State Board of Career Colleges and Schools

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Important Information for New Schools and New Directors

Programs Subject to Approval

As a general matter, the Ohio State Board of Career Colleges and Schools ("Board") approves post-secondary career training education programs. Be advised that continuing education programs and other non-career related training do not need to be approved by the State Board of Career Colleges and Schools. However, occupational continuing education programs may need to be approved by the state agency responsible for oversight of that occupation. For example, continuing education programs for attorneys are subject to approval by the Ohio Supreme Court.

Approval of Additional State Agencies May be Required

Some occupation programs that lead to state licensing may need to be reviewed and approved by other state agencies. These include:

Truck Driving: Ohio Department of Public Safety
Cosmetology: Ohio State Board of Cosmetology
Massage Therapy: Ohio State Medical Board
Nursing: Ohio Board of Nursing
Certified Nurse Assistant (CNA): Ohio Department of Health

There may be other programs that need additional state agency approval as well. When your Initial Inquiry application is being reviewed you may be referred to other state agencies for review and approval.

Board Meeting Deadlines and Dates

New and Renewal School Applications, New and Renewal Program Applications and other items submitted for the approval of the State Board of Career Colleges and Schools must be submitted in accordance with the deadlines set forth on the Board's web site. See: Board Meeting Deadlines

Fees

Each new school, change of ownership, or school renewal must pay a fee for the certificate of authorization and a fee for each program for which they are seeking Board approval. In addition, all schools are responsible for any other applicable fees set forth in Ohio Administrative Code Section 3332-1-22 and the Board's fee schedule. **Do not submit any fees with your application**. All fees will be invoiced to your school after the request is received and the necessary fees are determined. All fees submitted to the Board are non-refundable.

Fees for the initial issuance and renewal of certificates of registration are based on the actual or expected gross annual tuition income of applicant. Schools applying for an initial certificate of registration must estimate their first year's gross tuition income.

Restrictions on School Names

Pursuant to Ohio Administrative Code Section 3332-1-04.2, school names should avoid leaving any false or misleading impressions about the school and the programs a school offers. In addition schools may not use the term "college" in its name unless the school has been approved to offer associate or advanced degree programs by the Board. A school may not use the term "university" in its name unless the school meets the requirements of section 3332.06 of the Ohio Revised Code.

School Facilities/Additional Locations

Pursuant to Ohio Administrative Code Section 3332-1-07, all buildings where courses of instruction are being conducted must comply with all municipal, county, state, and federal regulations as to fire, safety, health, and sanitation codes or regulations. As part of the new school approval process you will be asked to submit facility compliance information that will include a certificate of occupancy and fire inspection for each location where classes will be held. In addition, please be advised that any location where classes are held on an ongoing basis that is not in immediate proximity to the school's main location will be subject to approval as a learning center (See Ohio Administrative Code Section 3332-1-26) or as an additional school location. Schools that are seeking to change locations should submit an application for a change of location through the Board's online Edvera System.

Program Classifications and Restrictions

Schools are approved to offer three levels of programs: Certificates, Diplomas and Degrees. Program standards for these program levels are set forth in Ohio Administrative Code Section 3332-1-16. New schools should be aware that no school may offer degree level programs unless the school first obtains institutional accreditation from an accrediting agency recognized by the United States Department of Education. In addition to the accreditation requirement, schools seeking to offer degrees at the baccalaureate, masters, or doctorate level must also obtain a certificate of authorization from the Ohio Department of Higher Education.

Program Types

Certificate Level Programs are generally short-term (typically less than 6 months) single-subject programs consisting almost entirely of technical courses (e.g. career related content).

Diploma Programs are generally longer term programs (typically 9-18 months) multi-skill programs that consist mostly of technical courses but may also contain some basic or general education courses (e.g., math, english, etc).

Degree Level Programs include undergraduate level programs at the Associate (typically 2 years) and Baccalaureate (typically 4 years) level as well as post-graduate programs at the Masters and Doctorate Level. These programs are multi-skill programs that contain both technical course content and general education courses.

Program Instructor Requirements

Program instructor requirements standards are contained in Ohio Administrative Code section 3332-1-16. A general list of instructor requirements are available on the Board's web site.

New Programs and Program Changes

All applications for new programs must be submitted through the Board's online Edvera system and approved by the Board at a regularly scheduled Board meeting. In addition, program modifications that include changes to the number of program hours (clock or credit), program name changes, or other significant alterations must also be submitted and approved through the online Edvera system.

Licensure and Approval of School Agents (Admissions Representatives)

Pursuant to Ohio Revised Code Section 3332.10, any individual whose primary duty, whether on or off school premises, is to solicit prospective students shall first secure a permit as an agent from the State Board of Career Colleges and Schools. Thus, any person classified as an admissions representative or whose primary job involves recruiting and soliciting students must be licensed as a school agent. The licensure process for agents is part of the Board's online Edvera system. Agent licenses are issued for a period of time not to exceed twenty-four months and expire on the same date as the schools certificate of registration. All agents and other persons involved in the recruitment and solicitation of students are required to adhere to the ethical code of conduct for student solicitation that is set forth in Ohio Administrative Code Section 3332-1-17.2.

Ohio Online Student Disclosure Course

All new Ohio students are required to complete the online Ohio Student Disclosure Course prior to starting a new program in accordance with Ohio Revised Code Section 3332.071 . For more information about the online student disclosure course see the Board's web site.

Student Tuition Recovery Fund

New schools and schools changing ownership that receive a new certificate of registration are required to pay $500 per year for five years into the Student Tuition Recovery Fund. Each new school and school changing ownership will pay their first annual $500 assessment into the Student Tuition Recovery Fund at the time their new certificate of registration is approved. For the following four years, each new school (or change of ownership) will pay $500.00 by August 31st. Schools registered more than five years will pay in accordance with the schedule set forth in Ohio Revised Code Section 3332.085 at the direction of the Ohio Student Tuition Recovery Authority.

Institutional Scholarships and Grants

All schools that offer scholarships or grants that are funded by the school and/or subject to control and oversight by the school (i.e., the school determines who receives the scholarship or grant) are considered "institutional" scholarships and grants and are subject to approval by the Board in accordance with Ohio Administrative Code Section 3332-1-11. Schools seeking approval to offer an institutional grant or scholarship must submit an application for approval via the online school licensure portal ("Edvera") < http://oh.edvera.com/ >

Continuing Education and Training Requirements

The Board has established several training requirements for school personnel. Schools should be aware of the following requirements:

1. New School Directors are required to take training in accordance with Ohio Administrative Code Section 3332-1-08(C).
2. Licensed agents are required to take yearly training in accordance with Ohio Administrative Code Section 3332-1-17(G).
3. Continuing education requirements for school directors, instructors and other school personnel are set forth in Ohio Administrative Code Section 3332-1-08(E).

Annual Reporting Requirements

Each state fiscal year (July 1st-June 30th), the Board is required to collect data from registered schools to assist in the preparation of its Annual Report. The Annual Report is submitted to the Governor and General Assembly in accordance with Ohio Administrative Code Section 3332-1-23.

The fiscal year annual report is to completed via the online school licensure portal ("Edvera") < http://oh.edvera.com/ > and all schools will receive notifications and instructions about completing the annual report generally in mid-September or early October. Failure to timely submit an annual report can result in fines or other disciplinary action against a school.

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