



STATE BOARD OF CAREER COLLEGES AND SCHOOLS

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MEMORANDUM

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

From: John P. Ware, Executive Director

Date: January 9, 2015

Subject: Data Verification Requirements

The Board is transitioning its current paper-based review and approval processes online. In order to facilitate, this process it is necessary for schools to verify and submit certain information through a data verification process.

The 2015 data verification process is to be completed via the online portal (“Edvera”) that can be found here: <http://oh.edvera.com/>. It is the same portal and system that is used for the Board’s annual report submissions. For information on how to logon to the EDvera system please refer to the 2015 data verification instructions that are on the front page of the Board’s web site at <http://scr.ohio.gov/>. In addition to the written instructions, there is a video webinar link posted on the Board’s web site that provides additional instruction on how to complete the data verification process. Once your data has been completed and submitted to the Board for review, it will be either accepted or it will be reverted back to the school to correct any errors that have been identified.

In accordance with Ohio Revised Code section 3332.09(N) it is mandatory for all registered schools enter their annual report data by February 6, 2015. Failure to accurately complete the data verification process is a violation of this Board’s rules and will result in a fines or other disciplinary action as directed by the Board.

After the data verification process is complete, schools will receive further notification about the process for submitting requests for Board approval online instead of via paper forms (this will include requests for new and renewal programs, new and renewal certificates of registration, change of location, new directors, etc.). This transition from paper forms to electronic submissions will take place during the

course of the 2015 calendar year.

Any questions concerning the data verification process should be addressed to Laura Essman at the Board offices at laura.essman@scr.state.oh.us or 614-466-7833. Thank you in advance for your assistance.