

STATE OF OHIO
BOARD OF CAREER COLLEGES AND SCHOOLS
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**APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION
AND PROGRAM AUTHORIZATION**

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

The Application for Renewal of 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. THE ORIGINAL APPLICATION PLUS (1) ADDITIONAL COPY OF THE APPLICATION AND ALL RELATED MATERIALS ARE REQUIRED.** Failure to do so will mean that the Application for Renewal of 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
WITH THE APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION
AND PROGRAM AUTHORIZATION**

THE ORIGINAL APPLICATION PLUS (1) ADDITIONAL COPY OF THE APPLICATION AND RELATED MATERIALS ARE REQUIRED. (please place a checkmark indicating item is in the packet).

- _____ 1. PSR 0004: Application for Renewal of Certificate of Registration.
- _____ 2. PSR 0006: Statement of Fiscal Responsibility or a current audited personal or Corporate Financial Statement.
- _____ 3. PSR 0013: Scholarship/Grant/Exemption Information.
- _____ 4. PSR 0015: Listing Certificate, Diploma, and Degree level programs requested to be renewed.

(Continued on next page)

- ____5. PSR 0019: Placement Assistance Form.
- ____6. PSR 0020: Exhibit "A" must be submitted for each Certificate, Diploma, and Degree level program requested to be renewed.
- ____7. PSR 0025: Facilities Compliance Statement and a current Fire Inspection (out-of-state and distance education schools are exempt).
- ____8. PSR 0026: Completed Annual Placement Report Form.
- ____9. PSR 0027: Director Disclosure Form.
- ____10. PSR 0037: Surety Bond Form (if not applicable, please note that, sign and date).
- ____11. PSR 0065: Teacher/Agent Info Form listing the names of all teachers and agents. Do not submit teacher qualification forms unless requested.
- ____12. PSR 0066: Director Qualification Form for current director if not previously submitted. 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.
- ____13. PSR 0067: Copy of the school catalog containing all information as outlined in Administrative Rule 3332-1-08(E). Catalog List Form must also be submitted with the application. Only one copy of the catalog needs to be submitted.
- ____14. PSR 0071: Student Contract/Enrollment Agreement in accordance with Administrative Rule 3332-1-09. Enrollment Agreement List Form must also be submitted with the application.
- ____15. Student survey in accordance with Administrative Rule 3332-1-14.
- ____16. Out-of-State Schools need to submit proof of registration and program approval from their home state.
- ____17. 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.
- ____18. Please submit two copies (One original plus one copy) of all forms and supporting material except for school catalog (one copy).

(Revised 10/11)