



STATE BOARD OF CAREER COLLEGES AND SCHOOLS

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MEMORANDUM

To: Board Members
Registered Schools

From: John Ware, Executive Director

Date: January 27, 2016

Re: **Online Student Disclosure Course**

In September, 2014 we first discussed the possibility of developing an online student disclosure course that would be used to replace the current paper student disclosure form that the Board requires schools to use. We subsequently met with the Ohio Association of Career Colleges and Schools to discuss the online student disclosure course and they were generally receptive to the idea. As a result of those discussions we began development of an online student disclosure course and we recommended several changes to our administrative rules that were incorporated into the 2015 administrative rule review process and those changes were effective January 4, 2016 and that allow for the Board to implement the online student disclosure course requirement. As such, I am proposing the following timeline for implementation of the online student disclosure course:

Online Disclosure Course Timeline

January 27, 2016: Board preview of online student disclosure course
February-April 2016: Testing and finalization of course
March 16, 2016: Board adoption of online student disclosure course policy
April-June 2016: Notification and course training for schools
July 1, 2016: Implementation of online student disclosure course requirement

The proposed policy on the online student disclosure course is as follows:

Effective July 1, 2016, all students enrolling in an Ohio licensed career college and school will be required to take the online student disclosure course during the enrollment process. The fee for the course will be \$25 which may be incorporated into the fees charged by the school on their enrollment agreement. As part of the online student disclosure course, contact information for students will be entered that will allow for subsequent student satisfaction surveys to be generated.