



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: September 6, 2012

Subject: Collection of Data for Fiscal Year 2012 Annual Report

***** Please Note: All information for the FY 2012 annual report is to be entered online at: <http://oh.edvera.com/> No paper forms need to be submitted *****

As you are aware, the State Board of Career Colleges and Schools ("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 Revised Code section 3332.031(N) and Ohio Administrative Rule section 3332-1-23.

The fiscal year ("FY") 2012 annual report is to be completed via the online annual report portal ("Edvera") that can be found here: <http://oh.edvera.com/> 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. For information on how to logon to the EDvera system please refer to the FY 2012 annual report instructions.

It is mandatory for all registered schools enter their annual report data by **October 5, 2012.** Failure to accurately complete the annual report forms is a violation of this Board's rules and will result in a fine of up to \$500 and can lead to revocation of the Certificate of Registration or other disciplinary action as directed by the Board.

With your cooperation, the Board plans to issue the 2012 Annual Report by December 2012. Any questions concerning the annual report 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.