



# State Board of Career Colleges and Schools

Volume 13, Issue 1

March 2009



## Executive Director's Report

The Board held its first meeting for 2009 on January 28th. Due to the inclement weather, very few schools were able to attend the meeting. As a reminder, all actions of the Board that take place during a regularly scheduled Board meeting are recorded in the Board's minutes that are available on the board's web site, usually about 30 days after the meeting.

I'm pleased to report that Governor Strickland recently reappointed Kenneth Miller to another five-year term as a member of the Board. Mr. Miller currently serves as the Director of Trumbull Business College and brings an abundance of expertise and knowledge to the Board with his 30+ years experience in the career college sector.

In January, a new two-year legislative session commenced for the State of Ohio. The primary legislative issue for the first six months of the year will be the new two-year state budget that will go into effect July 1, 2009. A number of significant changes have been proposed in the current budget bill that is pending before the legislature that will affect students who are currently receiving State grant funds through the Ohio College Opportunity Grant (OCOG). The Ohio Association of Career Colleges and Schools (OACCS) is coordinating a response to the proposed changes and for more information please contact David Rankin at OACCS. (see page 5 for more information about OACCS).

The Board has scheduled an Administrative Rules Hearing for March 25th. (see page 3 for the public hearing notice). The hearing will take place after the Board's regularly scheduled meeting. The proposed changes can be viewed on the Board's web site at [www.scr.ohio.gov/lawrule](http://www.scr.ohio.gov/lawrule).

We have listed the Board meeting dates for 2009 on page 6. I look forward to seeing many of you in attendance at the Board meetings.

**Mr. John Ware**  
Executive Director

**Board Members**  
**Dr. Kenneth Searfoss**  
Chairperson

**Mr. Kenneth Miller**  
Vice Chair

**Mr. Dennis Bartels**  
Board Secretary

**Dr. Jerome Brockway**  
Board Member

**Mr. Charles Kramer**  
Board Member

**Dr. Steven Puckett**  
Board Member

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## Compliance Issues: Refunds for Tuition and fees

By: Kimberly Stein, Investigator



All schools are required to refund tuition and fees in compliance with Administrative Rules 3332-1-10 and 3332-10.1. In January, 2007 significant changes were made to those administrative rules that may affect how refunds are processed at your schools. The following questions and answers provide clarification on frequent questions regarding the refund process. If you have any specific questions about refund issues please contact Kimberly Stein in the Board office.

### **How long does a school have to make a refund?**

Refunds shall be made within thirty days after the school has determined that a student has withdrawn unless another refund period is mandated by the use of state or federal financial aid funds. If a student ceases attending school but does not officially notify the school of their withdrawal, the school must treat the student as withdrawn within sixty days of the student's last date of attendance.

### **What date is used for refund calculations?**

A student's withdrawal date used to calculate refunds shall be the student's last date of attendance and participation in an academic activity unless another method for calculating withdrawal dates has been approved by the board in accordance with the refund rules. A school may not require that notice of withdrawal be in writing, on or in any particular form, or delivered in any specific manner.

### **Don't students have to request a refund?**

Schools must complete a refund calculation for each student who officially withdraws, is dismissed, or otherwise ceases attending and a record of the refund calculation must be kept in the student's file. If it is determined that a student is owed a refund, the refund must be issued in a timely manner in accordance with the refund rules. If it is determined that a student is not due a refund, the student must be notified of the determination in writing, within sixty days of the student's last date of attendance, and a full explanation must be made to the student. Any correspondence dealing with refunds shall be made a part of the student's permanent record.

### **Can I charge a student withdrawal fee for processing refunds?**

Schools may not assess any additional fees associated with a student's withdrawal or termination from school.



## **School Name Changes**

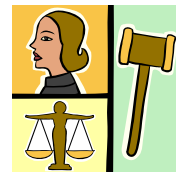
**by Ruth Myers, Assistant Director**

Schools may apply for a school name change when factors such as growth or change of mission warrant a name change. Written applications to the Board should justify the change of name request. The school will then be invoiced the necessary fee. School name changes are administratively approved by the Executive Director.

