



STATE BOARD OF CAREER COLLEGES AND SCHOOLS

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MEMORANDUM

To: Chief Executive Officers and/or Directors of Registered Schools

From: John Ware, Executive Director

Date: January 4, 2017

Subject: Important School Updates

Please see below a number of important updates from the State Board of Career Colleges and Schools (“SBCCS”).

1. Online Student Disclosure Course: The online student disclosure course that was incorporated into the SBCCS’s administrative rule changes in January, 2016 is now operational. Beginning January 1, 2017, all Ohio schools should begin the process of transitioning from the paper student disclosure form to the online student disclosure course. The online student disclosure course must be completed during the enrollment process and prior to the student starting classes.

More specific information about the online student disclosure course can be found here:

<https://oh-student-course-info.edvera.com/>

It is expected that all schools will have completed the transition from the paper disclosure form to the online student disclosure course **no later than March 31, 2017.**

2. Online Continuing Education Portal: Over the past year, SBCCS has been considering changes to how it administers and oversees continuing education courses designed to meet the requirements of Ohio Administrative Code Section (“OAC”) 3332-1-08(F) (e.g., Ethics and Compliance Training) and OAC 3332-1-17(G) (e.g., Training for Licensed Admissions Representatives). These changes will result in a formal approval process for courses designed to meet the requirements of OAC 3332-1-08(F) and 3332-1-17(G) and the consolidation of those courses into the Ohio

Association of Career Colleges and Schools' ("OACCS") online continuing education portal. The OACCS online portal is located here:

<https://ohiocareercolleges.org/online-training/>

Effective March 1, 2017 online continuing education courses designed to meet the requirements of OAC 3332-1-08(F) and 3332-1-17(G) will be offered only through the OACCS online continuing education portal. Please note that this will not effect other general continuing education or professional development courses that are referenced in OAC 3332-1-08(E).

If you have any questions regarding these items please contact me at 614-466-7802 or john.ware@scr.state.oh.us .