

INSTRUCTIONS FOR OBTAINING REQUIRED EVALUATOR'S REPORTS

For Program/Stand Alone Course

Subject: **New Programs, Stand Alone Courses, and/or Major Revisions Thereto**

(See Rules and Regulations I., Z. & AA. for definitions of Major/Minor Revision)

In accordance with Colorado Revised Statute 12-59-106(1)(c) and(d) 8 CCR 1504-1 Rule III(B), private occupational schools must submit for approval *new* programs and stand alone courses, and *major/minor* revisions* to programs/stand alone courses to the Division of Private Occupational Schools (DPOS), Department of Higher Education.

Schools are required to submit **a minimum of three (3) Evaluations** (w/ resumes or bios) with the original of **each NEW** and/or **MAJOR REVISION*** of Program Approval Form and/or Stand Alone Course Approval Form. In lieu of the three Evaluations, Official Advisory Committee minutes** recommending the new/revised curriculum will suffice (w/resumes or bios for each committee member). Obtain the required evaluations PRIOR TO SUBMITTING TO DPOS by using the following evaluators:

- Prospective Employer
- Practitioner
- Individual closely associated with work related to the program/stand alone course
- Submittal of minutes from school's Program Advisory Committee in which new and/or revised curriculum is recommended**

The evaluation reports must be obtained from ONE of the following combinations:

- Three prospective employers (**3 total**); or
- Two prospective employers and two practitioners not associated with these employers (**4 total**); or
- Two practitioners and a qualified Board Member (**3 total**); or
- Two practitioners and a professional board or association (**3 total**).

EXEMPTIONS:

The following Programs/Stand Alone Courses are exempt from Evaluations (i.e., Submission of Evaluator Reports not required with curriculum):

- Cosmetology-related Programs and Stand Alone Courses with prescribed curriculum from the Colorado Office of Barber and Cosmetologist Licensing.
 - Real Estate and Mortgage Broker Pre-licensing Programs with prescribed curriculum from the Colorado Division of Real Estate.
 - Real Estate Appraisal Programs (requires approval by the Colorado Board of Real Estate Appraisers prior to submitting to DPOS).
- Each Evaluator shall be familiar with the work related to the occupational training to be reviewed. This is important to ensure proper evaluation of whether the program or Stand Alone Course meets its proposed occupational objective.
 - Evaluators shall not be associated with the school in any way and shall attest to such by signing Evaluator Report.
 - The school should use the evaluators' suggestions/comments to make any necessary or desired changes to a program or stand alone course prior to submittal. **Should the school choose not to incorporate the suggestions, a detailed explanation must be attached.**
 - Submit a resume or brief bio for each Evaluator or Committee member utilized for review.
 - Enclosed is an Evaluator Report, Form PF3, and suggested cover letter. Please use this **Report** when soliciting comments from evaluators (photocopy forms as needed).
 - Submit the completed Evaluator Report Forms (w/resumes or bios), the Program/Stand Alone Course Approval Forms, and the appropriate program/stand alone course approval fee*** to: The Division of Private Occupational Schools
 - The Division will review the new/revised program(s), stand alone course(s) and comments of the evaluators (or advisory committee), and either accept, reject or recommend further changes.

* **Minor revisions do not require evaluations;** send evaluation reports for major revisions ONLY. However, should an official Advisory Committee recommend the minor revision, the minutes shall be submitted with the curriculum change.

** **NOTE:** No other evaluation reports are needed when submitting Program Advisory Committee minutes recommending the new/revised (major) program/Stand Alone course.

*** See Fee Schedule on website, higher.ed.colorado.gov/dpos. **New Schools: Please note: the fee for new programs and Stand Alone courses is included in the initial Provisional Certificate of Approval fee.**