

#### **3332-1-04.4 Renewal of certificate of registration.**

- (A) Pursuant to section 3332.05 of the Revised Code, on or before one hundred twenty days prior to the expiration of a certificate of registration, the board will send a certified letter to the institution, notifying said institution of the expiration date and containing necessary application, documents, and forms for certificate renewal. Institutions shall return a completed application at least ninety days prior to the expiration date.
- (B) Applications for renewal of the certificate of registration must be accompanied by a non-refundable fee as determined by the board and which is based on gross annual tuition income of the applicant school. The provisions of the fee schedule are outlined in rule 3332-1-22 of the Administrative Code.
- (C) Schools submitting late applications will be subject to late fees or other disciplinary action in accordance with section 3332.09 of the Revised Code.

HISTORY: Eff 12-1-70; 4-16-90 (Emer.); 7-1-91; 6-1-05.

Rule promulgated under: RC Chapter 119

Rule authorized by: RC 3332.031 (B) and (C), 3332.05

Rule amplifies: RC 3332.05

R.C. 119.032 review dates: 3/25/01, 2/25/05, 6/1/10.