

STATE OF OHIO
BOARD OF CAREER COLLEGES AND SCHOOLS
35 EAST GAY STREET, SUITE 403
COLUMBUS, OHIO 43215-3138
(614) 466-2752 Fax (614) 466-2219
Toll Free (877) 275-4219
E-mail: bpsr@scr.state.oh.us Website: <http://www.scr.ohio.gov/>

APPLICATION FOR NEW CERTIFICATE OF REGISTRATION

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 a New Certificate of Registration Form (PSR 0004) and all related materials that are required must 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 New Certificate of Registration (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 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 NEW CERTIFICATE OF REGISTRATION

THE ORIGINAL APPLICATION PLUS (1) ADDITIONAL COPY OF THE APPLICATION AND ALL 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 0005: Facilities Compliance Statement with copies of a current Fire Inspection and Certificate of Occupancy (out-of-state and distance education schools are exempt).
- ____ 3. PSR 0006: Statement of Fiscal Responsibility or a current audited personal or Corporate Financial Statement.
- ____ 4. PSR 0007: Instructor Qualification Form (or accrediting agency equivalent) for each instructor employed by your school.
- ____ 5. PSR 0008: Application for Certificate/Diploma Level Program Form and all necessary attachments for each program requested to be approved.
- ____ 6. PSR 0009: Surety Bond Form in the amount of \$10,000 as outlined in Administrative Rule 3332-1-13.
- ____ PSR 0021: In the alternative, a school may submit a \$10,000 certificate of deposit or
- ____ PSR 0048: letter of credit.

(Continued on next page)

- ____7. PSR 0016: Agent Application Form if agents (recruiters) are to be employed. An "agent" means an employee of a school whose primary duties performed include distribution of literature or information on behalf of a person offering a program, and the solicitation of prospective students in Ohio to enroll in a program. An individual whose primary duty, on or off school premises, is to solicit prospective students to enroll for a fee at a registered Ohio school, must first obtain an agent's permit from the Board.
- ____8. PSR 0019: Placement Assistance Form.
- ____9. PSR 0020: An Exhibit "A" Form for each Certificate and Diploma level program requested.
- ____10. PSR 0022: Request to Release Information Form (Note: This form must be notarized).
- ____11. PSR 0027: Director Disclosure Form.
- ____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.
- ____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. Student attendance, progress, conduct record forms, and academic transcripts.
- ____17. Sample Diploma/Certificate.
- ____18. Student Placement/Follow-up Forms.
- ____19. Franchise Agreement if franchised school, with provision that students will be assured the completion of training as stated in Administrative Rule 3332-1-04(D).
- ____20. Declaration of Material Handling Assistance Form.
- ____21. Out-of-State Schools need to submit proof of registration and program approval from their home state.
- ____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.
- ____22. Please submit two copies of all forms and supporting material (One original plus one copy).