



STATE BOARD OF CAREER COLLEGES AND SCHOOLS

35 East Gay Street, Suite 403, Columbus, OH 43215-3138
(614) 466-2752 · Fax (614) 466-2219 · Toll Free (877) 275-4219
E-mail: bpsr@scr.state.oh.us · Website: <http://scr.ohio.gov/>

MEMORANDUM

To: Registered Ohio Career Colleges and Schools.

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

Date: October 19, 2010

Re: Agent Training Requirements

The State Board of Career Colleges and Schools (“Board”) has been working for several years to develop an online training application for licensed agents (admissions representatives). I am pleased to announce that with the assistance of MaxKnowledge Inc. that the Board’s online agent training application became operational effective September 1st. In accordance with Ohio Administrative Code section 3332-1-17(G) the Board has adopted the following policy on Agent Training:

- 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 training course. 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. Agents may voluntarily complete the training course during the transitional training period 9/1/2010-12/31/2010 although agent permit fees will still be assessed. Any agent who takes the training during the transitional period will not be required to retake the training during 2011.
- Access to Training** Agent Training may be accessed online via a link on the Board’s website or by going directly to: <http://www.oaccstraining.org/CM202> School administrators can purchase enrollment keys for their admissions staff at a price of \$125 per key using the VIP Code OH2020. Further information and instructions 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).

School will receive further information on the training requirements over the next few months. If you have any questions please let me know. Thank you for your cooperation.