

- 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. Mark the appropriate answer below:

- A. Have you ever owned a private occupational school before? Yes__ No__
 If "Yes", answer one of the following:
- 1. Is it the school for which applying herein? Yes__
 - OR
 - 2. List name and state where located _____

- B. Will the school be teaching students under 16 years of age? Yes__ No__
 If "Yes", **all instructors** teaching these students are **subject to a criminal background check**.
 [Contact the Division for specific instructions.]

*If any question **below** requires a "Yes" answer, **attach to this application a written explanation providing dates and specific information detailing your answer.***

- C. Has any principal owner(s), officer(s), or any person in a management capacity:
- 1. Ever been involved in any bankruptcy? Yes__ No__
 - 2. Ever been convicted of or pled to a felony or are charges pending? Yes__ No__
 - 3. Ever been convicted of or pled to a misdemeanor other than a minor traffic violation or are misdemeanor charges pending? Yes__ 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__
- D. An application for a Certificate of Approval 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.

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_____

Address_____ Address_____

Type of Account_____ Type of Account_____

- B. Designated Agent (*Item I.H. on p.1*):

(Separate from "In-state"

Agent--may or may not be same person.)

_____ Name

_____ Colorado Street Address

_____ City State Zip Code

_____ E-Mail Address

_____ Phone

- C. School Director:

_____ E-Mail Address

AFFIDAVIT

State of _____ County of _____, where witnessed.

_____, being duly sworn, deposes and says that each
Printed Name
 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.

Signature _____
School Officer or Principal Owner

Subscribed and sworn to before me this _____ day of _____, 2_____.
 My commission expires _____.

Notary Public