



# COLORADO

Division of Private  
Occupational Schools

Department of Higher Education

Jared Polis  
Governor

Dr. Angie Paccione  
Executive Director

Lorna Candler  
Chief Occupational Education Officer/Director

**NOTICE OF ANNUAL FILINGS  
(BOND, INSTRUCTOR, GRADUATE DATA & PLACEMENT)  
DUE: JULY 31, 2020**

To: School Directors  
From: Lorna Candler, Chief Occupational Education Officer/Director, Division of Private Occupational Schools  
Date: June 1, 2020  
Subject: 2020 Annual Filings

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The Division of Private Occupational Schools, Colorado Department of Higher Education (“Division”) is providing a courtesy notice of the deadline for Annual Filings. The notice will be placed on the Division website and emailed to the primary email address of all active schools. Hard copies of the notice will NOT be mailed.

All submittals must contain the specific and complete information requested in the enclosed materials and be signed and attested to by the School Director or authorized school representative. The instructions and required forms are included as an attachment.

**\*\*Please note: Schools with more than one campus must submit filings and attachments for EACH campus.\*\***

**In an effort to include data from private occupational schools as part of the Department of Higher Education reporting, the Division is asking for additional information this year. If your school has collected the race/ethnicity and gender data of its graduates or is able to provide that data, please provide this information in Section Nine of the Annual Filing Form. This is an important step towards erasing the equity gap in higher education for Coloradoans. If your school did not collect race/ethnicity or gender information for the 2020 reporting period, please complete the attestation and note that this information will be requested for future reporting periods.**

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The required filings are due to the Division no later than July 31, 2020.  
Late fees pursuant to 8 CCR 1504-1, Rule II - FEE SCHEDULE will apply for:

- Failure to submit by the July 31, 2020 deadline
  - Filings submitted by July 31, 2020 but deemed incomplete by the Division.
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Please submit completed Annual Filings form and Surety documentation via email to your school’s assigned Program Specialist:

April Cordova: [April.Cordova@dhe.state.co.us](mailto:April.Cordova@dhe.state.co.us)  
Carrie Harding: [Carrie.Harding@dhe.state.co.us](mailto:Carrie.Harding@dhe.state.co.us)  
Jonathan Rendon: [Jonathan.Rendon@dhe.state.co.us](mailto:Jonathan.Rendon@dhe.state.co.us)  
Rachel Acosta: [Rachel.Acosta@dhe.state.co.us](mailto:Rachel.Acosta@dhe.state.co.us)

If you do not know who your Program Specialist is, please direct the information to Carrie Harding.

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