

STATE OF OHIO  
BOARD OF CAREER COLLEGES AND SCHOOLS  
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**APPLICATION FOR OUT-OF-STATE SCHOOL NEW  
CERTIFICATE OF REGISTRATION AND PROGRAM AUTHORIZATION**

Sections 3332.01 through 3332.15 of the Ohio Revised Code mandates that all career training educational entities that recruit or solicit Ohio students are required, with certain exceptions, to be registered with the State Board of Career Colleges and Schools.

The Application for a New Certificate of Registration and Program Authorization (PSR 0004) and all related materials that are required to be completed and returned to the Board. **ALL ITEMS MUST BE COMPLETED AND ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION. ONLY ONE COPY OF THE APPLICATION AND ALL RELATED MATERIALS ARE REQUIRED.** Failure to do so will mean that the Application for New Certificate of Registration and Program Authorization (PSR 0004) will be returned, without action, to the school or entity making application to the Board.

Further, incomplete applications can mean forfeiture of all fees. 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 MATERIALS REQUIRED TO BE SUBMITTED**

- \_\_\_\_1 PSR 0004: Application for New Certificate of Registration.
- \_\_\_\_2. PSR 0058: Out-State Program Application: Complete one form for each Certificate, Diploma, and Degree level program requested to be approved.
- \_\_\_\_4. PSR 0065: Agent Information Form
- \_\_\_\_5. PSR 0016: Agent Application: An Agent Application Form must be submitted for each agent (recruiter/admissions representative) that solicits Ohio students. An agent is defined as an individual whose primary duty, on or off school premises, is to solicit prospective students to enroll for a fee in a program or school.
- \_\_\_\_6. Out-of-State Schools need to submit proof of registration and program approval from their home state.
- \_\_\_\_7. 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.

(Revised 7/15)