



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 9, 2011

Subject: Important Board Updates

1. **Change of Location:** The Board is moving its office effective September 19th. The new address is listed in the letterhead above (30 East Broad St., Suite 2481, Columbus, OH 43215). All telephone numbers, email addresses, and other contact information is unchanged. It is important that you include the Board's new mailing address in updated versions of your enrollment agreements, school catalogs, student disclosure form and/or any other information that is given to students with the Board's contact information.

2. **New Board Meeting Location:** As a result of the Board's change of location, the Board's next scheduled meeting on September 21st will take place at 30 East Broad St, 29th Floor, Suite 2925. Future Board meetings, unless otherwise noted, will also take place at 30 East Broad Street.

3. **FY 2011 Annual Report:** All schools should have received the Board's latest annual report information via email within the last week. All information for the annual report will be submitted online in the same manner as the FY 2010 Annual Report. If you did not receive the annual report information via email, the annual report memorandum and instructions are available on the front page of Board's web site at <http://scr.ohio.gov/>. The annual report information must be submitted online by September 30th. Any questions concerning the annual report can be addressed to Laura Essman at laura.essman@scr.state.oh.us or 614-466-7833.

4. **Administrative Rule Changes:** The Board is in the process of enacting a number of rule changes that will be effective on or about November 1, 2011. These rule changes can be viewed on the Board's web site on the "Laws & Rules" page. You will receive more information about these rule changes after they have been finalized at the Board's September 21st meeting.

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