



STATE BOARD OF CAREER COLLEGES AND SCHOOLS

30 East Broad Street, Suite 2481, Columbus, OH 43215
(614) 466-2752 · Fax (614) 466-2219 · Toll Free (877) 275-4219
E-mail: bpsr@scr.state.oh.us · Website: <http://scr.ohio.gov/>

MEMORANDUM

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

From: John P. Ware, Executive Director

Date: April 25, 2014

Subject: Administrative Rule Change: Continuing Education Requirements

The State Board of Career Colleges and Schools has enacted a number of administrative rule changes that go into effect on May 1, 2014. These rule changes can be viewed on the Board's web site on the "Laws & Rules" page. One of those changes contained in Ohio Administrative Code section 3332-1-08(E)-(G) establishes continuing education and training requirements for school personnel including school directors, directors of education, placement directors, admissions directors, financial aid directors and full-time faculty members. The text of the new language of the rule is as follows:

Ohio Administrative Code 3332-1-08

(E) Individuals holding the following positions, or similar positions, in licensed Ohio schools shall complete at least twenty contact hours of continuing education, professional development or professional in-service training related to their positions every two years:

- (1) School director;
- (2) Chief education/academic officer or director of education;
- (3) Placement director;
- (4) Admissions director;
- (5) Financial aid director;
- (6) Full-time faculty member/instructor.

(F) A minimum of four contact hours of this continuing education or professional development shall be in courses approved by the board that are related to compliance and ethics.

(G) Each school shall be responsible for maintaining records to support continuing education, professional development, or professional in-service hours that have been completed. Records must be maintained for a period of three years after the date of training and shall be made available to the board for random audit and verification purposes. Records required may include, but are not limited to:

- (1) A log showing the type of activity completed, sponsoring organization, location, duration, instructor or speaker's name, and hours earned;
- (2) Documents supporting evidence of attendance such as completion certificates or attendance sign-in logs.

In an effort to provide schools further guidance on these new requirements, I have set forth below answers to a number of questions that we have received about the training requirements.

1. How long do staff members have to complete the training?

The two-year period for each school will coincide with their certificate of registration renewal dates beginning on or after May 1, 2014. Thus schools coming up for renewal in May, 2014 will have until May, 2016 to complete the continuing education requirements.

2. What type of training qualifies

Per the regulation, the training may include "continuing education, professional development or professional in-service training" related to their positions that takes place at the school, at other locations, or through online training providers.

3. Are there any required training courses?

The rule provides that "a minimum of four contact hours of this continuing education or professional development shall be in courses approved by the board that are related to compliance and ethics." The Board will place a list of approved compliance and ethics training courses on its web site within the next 30 days (before June 1st). Be advised that staff are only required to take one of these approved compliance and ethics courses every two years.

4. What type of training documentation do schools need to keep?

Schools will be requested to provide documentation that staff have met the requirements and this documentation will be reviewed at the school during the certificate of registration renewal site visit process. Documentation required may include, but is not limited to: (1) A log showing the type of activity completed, sponsoring organization, location, duration, instructor or speaker's name, and hours earned; (2) Documents supporting evidence of attendance such as completion certificates or attendance sign-in logs.

5. What if a staff member fulfills multiple roles at a school?

Staff members who fill multiple roles at a school need only complete 20 hours every two years that is related to any of their roles.

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