

STATE OF OHIO
BOARD OF CAREER COLLEGES AND SCHOOLS
30 E. BROAD STREET, SUITE 2481
COLUMBUS, OHIO 43215-3414
(614) 466-2752 Fax (614) 466-2219
Toll Free (877) 275-4219
E-mail: bpsr@scr.state.oh.us Website: http://scr.ohio.gov/

APPLICATION (NEW AND RENEWAL) FOR AN OFF CAMPUS LEARNING CENTER

SCHOOL NAME:	
CURRENT SCHOOL ADDRESS:	
1. INITIAL APPLICATION FOR LEARNING CENTER <input type="checkbox"/> RENEWAL APPLICATION <input type="checkbox"/>	
2. IS THIS A SATELLITE CLASSROOM ? (Temporary space or to provide selected short-term training courses on a temporary basis within 10 miles of the main campus.) <input type="checkbox"/> YES <input type="checkbox"/> NO DISTANCE FROM MAIN CAMPUS? _____	
3. IS THIS A SATELLITE SCHOOL FACILITY? (A school facility located away from main campus that is used to provide approved courses or programs that require less than a full service facility or provide training under contract with a public agency, private company, or sponsor.) <input type="checkbox"/> YES <input type="checkbox"/> NO DISTANCE FROM MAIN CAMPUS? _____	
4. LEARNING CENTER ADDRESS:	
5. LEARNING CENTER TELEPHONE NUMBER	6. FAX NUMBER
7. OHIO COUNTY LEARNING CENTER IS LOCATED:	

8. MAIN CONTACT PERSON FOR LEARNING CENTER

9. LIST OF COURSES OR PROGRAMS TO BE OFFERED (FULL PROGRAMS REQUIRE FURTHER BOARD APPROVAL):

NOTE: COURSE OFFERING CHANGES MUST BE SUBMITTED TO THE EXECUTIVE DIRECTOR FOR REVIEW AND APPROVAL PRIOR TO SCHEDULING.

10. RATIONALE FOR ESTABLISHING LEARNING CENTER (INITIAL APPLICATION ONLY) UNLESS SIGNIFICANT EVENTS/OPPORTUNITIES SUGGEST THE SUBMISSION OF A NEW RATIONALE IS APPROPRIATE.

11. PROVIDE THE FOLLOWING INFORMATION BY ATTACHMENTS:

A. For new learning centers, please include a completed Facilities Compliance Statement (PSR0005) that includes a fire inspection and a certificate of occupancy.

B. A copy of the written agreement required by subsection (E) in rule 3332-1-26. This agreement may also be incorporated into a student's enrollment agreement.

NAME OF SCHOOL CONTACT

DATE

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.