

STATE OF OHIO
BOARD OF CAREER COLLEGES AND SCHOOLS
30 EAST BROAD STREET, SUITE 2481
COLUMBUS, OHIO 43215-3414
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Toll Free (877) 275-4219
E-mail: bpsr@scr.state.oh.us Website: <http://scr.ohio.gov/>

APPLICATION FOR AGENT'S PERMIT

This form is to be used when making application for an agent permit under the provision of Section 3332 of the Ohio Revised Code and the standards, rules and regulations of the Board.

NAME: LAST, FIRST, MIDDLE	
CURRENT HOME ADDRESS: (NUMBER AND STREET, CITY, STATE, ZIP)	
NAME OF SCHOOL YOU WILL REPRESENT	
SCHOOL ADDRESS: (NUMBER AND STREET, CITY, STATE, ZIP)	
HAVE YOU EVER BEEN A SCHOOL AGENT BEFORE? YES NO	IF YES - NAME OF SCHOOLS WHERE FORMERLY EMPLOYED 1. 2.
HAVE YOU EVER PLEADED GUILTY OR BEEN FOUND GUILTY OF A FELONY OR CRIME INVOLVING MORAL TURPITUDE? YES _____ NO _____	
IF YOU ANSWERED YES, ATTACH A DETAILED EXPLANATION AND THREE LETTERS OF REFERENCE. ADDITIONALLY, THE BOARD REQUESTS THAT A CRIMINAL RECORDS CHECK BE SENT DIRECTLY TO THIS OFFICE FROM YOUR LOCAL COUNTY SHERIFF'S DEPARTMENT OR OTHER APPROPRIATE LAW ENFORCEMENT AGENCY. NO LICENSE WILL BE ISSUED WITHOUT A WAIVER ISSUED BY THE BOARD.	

AFFIDAVIT

I understand that by signing this application, I authorize the Board to conduct a criminal records check whenever it deems necessary.

I hereby swear to affirm that the above statements are true

SIGNATURE OF APPLICANT

DATE

(PLEASE COMPLETE BACK SIDE)

EMPLOYER'S CERTIFICATION

I hereby certify that

(Name of Agent Making Application)

who makes this application, will be in my employ after certification by the State Board of Career Colleges and Schools.

To the best of my knowledge, the applicant is worthy to be certified.

I further understand that the school will be held responsible for the actions of the agent in the performance of his/her duties.

NAME OF CERTIFYING SCHOOL OWNER/DIRECTOR

DATE

A separate application must be submitted for each school the agent will represent.

Once an agent application is submitted, the school will remain responsible for submitting the required fees regardless of how long the agent remains employed by the school. In addition, all agents must complete the Board's online Agent Training course within sixty (60) days of submitting this application.

Agents are prohibited by law to solicit or recruit students until this application is approved by the Board.

COMPLETION OF THIS FORM IS REQUIRED BY SECTION 3332 OF THE OHIO REVISED CODE. ALL ITEMS MUST BE COMPLETED! ALL QUESTIONS MUST BE ANSWERED AND ALL MATERIALS REQUESTED MUST ACCOMPANY THE APPLICATION (FAILURE TO DO SO WILL RESULT IN THE RETURN OF THE APPLICATION, WITHOUT ACTION, TO THE SCHOOL AND ANY FEES PAID ARE SUBJECT TO FORFEITURE). YOU ARE REQUIRED TO FILL IN ALL BLANKS. IF NOT APPLICABLE, PLEASE PUT N/A.