

School Director Training Seminar

Agenda

8:30 - 9:00 Registration

9:00 - 9:15 Opening Remarks

9:15 - 10:00 Registration Procedures

- General Procedures and Forms
- Certificates of Registration (New/Renewal)
 -*Rules 3332-1-04, 3332-1-044*
- Learning Centers
 -*Rule 3332-1-26*
- Change of Ownership
 -*Rule 3332-043*
- Change of Address or School Name
 -*Rules 3332-1-041, 3332-1-042*
- School Catalog
 -*Rule 3332-1-08*
- Surety Bonds
 -*Rule 3332-1-13*
- Annual Report
 -*Rule 3332-1-23*
- Student Tuition Recovery Fund
 -*Rule 3332-1-19*
- Consultant Site Visits

10:00 - 11:00 School Compliance Issues

- Recruiting/Admissions
-Rules 3332-1-09, 3332-1-121
- Advertising
-Rule 3332-1-12
- Agents
-Rules 3332-1-17, 3332-1-171, 3332-1-172
- Enrollment Agreements
-Rule 3332-1-09
- Student Disclosure Form, Director Disclosure Form
-Rule 3332-1-08
- Tuition, Fees, Scholarships, Tuition Refunds
-Rules 3332-1-10, 3332-1-101, 3332-1-11
- Student Records
-Rule 3332-1-08
- Student Surveys
-Rule 3332-1-14
- Graduation and Placement
-Rule 3332-1-24
- Resolution of Complaints
-Rule 3332-1-18
- Common School Compliance Issues

11:00 - 11:15 Break

11:15 - 12:15 Program Standards

- General Program Standards
-Rules 3332-1-15, 3332-1-16
- Certificate and Diploma Program Standards
-Rules 3332-1-15, 3332-1-16
- Degree Program Standards
-Rules 3332-1-15, 3332-1-16
- Program Changes/Modifications
-Rules 3332-1-16
- Distance Learning
-Rule 3332-1-06

12:15-12:30

- Closing Remarks
- Certificates/Adjournment