

STATE OF OHIO
BOARD OF CAREER COLLEGES AND SCHOOLS
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APPLICATION FOR A CHANGE OF OWNERSHIP CERTIFICATE OF REGISTRATION

Pursuant to section 3332.05 of the Ohio Revised Code, a person acquiring ownership of a school which has a certificate of registration shall comply with all the requirements for securing an original certificate of registration. Change of ownership is defined in Ohio Administrative Code section 3332-1-043. All application forms and other data shall be submitted in full along with legally documented proof of the change of ownership listing all owners or shareholders with five percent ownership or more.

THE ORIGINAL APPLICATION PLUS (1) ADDITIONAL COPY OF THE APPLICATION AND ALL RELATED MATERIALS ARE REQUIRED. ALL ITEMS MUST BE COMPLETED AND ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION. Failure to do so will mean that the application for a Certificate of Registration will be returned, without action, to the school or entity making application to the Board.

Further, incomplete applications will mean forfeiture of all fees that were submitted with the application. Required application fees will be invoiced to your school after the application is received and the necessary fees are determined. Regardless of approval or disapproval, by the Board, application fees are non-refundable.

**SUPPORTING MATERIAL REQUIRED TO BE SUBMITTED
WITH THE APPLICATION FOR A CHANGE OF OWNERSHIP CERTIFICATE OF REGISTRATION**

THE ORIGINAL APPLICATION PLUS (1) ADDITIONAL COPY OF THE ITEMS (1-8) LISTED BELOW ARE REQUIRED.

1. Application for Certificate of Registration Form PSR0004 and required attachments.
2. Statement of Fiscal Responsibility Form PSR0006 and required attachments.
3. Request to Release Information Form PSR 0022 (Note: This form must be notarized).
4. Surety Bond Form PSR 0009 in the amount of \$10,000 as outlined in Administrative Rule 3332-1-13. In the alternative, a school may submit a letter of credit (PSR 0048) or certificate of deposit (PSR 0021).
5. Declaration of Material Handling Assistance Form.
6. Documented proof of the change of ownership (bill of sale/contract of sale).
7. Change of Ownership certification form PSR0024.
8. Out-of-State Schools only need to submit of change of ownership approval from their home state.

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THE FOLLOWING ITEMS NEED TO BE SUBMITTED IF THE NEW OWNERS ARE MAKING ANY CHANGES TO THE CURRENT DOCUMENTS OR PROGRAMS ON FILE WITH THE STATE BOARD. PLEASE SUBMIT AN ORIGINAL PLUS (1) ADDITIONAL COPY OF THE ITEMS LISTED BELOW WHERE APPLICABLE.

9. Copy of the school catalog containing all information as outlined in Administrative Rule 3332-1-08 (E). Catalog List Form PSR 0067 must also be submitted with the application.
10. Student Contract/Enrollment Agreement in accordance with Administrative Rule 3332-1-09. Enrollment Agreement List Form PSR 0071 must also be submitted with the application.
11. Application for Certificate/Diploma Level Program Form PSR 0008 and all necessary attachments for each program requested to be approved. An Exhibit "A" Form PSR 0020 for each Certificate and Diploma level program requested.
12. Instructor Qualification Form PSR 0007 (or accrediting agency equivalent) for each NEW instructor employed by your school.
13. Director Qualification Form PSR 0066. Each school must designate a school director. The school director shall be directly responsible for the operational management of academic affairs, student services, and business and administrative services. All in-state school directors must attend training as required by the Board.
14. Director Disclosure Form PSR 0027.
15. Student survey in accordance with Administrative Rule 3332-1-14.
16. Student attendance, progress, conduct record forms, and academic transcripts.
17. Sample Diploma/Certificate.
18. Student Placement/Follow-up Forms.
19. Placement Assistance Form PSR 0019.
20. Facilities Compliance Statement Form PSR 0005 with copies of a current Fire Inspection and Certificate of Occupancy (out-of-state and distance education schools are exempt).
21. Any other forms that may be required by the Board and requested in writing or mandated by the Administrative Rules pertaining to Section 3332 of the Ohio Revised Code.

ALL ITEMS MUST BE COMPLETED!

COMPLETION OF THIS FORM IS REQUIRED BY SECTION 3332 OF THE OHIO REVISED CODE, PRIOR TO THE CONSIDERATION BY THE BOARD OF CAREER COLLEGES AND SCHOOLS FOR AN INITIAL OR A RENEWAL OF A CERTIFICATE OF REGISTRATION. ALL QUESTIONS MUST BE ANSWERED AND ALL MATERIALS REQUESTED MUST ACCOMPANY THE APPLICATION (FAILURE TO DO SO WILL RESULT IN THE RETURN OF THE APPLICATION, WITHOUT ACTION, TO THE SCHOOL AND ANY FEES PAID ARE SUBJECT TO FORFEITURE).

(Revised 10/11)