

STATE OF OHIO
BOARD OF CAREER COLLEGES AND SCHOOLS
30 EAST BROAD STREET, SUITE 2481
COLUMBUS, OHIO 43215
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To Whom It May Concern:

Registration of a new school is a difficult process that we have tried to make easier through the use of forms, samples and instructions. If you have questions regarding the registration process, please contact our office.

Do not submit any fees. All fees will be invoiced to your school after the request is received and the necessary fees are determined. All fees submitted to the Board are non-refundable. All necessary paperwork must be submitted in order for the review process to begin. Upon receipt and review of the new school packet, you will be notified of our findings.

Please be advised, that Section 3332.06 (A) of the Ohio Revised Code prohibits the offering of a program(s) and/or the solicitation of prospective students in the State of Ohio without a valid Certificate of Registration and Program Authorization from the State Board of Career Colleges and Schools.

The State Board of Career Colleges and Schools' administrative rules and Ohio Revised Code Chapter 3332 can be accessed through our web site at: <http://scr.ohio.gov> or can be obtained at your local library. If you would like to receive a printed copy of these rules, please contact our office.

(Revised 8/12)