

# State Use Only

Ck#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount $\_\_\_\_\_\_\_\_\_\_\_\_

**Colorado Application for Out-of-State Private Occupational School**

APPLICANTS: COMPLETE THIS FORM ELECTRONICALLY, PRINT AND SUBMIT IT TO THE DIVISION WITH PAYMENT VIA POST OR HAND DELIVERY. HANDWRITTEN SUBMISSIONS WILL NOT BE ACCEPTED. PLEASE REFER TO THE [OUT OF STATE FAQ’S](http://highered.colorado.gov/DPOS/Schools/forms.html) FOR ASSISTANCE IN COMPLETING THIS APPLICATION.

**APPLICANT PLEASE NOTE: The Division of Private Occupational Schools is not required to act upon any application until all materials constituting an application have been filed.**

**To expedite the review process for the Division, label all attachments to this application with the corresponding item number as listed within the application, and with the school’s name.**

Application is hereby made to solicit, recruit, and enroll students in the state of Colorado in conformity with the provisions of the [Private Occupational Education Act of 1981](http://highered.colorado.gov/DPOS/Laws/default.html#statutes), and the [Rules and Regulations](http://highered.colorado.gov/DPOS/Laws/default.html#rules) promulgated pursuant to the Act. It is understood that the Division of Private Occupational Schools, upon review and evaluation of this application, may require further information to be submitted and shall conduct such investigation and appraisal as it deems necessary and appropriate prior to the approval.

**Section One – School Demographics**

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| **A. OFFICIAL NAME OF SCHOOL** |  |
| **B. DATE OF APPLICATION** |  |
| **C. PHYSICAL ADDRESS** | Street:  City, State, Zip Code: |
| **D. MAILING ADDRESS** | Street:  City, State, Zip Code: |
| **E. PHONE NUMBERS** | Main:  Alternate:  FAX: |
| **F. EMAIL ADDRESS** | Alternate: |
| **G. WEBSITE** |  |
| **H. NAME OF PERSON SUBMITTING APPLICATION** | Name:  Phone Number:  Email Address: |
| **I. SCHOOL DIRECTOR**  \*If different from above | Name:  Phone Number:  Email Address: |
| **J. PRIMARY SCHOOL CONTACT**  \*If Different from, or in addition to above | Name:  Phone Number:  Email Address: |
| **K. DESIGNATED AGENT INFORMATION**    \*Name and Colorado address (no P.O. Box) of designated agent upon whom any process, notice or demand may be served. This address must be separate than that of the school. | Name:  Address:  Phone Number:  Email Address: |
| **L. TYPE OF BUSINESS** | Sole Proprietorship  Individual’s Name:  Address:  Phone Number:  Email Address:  Partnership   * Attach a list of the name, home address, phone number and title of positions of each partner/owner. Indicate which, if any, maintains controlling interest in the school.   Corporation   * Attach a list of the name, home address, phone number and title of each corporate officer. Also, attach a list showing the same information on any stockholder(s) having controlling interest in the school.   LLC (Limited Liability Company)   * Attach a list of the name, home address, phone number and title of each corporate officer/member. Also, attach a list showing the same information on any stockholder(s) having controlling interest in the school. |

**Section Two – Out of State Agent Information (fee required)**

In addition to the information requested below, you must also attach a completed and notarized [Out-State Agent’s Permit Application](http://highered.colorado.gov/DPOS/Schools/forms.html), and fee (see [Fee Schedule](http://highered.colorado.gov/DPOS/Schools/feeschedule.html) on DPOS website), for each individual who will be acting as an agent for the school, specifically those who will be in the business of selling private occupational education services for your school. The application form can be found on the Division’s website under “School Resources/Forms”.

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| **A. TOTAL NUMBER OF AGENTS SUBMITTING APPLICATION WITH THIS FORM.** |  |
| **B. AGENT INFORMATION** | Name:  Address:  Phone Number: |
| **C. AGENT INFORMATION** | Name:  Address:  Phone Number: |

For additional Agents, please attach a list of their names, addresses and phone numbers along with the attached Out of-State Agent Permit Applications and fees.

**Section Three – Surety Bond Information**

At the time that application is made for an agent's permit to represent a school located outside this state, said application shall be accompanied by a surety bond in the sum of fifty thousand dollars ($50,000.00). Said bond shall be executed by the applicant as principal and by a surety company authorized to do business in this state.

The bond shall be conditioned to provide indemnification to any student or enrollee or his or her parent or guardian determined by the board to have suffered loss of tuition or any fees as a result of any act or practice that is a violation of any deceptive trade or sales practice as set forth in the Statute or any criteria established pursuant thereto by said agent. The bond shall be continuous, unless said surety is released pursuant to section 23-64-121(6).

The surety bond must be in the name of the Division of Private Occupational Schools with the signed original being sent to and permanently filed at the Division of Private Occupational Schools prior to being approved to operate by the Board.

