



STATE BOARD OF CAREER COLLEGES AND SCHOOLS

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MEMORANDUM

To: Registered Ohio Career Colleges and Schools.

From: John Ware, Executive Director
State Board of Career Colleges and Schools

Date: December 15, 2010

Re: Agent Training Requirements

The State Board of Career Colleges and Schools ("Board") online agent training application became operational effective September 1, 2010. Please be advised of the following agent training requirements that go into effect January 1, 2011:

- Agent Training Requirement:** All agents applying for a new or renewal license from January 1, 2011 through December 31, 2011 will be required to complete the agent training course within sixty days of submitting a request for a new or renewal agent permit. After January 1, 2012 only agents applying for new licenses and/or who have not already completed the training will be required to complete the training. Any agent who took the training course during the 2010 transitional period will not be required to retake the training during 2011.
- Access to Training** The agent training course is available on the Ohio Association of Career College and Schools' online training center. The course name is "CM202: Ohio Rules and Regulations for Admissions Agents". Agent Training may be accessed by going directly to <http://www.oaccstraining.org/CM202> or via a link on the Board's website at <http://scr.ohio.gov>. In order to enroll in the course the agent must have an "enrollment key" that can be purchased online at a price of \$125 per key using the VIP Code OH2020. Further information and instructions about purchasing enrollment keys are available on the course site.
- Agent Permit Fees:** Agent Fees that are currently set at \$125 for each permit (new and renewal) will be waived for the period January 1 - December 31, 2011 in consideration of the \$125 fee for taking the agent training course. Effective January 1, 2012, the \$125 agent permit fee will only be assessed for agent renewal applications. (Renewal applicants will not be required to take the training course).
- Timeframe for Completing Training:** The training course takes approximately 3-4 hours to complete, however, the training can be completed over several days. Once an individual begins the course, they have thirty (30) days to complete the course.

If you have any questions please let me know. Thank you for your cooperation.