



# 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 11, 2009

Subject: Board Updates

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1. **Annual Report:** See enclosed memorandum regarding the annual report. It is due on October 7<sup>th</sup>. The annual report forms and instructions are available on the Board's web site at <http://www.scr.ohio.gov/>.
2. **Board Web Site:** The Board is in the process of revising its web site. The new web site will be online within the next few weeks. Currently, most of the changes that have been completed are cosmetic and the information and content is relatively unchanged. However, the new web site format will allow the Board to continue to move towards its goal of collecting more information and data that is currently submitted via printed forms into interactive web based submissions. As these new applications become available, you will be notified.
3. **E-Mail Communication:** In an effort to reduce the costs and delays associated with printing and mailing notices, forms and other correspondence the Board has been making a concerted effort to increase the use of e-mail notifications. Future notices such as this one will most likely be sent to you via e-mail. Thus it is important that you make sure that the Board has current e-mail contact information for your school and that if you change the e-mail contact address please notify the Board promptly.
4. **Newsletter:** The Board's next newsletter will be available online within the next few weeks. As a cost savings measure, the Board will be not be distributing printed copies of the newsletter.
5. **Administrative Rule Changes:** The Board recently enacted a number of rule changes that were effective July 1, 2009. These rule changes can be viewed on the Board's web site on the Law & Rules page. In addition, the Board is expected to finalize another rule change at its next meeting on September 23<sup>rd</sup> that will eliminate a number of miscellaneous fees that the Board charges schools for items such as change of director, program name change, change of location etc. Schools will still be expected to submit the appropriate forms to initiate these changes, however no fees will be assessed as part of the review process.

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