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| **A. SURETY BOND** | Bond   * Attach the $50,000 bond document as required by C.R.S., 23-64-121, properly executed in the required amount. Please obtain the prescribed [bond form](http://highered.colorado.gov/DPOS/Schools/forms.html#new) from the Division’s website. |

**Section Four – Required disclosures**

If any of the questions below are answered “yes”, you must attach to this application a written explanation of your answer as well as official documentation of the case and disposition. Please note: failure to accurately report criminal history may be grounds for immediate board action including but not limited to revocation of agent permits.

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| **A. HAS YOUR SCHOOL EVER:**  **\* If any question in this section is answered “yes”, you must attach to this application a written explanation of your answer** | Been denied operation of a school in Colorado?  No  Yes  Documentation: Attached  Been denied operation of a school in any other state?  No  Yes  Documentation: Attached  Been closed or otherwise required to cease operation in any other state as part of a disciplinary or legal action?  No  Yes  Documentation: Attached |
| **B. HAS ANY PRINCIPAL OWNER(S), OFFICER(S), DIRECTOR OR ANY PERSON IN AN EXECUTIVE MANAGEMENT CAPACITY:**  **\* If any question in this section is answered “yes”, you must attach to this application a written explanation of your answer. You must also include official court documentation which details the date and circumstances surrounding the case including, if applicable, charges and disposition of the court case.** | Ever been involved in a bankruptcy?  No  Yes  Documentation: Attached  Ever been convicted of or pled to a felony; or are felony charges pending?  No  Yes  Documentation: Attached  Ever been convicted of or pled to a misdemeanor other than a minor traffic violation; or are misdemeanor charges pending?  No  Yes  Documentation: Attached  Ever been dismissed or permitted to resign from any position for immoral or unprofessional conduct?  No  Yes  Documentation: Attached  Ever had a professional license or permit denied, revoked or relinquished in this or any other state?  No  Yes  Documentation: Attached  Ever been disciplined by any governmental regulatory body or professional association in this or any other state?  No  Yes  Documentation: Attached |
| **C. HOME STATE AUTHORIZATION** | List the name(s) of all agencies relating to the schools authorization to operate in its home state:  Name(s):   * Attach copies of all documents verifying the schools authorization to operate in its home state. |
| **D. ACCREDITATION INFORMATION**  **\* *If, applicable*** | List the name(s) of any accreditations or other approvals held by the school, if applicable:   * Attach copies of all documents verifying accreditations or other approvals. |

**Section Five – Required Application Attachments**

The following documents, if applicable, must be attached to this application before it will be reviewed by Board staff and forwarded to the Board for approval. Please label each attachment with the school name, and the corresponding letter as listed below.

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| **SECTION ONE – DEMOGRAPHICS** | 1: Type of Business Documentation: Attached?  Yes  2: Application fee: Attached?  Yes  (see [Fee Schedule](http://highered.colorado.gov/DPOS/Schools/feeschedule.html) for required Out-of-State Application fee) |
| **SECTION TWO – OUT OF STATE AGENT INFORMATION** | 3: Agent Application(s): Attached (including  court documentation, if required)?  Yes  4: Agent Fee(s): Attached?  Yes  (see [Fee Schedule](http://highered.colorado.gov/DPOS/Schools/feeschedule.html) for required Out of State Agent Permit fee) |
| **SECTION THREE – SURETY BOND INFORMATION** | 5: Original, properly executed, $50,000  Surety bond: Attached?  Yes |
| **SECTION FOUR – REQUIRED DISCLOSURES** | 6: Documentation provided as explanations  to “Yes” answers in this section: Attached?  N/A  Yes  7: Home state authorization letter(s): Attached?  Yes  8: Accreditation or other approval letters,  if applicable: Attached?  N/A  Yes |
| **ADDITIONAL REQUIRED ATTACHMENTS** | 9: Draft copies of all media advertising and other  promotional literature intended for use in Colorado,  which include the school name, address, telephone  number, and location where training will be offered:  Attached?  N/A  Yes  10: Copy of the school’s published catalog containing  the information required in the Rules & Regulations.  The catalog must contain “Agents licensed by the  Colorado Department of Higher Education, Private  Occupational School Board” and checklist:  Attached?  Yes  11: Copy of the school’s enrollment agreement intended  for use in Colorado which must comply with the  provisions specified in Colorado’s Rules and  Regulations and checklist: Attached?  Yes  12: Disclaimer statement notifying students to check  with appropriate Colorado regulatory agencies to  confirm program/course work will satisfy initial or  renewal licensing or certification of that agency:  Attached?  Yes |

**Section Six – Attestation**

An application may be denied if the applicant has furnished false or misleading written or oral statements, documents, or other representations to the Division of Private Occupational Schools with the intent to mislead or conceal the truth of any matter to be considered by the Division of Private Occupational Schools as a factor in approval of the application. It is your obligation to make reasonable inquiry before completing this application to ensure its accuracy and completeness.

**AFFIDAVIT**

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, where witnessed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(printed name), being duly sworn, deposes and says that each of the statements in this application and all items included as a part of this application are true and correct to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Officer or Principal Owner

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2\_\_\_\_\_\_\_.

My Commission expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Notary Public