

May, Kathy

From: Delange, Heather <heather.delange@dhe.state.co.us>
Sent: Thursday, June 30, 2011 11:29 AM
To: May, Kathy; Parker, Jim
Subject: RE: obtain approval to teach distance education courses in the state of Colorado
Attachments: WebpostingRECFR600.9.pdf

Dear Ms. May,

Thank you for your email. Under current policy, degree-granting institutions must have a physical presence in the state to qualify for state authorization. The definition of physical presence under this policy is a main campus or headquarters, a branch campus, or a place of business as determined by the Department (CCHE policy, Section I, Part J). I have attached a statement that summarizes the regulations for both the degree-granting institutions and the private occupational schools wishing to operate in Colorado. Colorado has no authorization process for pure online delivery instruction. Out of state public institutions are handled in the same manner as private institutions.

Please note that the regulations for the degree-granting schools are under review and will likely change in the near future. Our recommendation to you is to check back with this office periodically to ensure compliance with the state authorization regulations. I am hoping to have the revised regulations approved by early fall. I imagine there will be a new authorization and process for institutions offering 100% online education to citizens of our state.

Please let me know if you have further questions after reading the summary. I hope this helps.

Thank you,
Heather

Heather DeLange

Degree Authorization Act Officer

Colorado Department of Higher Education

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 Please consider our environment before you print this e-mail

From: May, Kathy [mailto:kmay@tcsge.edu]
Sent: Tuesday, June 28, 2011 2:12 PM
To: Parker, Jim; Delange, Heather
Subject: obtain approval to teach distance education courses in the state of Colorado

Dear Jim Parker and Heather DeLange

I am sure you are aware that in October 2010, the U.S. Department of Education released regulations requiring out of state institutions offering distance education to students within another state to determine if authorization is needed by each state in which the institution is offering distance education.

In my role as Academic Affairs Coordinator (Georgia Virtual Technical Connection) for the Technical College System of Georgia, I am asking what the public 25 Technical Colleges within the State of Georgia need to do to obtain approval to teach distance education courses in the state of Colorado?

As background, the Technical College System of Georgia (TCSG) consists of **25 public technical colleges** offering technical certificates of credit to two year degrees. Each technical college has a president and all technical college presidents' report to the TCSG Commissioner. The Commissioner reports to the Governor of Georgia and to the Technical College System of Georgia State Board. The State Board of the Technical College System of Georgia is responsible for establishing standards, regulations and policies for the operation of the Technical College System of Georgia. The 25 public technical colleges within the Technical College System of Georgia are supported by taxation from local and state funds from the state of Georgia.

All 25 technical colleges within the state of Georgia are accredited by accrediting agencies recognized by the United States Department of Education. The 25 public technical colleges in Georgia are accredited by either one or two or by both of the accrediting bodies listed below:

- 1) the regional accrediting body the **Commission on Colleges of the Southern Association of Colleges and Schools**
- 2) the national accrediting body the **Council on Occupational Education.**

Please provide me with direction as to the steps necessary to obtain the needed authorization from the state of Colorado or directions on the process to be exempt from authorization as courses/programs are distance education delivery. Please include all associated costs.

I am very interested in the possibility of TCSG obtaining permission from your state on behalf of all of our 25 technical colleges as opposed to each technical college seeking individual approval.

Your help and guidance is most appreciated. I look forward to hearing from you soon.

Sincerely

Kathy T May
Technical College System of Georgia

Kathy T. May

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2010 Federal Regulations on State Approval of Out-of-State Private Institutions Offering Online Postsecondary Education

On October 29, 2010, the U.S. Department of Education (USDOE) released new “program integrity” regulations concerning private for-profit and non-profit postsecondary institutions that participate in federal financial student aid (Title IV) and other federal funding programs. The basis of these new regulations is contained in the Higher Education Opportunity Act (HEOA) of 2008.

An important aspect of these regulations focus on the need for institutions that offer distance or correspondence education (online-delivery) in states which they are not physically located to acquire authorization from states in which enrolled distance or correspondence students reside. This notice will clarify Colorado’s requirements for online institutions not physically located in the state that offer distance or correspondence education to Colorado residents.

The Colorado Department of Higher Education (DHE) has two divisions that oversee private postsecondary education: the **Division of Private Occupational Schools (DPOS)** and the **Degree Authorization Act (DAA)**, which is in the Academic Affairs unit of the DHE. These two divisions are governed by different statutes and rules.

DPOS authority is contained in The Private Occupational Education Act, Title 12, Article 59 of the Colorado Revised Statutes (C.R.S.). DPOS regulates private, for-profit schools that offer diploma programs, certificate programs, and associate level degree programs. In addition, DPOS policies can permit unaccredited institutions for operation in Colorado.