Schools are reminded that school names should avoid leaving any false or misleading impressions about the school and the programs a school offers. Schools may not use the term “college” in its name unless the school has been approved to offer associate or advanced degree programs by the Board. Schools may not use the term “university” in its name unless the school meets the requirements in section 3332.06 of the Ohio Revised Code.

Please feel free to contact me (614-466-7810) regarding any of the above items or for any other questions you may have pertaining to your school.

## **Public Hearing Notice**



Pursuant to Chapter 119 of the Ohio Revised Code, the Ohio State Board of Career Colleges and Schools will conduct a Public Rules Hearing on Wednesday, March 25, 2009, at 11:00 a.m. in the offices of the State Board of Career Colleges and Schools at 35 East Gay Street, Suite 403, Columbus, Ohio, 43215.

The following administrative rules will be considered for amendments: 3332-1-01 Authority for rule adoption; 3332-1-02 Definition of terms; 3332-1-04.5; Suspension or revocation of certificate of registration; 3332-1-11 Scholarships and institutional grants; 3332-1-12.1 Recruitment and solicitation of students; 3332-1-14 Written survey; 3332-1-18 Complaint procedure; 3332-1-19 The student tuition recovery fund; 3332-1-20 Penalties; 3332-1-21 Board meetings; 3332-1-22 Fees for certificate of registration and program authorization; 3332-1-22.1 Miscellaneous fees. The rules are being amended to incorporate changes and clarifications that were recommended during the administrative rule review process initiated pursuant to Ohio Revised Code section 119.032. To see a full text of all the proposed changes please visit the Board’s web site at [www.scr.ohio.gov/lawrule.htm](http://www.scr.ohio.gov/lawrule.htm)

The purpose of this hearing is to permit public comment on the rules amended, adopted, and/or rescinded pursuant to R.C. Chapter 119. Testimony should focus on the rules as they are proposed. In lieu of appearing at the hearing, witnesses may also submit written testimony prior to the start of the hearing for inclusion into the record. For more information regarding the hearing or to receive copies of the proposed rule changes, please contact the Board offices.



## NAVPA/VETERAN AFFAIRS

### Training Conference: Post 9/11 GI Bill

May 31 - June 3, 2009 – Cincinnati, OH

The National Association of Veterans' Program Administrators (NAVPA) will be hosting the NAVPA/Buffalo RPO Training Conference this year in Cincinnati that will focus on the Post-9/11 GI Bill (also known as chapter 33 benefits). The Post-9/11 GI Bill is the most comprehensive education benefit package since the original GI Bill was signed into law in 1944. Veterans who are eligible for the new benefit may begin using the benefit August 1, 2009, for training that begins on or after that date.

**Conference Dates:** The Conference will begin on **Monday June 1, 2009 at 9:00am** and conclude on **Wednesday June 3, 2009 at 5:00pm**.

**Agenda:** The agenda provides something for everyone, from the seasoned Certifying Official to the new kid on the block. NAVPA will host a variety of presentations, hands-on workshops, strategy sessions and interactive exercises focusing on the Chapter 33 changes. As a VA Certifying Official it is important to stay informed of the ever-changing legislation.

**Conference Registration Fees:** Registration by May 1, 2009 : \$120 per person

**More Information:** For more information on the conference, check out the following resources:

- For Hotel reservations, contact the Hyatt Regency (Cincinnati) at 1-800-233-1234 (Group code: NAVPA), Special room rate of \$112.00.
- Conference registration can be found at: <http://www.navpa.org/>
- Cincinnati Visitors Information: <http://www.cincinnatiusa.com/>
- Information on Flights at: <http://www.cvgairport.com/>
- Phone number for information - Valerie Vigil: 480-461-7428, Fax 480-461-7954



