



# 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 27, 2013

Re: Online Agent Training Requirements

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Please be advised of the following agent training requirements for the State Board of Career Colleges and Schools ("Board") online agent training courses

1. **Agent Training Requirement for New Agents:** All agents applying for a new license will continue to be required to complete "CM202: Ohio Rules and Regulations for Admissions Agents" within sixty (60) days of submitting a request for a new agent permit. 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>

2. **Agent Training Requirement for Renewal Agents:** All agents applying for a renewal license will now be required to complete one of the following courses during the renewal process: CM305 or ED400. If an agent has already completed CM305 they should take ED400 during the renewal process.

A. "CM305: Ohio Postsecondary Education's Regulatory Environment". Agent Training may be accessed by going directly to <http://www.oaccstraining.org/CM305> or via a link on the Board's website at <http://scr.ohio.gov>

B. "ED400: Ethics and Professionalism in the Admissions Process". This training course may be accessed at: <https://ohio-otc.edvera.com/> or via a link on the Board's website at <http://scr.ohio.gov> Prior to taking this course the user must first register an account through the EDvera system. Once the account has been created, the user can access the course.

3. **Training Fees:** Cost for each course is \$125. Further information and instructions about purchasing the courses are available on the course site.

4. **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, 2014 in consideration of the \$125 fee for taking the agent training course.

If you have any questions please contact Laura Essman at <[laura.essman@scr.state.oh.us](mailto:laura.essman@scr.state.oh.us)>. Thank you for your cooperation.