The Degree Authorization Act, found in Title 23, Article 2 sets forth policies that govern institutions offering programs at the baccalaureate level and higher. The DAA requires all private or public institution to hold accreditation by an accrediting agency or organization recognized by the USDOE as a requirement for consideration for approval by the Colorado Commission of Higher Education.

The Division of Private Occupational Schools (Diploma, certificate, and associates programs)

The Division of Private Occupational Schools (“DPOS”) oversees private for profit postsecondary institutions that offer occupational education and training programs at the associate degree level and below (diploma and certificate). The Private Occupational Education Act, CRS 12-59-103, defines “Operate” or “Operating” when used with respect to a school, “*to establish, keep, or maintain any facility or location in this state where from, or through, educational services are offered or educational credentials are granted.*” Thus, according to DPOS statutes, physical presence is a requirement for state approval.

However, out of state schools that are actively solicitⁱ and recruit prospective students in the state of Colorado to enroll in occupational programs/courses offered at the out-of-state school, regardless of the method of delivery of its educational programs/course must apply for an out of state certificate of approval and an agent permit with DPOS for authorization. Further, section 12-59-111(2), C.R.S., defines “Out-of-state schools” as, *“any person desiring to engage in the performance of the duties as an agent within this state, for a school located outside this state, shall make application through the school to the board upon forms provided by the division.”* Colorado statutes, with respect to private occupational schools, defines “Agent” as *any person owning any interest in, employed by, or representing a school located within or without this state who enrolls or who, offers or attempts to secure the enrollment of any person in this state for education in a school within Colorado or for a school located outside this state.* Finally, out of state schools shall secure and maintain a minimum \$50,000 surety bond and to renew a certificate of approval from the Division on an annual basis.

Please refer to the Division’s website ([click here](#)) for an Application for an Out-of-State School; Out-of-State Agent’s Permit Application; and Guidelines for completing the application process.

To review and download a copy of the Laws and Rules & Regulations concerning The Private Occupational Education Act, please visit the DPOS website, <http://higherred.colorado.gov/dpos/>.

For additional information, please contact:

Jim Parker
Director, Division of Private Occupational Schools
jim.parker@dhe.state.co.us
(303) 866-2723

The Degree Authorization Act (Baccalaureate and graduate programs)

The Colorado Commission on Higher Education (CCHE) has statutory responsibility for administration of Title 23, Article 2 of the Colorado Revised Statutes (amended 2008), which authorizes the following types of institutions to offer academic degrees or degree credits: (1) Colorado publicly-supported colleges and universities; (2) accredited private colleges and universities; (3) postsecondary seminaries and bible colleges; and, (4) private occupational schools authorized by the Private Occupational School Division to offer associate degrees. Under the Degree Authorization Act (C.R.S. Title 23, Article 2), eligible institutions must maintain a physical presence in Colorado.

Current CCHE policy (Section I, Part J) defines physical presence as:

2.03 Presence in Colorado; “In-House” Programs; Marketing in Colorado

- 2.03.01 An institution seeking state authorization shall have a physical presence in Colorado, in the form of its main campus or headquarters, or a branch campus, or a place of businessⁱⁱ, as determined by the Department.
- 2.03.02 An institution offering “in-house” courses, programs, and training exclusively and specifically for a private company or group is not required to seek authorization, but to avoid any regulatory misunderstanding, should notify the Department of its activity.

- 2.03.03 An institution not yet authorized to do business in Colorado shall not market or advertise prospective Colorado-based programs unless it has Department approval for such marketing efforts. Approvals shall be made at the Department's discretion.

Please visit: <http://higherred.colorado.gov/Publications/Policies/Current/i-partj.pdf> for more information and guidelines to the authorization process.

For additional information, please contact:

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ⁱ Active solicitation of Colorado students may include (but is not necessarily limited to) attempting to attract students to enroll in an out-of-state school by placing ads in Colorado newspapers or running ads on Colorado based TV or radios stations; direct-mailing Colorado residents written promotional materials; sending sales agents/representatives to Colorado to attempt student recruitment; Internet advertising or publicizing availability of educational courses/programs *specific to Colorado* residents (i.e. continuing education requirements and specific state occupational licensure and renewal); or engaging in other means of solicitation *that specifically contacts or targets Colorado residents* in order to encourage them to enroll in a private occupational school that is offering a certificate, diploma or degree.

ⁱⁱ **Note: Clinical rotations, externships, internships, etc. could trigger physical presence; please contact the Department of Higher Education for additional information if a program contains one of these requirements for completion.*