Division of Private Occupational Schools Colorado Department of Higher Education 1560 Broadway, Suite 1600 Denver, CO 80202

APPLICATION TO OPERATE COLORADO PRIVATE OCCUPATIONAL SCHOOL

State Use Only			
Ck#			
Date			
Amount \$			
Bond #			
Action			
Approved			
Denied			
Date			

School Name:		Date:	
Address:			
Street	City	State	Zip Code
Phone:	Fax:		
Web-site:	E-mail:		

IMPORTANT: READ ALL BEFORE COMPLETING THIS FORM.

The Division of Private Occupational Schools is not required to act upon <u>any</u> application until **all** materials constituting an application have been filed. Further, under the provisions of the Private Occupational Education Act of 1981, a renewal application not filed by February 15 immediately prior to the expiration of the current Certificate of Approval **WILL BE TREATED AS A NEW APPLICATION SUBMITTED AND ONLY A** *PROVISIONAL* **CERTIFICATE WILL BE ISSUED.**

Application is hereby made for a Certificate of Approval to operate a Private Occupational School in conformity with the provisions of the Private Occupational Education Act of 1981, and the Rules and Regulations 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 issuance of a Certificate of Approval.

To expedite the review process for the Division, label all items submitted with the corresponding item number listed below as the exhibit (e.g., **Exhibit I.B. - Bond Proposal**).

- I. The following materials shall be submitted and become a part of this application. If not readily identifiable, **please affix school name to all items**.
 - A. The nonrefundable, required fee: (also see official Fee Schedule)
 New Application -
 - 1. \$1,500 = *Provisional* (new) Certificate of Approval
 - 2. \$1,000 = *Provisional* (new) Certificate of Approval per additional campus
 - B. A proposal outlining the method of determining the amount of the bond as required by C.R.S. 12-59-115(3).
 - C. A surety bond or bonding alternative as required by C.R.S. 12-59-115, properly executed in the amount set forth in item I.B. above.
 - D. A current balance sheet **including pro forma** for new school, income and expense statement, and other supportive financial documentation incidental thereto, prepared by an **independent public accountant or certified public accountant** using a format, which reflects accepted accounting principles and procedures.
 - E. Current and appropriate safety inspection report(s).
 - F. A copy of any franchise agreement, if applicable.
 - G. A list of other locations where training is offered, if applicable.

- H. The name and **Colorado address** of a designated agent upon whom any process, notice or demand may be served (list on page 3 in space provided under III B).
- I. Copies of media advertising and promotional literature, either contemplated or currently in use.
- J. A description of the school's placement assistance, if applicable.
- K. A catalog published or proposed to be published by the school containing the information required in the Rules and Regulations promulgated pursuant to the Act.
- L. Copies of all student enrollment agreements or contract forms and instruments evidencing indebtedness as required by the Rules and Regulations promulgated pursuant to the Act.
- M. Facilities lease with signatures
- N. Information regarding the type of business:
 - 1. If a sole proprietorship, include the name, home address, phone number, and title of position.
 - 2. If a partnership, include a list of the name, home address, phone number, and title of position of each partner/owner. Indicate which, if any, maintains controlling interest in the school.
 - 3. If a corporation, include a list of the name, home address, phone number, and corporate title of each corporate officer. In addition, attach a list showing the same information on any stockholder(s) having a controlling interest in the school.
 - a. Include a copy of Articles of Incorporation and Certificate of Good Standing.
 - b. New schools with out-of-state corporations, include Certificate of Authority to transact business in the state of Colorado.

II.	Ma	Mark the appropriate answer below:						
	A.	Have you ever owned a private occupational school before? If "Yes", answer one of the following:			_ No			
		1. Is i	it the school for which applying herein? Yes					
		2. List	t name and state where located		_			
	В.	If "Yes"	ne school be teaching students under 16 years of age? (, all instructors teaching these students are subject to a criminal background the Division for specific instructions.]		_ _ No :k .			
			question <u>below</u> requires a " Yes" answer, <u>attach to this application a wri</u> nation providing dates and specific information detailing your answe					
	C.	C. Has any principal owner(s), officer(s), or any person in a managemen						
		1. 2.	Ever been involved in any bankruptcy? Ever been convicted of or pled to a felony or are charges pending?		No No			
		3.	Ever been convicted of or pled to a misdemeanor other than a minor traviolation or are misdemeanor charges pending?		_No			
		4.	Ever been dismissed or allowed to resign from any position for immoral or unprofessional conduct?	Yes_	_ No			
		5.	Ever had a license or permit denied; revoked; or relinquished in this or any other state?	Yes_	_No			

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.

III.	Provide the answers to the following:						
	A.	List below the names and address of all financial institutions with which the schools conducts its business. (Attach additional list, if necessary.)					
		Name		Name	Name		
		Address		Address			
				Type of Account	Type of Account		
	В.	Designated Agent (In (Separate from "In-state" Agent-may or may not be					
		same person.)	Name				
			Colorado Street Addre	<u> </u>	City State Zip Coo	le	
			E-Mail Address		Phone		
	C.	School Director:					
			E-Mail Address				
			AFFID	PAVIT			
State c	of		_ County of		, where witnessed.		
				being duly sworn, de	eposes and says that ea	ch	
of the	stat	Printed Name ements in this applica	ation and all items	included as a part of	f this application are tru	ie	
and co	rrec	t to the best of my kr	nowledge.				
			Signature_		or Principal Owner		
				School Officer	or Principal Owner		
Subscr	ibed	d and sworn to before	e me this	day of	, 2		
		ssion expires					
-							
			_		D.11:		
				Notary	Public		