



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 14, 2010

Subject: Collection of Data for Fiscal Year 2010 Annual Report

***** Please Note: All information for the FY 2010 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.

For the past year the Board has been working with Cyanna Education Services to develop an interactive database solution that included an online portal for schools to enter annual report data. I am pleased to report that the application ("EDvera") has been completed and all schools may now enter their annual report data online. On or before September 17th, each school will receive, via the school contact email address on file with the Board, a username and password that will allow the school to access the annual report online portal at: <http://oh.edvera.com/>

Each school should enter and submit their annual report data via the EDvera online application. Once your data has been completed and submitted to the Board for review, it will be either accepted or you will be notified via email that the annual report data has been reverted back to the school to correct any errors that have been identified.

It is mandatory for all registered schools enter their annual report data by **October 8, 2010**. 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 2010 Annual Report by December 2010. 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.