. School/institution name, mailing address, phone and website address.

Institution Name

Street, City, State, Zip

Website

* 1. The location (address) where student records are maintained/stored.

Street, City, State, Zip

* 1. The location (address) where students are enrolled.

Street, City, State, Zip

1. Please provide the School owner’s name, mailing address and phone number.

School Owner

Street, City, State, Zip

Phone

1. Is any of the education and training being offered available to Colorado residents? Please include intern/externships, apprenticeships, preceptorships, etc.

[ ]  Yes [ ]  No

Additional Information if applicable

1. If any of the addresses provided in question #2 above are located outside of Colorado, please describe how the school will recruit and enroll students within the state of Colorado.

1. Please provide the names of all agencies currently certifying, accrediting, and/or approving the school/institution AND each educational offering listed below. (If more space is needed, attach a separate sheet.)
	1.
	2.
	3.
	4.
2. Please attach :
	1. A school/course catalog and/or brochure
	2. Any other marketing or promotional advertising or literature.
	3. A current schedule of educational offerings.
	4. A schedule of next enrollment date/s of EACH program/course listed below.
3. Please list the educational training programs and/or courses being offered and include the following: (If more space is needed, attach a separate sheet)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program/Course** | **Number of Students Enrolled** | **Duration for Completion** | **Credential (Diploma, Certificate, etc.)** | **Prerequisites** |
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1. Please describe the method of delivery of the educational and training program/courses being offered (i.e. classroom, correspondence, online, intern/externship, lab, practicum); and location(s) education and training is provided.

1. If the educational program requires an intern/externship or field training component, please provide a list of all training sites and location and a contact phone number for each training site/facility. (If more space is needed, attach a separate sheet.)
	1. Location #1
		1. Street, City, State, Zip
		2. Phone Number
	2. Location #2
		1. Street, City, State, Zip
		2. Phone Number
	3. Location #3
		1. Street, City, State, Zip
		2. Phone Number
2. For what occupational field or industry or area of employment is the education and training designed for?

1. Is job placement assistance provided?

* 1. If so, are placement data and statistics maintained?

[ ]  Yes [ ]  No

1. Please describe how tuition is collected:
	1. Who pays for the training?

* 1. Do students pay tuition directly to the school or a third party? Please explain.

* 1. Is any portion of program or course tuition and fees paid in advance or a deposit collected in advance? If so, please explain.

1. Is student financial aid or student loan programs made available to students (SallieMae, Title IV, TFC, etc.)

Please submit this information to:

**The Division of Private Occupational Schools**

**Attn: Lorna A. Candler, Director**

**1600 Broadway, Suite 2200**

**Denver, CO 80202**

**OR via email at Lisa.Hill@dhe.state.co.us**