## School News

### Cleveland Industrial Training Center Graduate Meets President Obama



President Barak Obama talks with (L-R) Josh Davis, Saul Hawley, and company president John Grabner as he tours the Bedford Heights plant of Cardinal Fasteners and Specialty Co. on January 16, 2009. Mr. Hawley is a July, 2008 graduate of the Cleveland Industrial Training Center, a school that offers CNC training programs and that has been registered with the State Board of Career Colleges and Schools since 1993. (Photo by Thomas Ondrey/The Plain Dealer)

## Ohio Association of Career Colleges and Schools

### Sales Workshop

The Ohio Association of Career Colleges and Schools (OACCS) will hold its annual Sales, Admissions & Recruiting workshop on April 3, 2009 at Quest Business Center in Columbus. For more information about the Workshop please contact David Rankin at 614-487-8180.

The **Ohio Association of Career Colleges and Schools (OACCS)** is a statewide association with voluntary membership for proprietary, post-secondary private career colleges and schools. All member schools are licensed by the State of Ohio, primarily through the State Board of Career Colleges and Schools.

OACCS works to keep legislators and regulators, both in Columbus and Washington, informed about its member schools unique ability to achieve successful results for Ohio's students and employers.

Over the past 25 years, OACCS has been successfully offering seminars and workshops to the staff, facility and administrators of Career Colleges and Schools. Through the efforts of the member schools, the OACCS has been able to offer over 150 scholarships to Ohio's graduating high school seniors.

For more information about becoming a member of OACCS, please visit their web site at [www.ohiocareercolleges.org/](http://www.ohiocareercolleges.org/) or contact Executive Director David Rankin at 614-487-8180.

# Renewal Certificate of Registration

In accordance with Ohio Administrative Rule 3332-1-044, the State Board of Career Colleges and Schools mailed renewal notices 120 days prior to expiration of the Certificates of Registration to the schools listed below. These schools are required to submit their completed application to the Board Office at *least ninety days prior to the expiration date*. **The Board will consider the renewal of these Certificates of Registration and Program Authorization during the May and July Board Meetings.**

## May 2009 Board Meeting

Beckfield College, Springdale  
Cincinnati School of Medical Massage  
Cleveland Institute of Dental-Medical Assistant,  
Cleveland, Mentor, and Lyndhurst locations  
Community Technology Learning Center of  
Portage  
DATS of Ohio, Inc., Springdale  
Dayton School of Medical Massage  
Dayton School of Medical Massage, Lima  
Dental Assistants Academy of Ohio, Lancaster  
Great Lakes Health Institute, Richmond Hts.  
Institute of Therapeutic Massage, Ottawa  
Medicore, Shaker Heights  
Modern Dental Concepts, Canton  
National College, Cincinnati  
National K-9 School of Dog Trainers,  
Columbus  
New Horizons Computer Learning Center, Fairborn  
and Blue Ash locations  
Northwest Ohio Dental Assisting School, Toledo  
Oakland Park School of Technology, Columbus  
Premier Educational Services, Columbus  
Ross Institute of Medical-Dental Technology,  
Cincinnati  
Toledo Restaurant Training Center, Toledo  
At-Home Professions, CO.  
Capella University, MN,

## May 2009 Board Meeting (continued)

Erie Institute of Technology, PA.  
International Academy of Design & Technology, PA.  
New Castle School of Trades, PA.  
Pittsburgh Institute of Aeronautics, PA.  
Redstone College, Denver  
Sullivan University, KY.

## July 2009 Board Meeting

ALG Computer Training Center, Solon  
A1-Win Training, West Jefferson  
Barbizon School of Akron  
Caring Hands School of Careers, Cincinnati  
Chancellor University, Cleveland  
Cleveland Bartending School, South Euclid  
Cleveland Institute of Technology  
Columbus City Ballet School, Lewis Center  
ComputerTraining.com at Cincinnati  
ComputerTraining.com at Cleveland  
ComputerTraining.com at Columbus  
Dayton School of Dental Assisting, Springboro  
East Akron Community House Urban Training Center,  
Akron  
Everest Institute, Gahanna  
Face Up Aesthetics Institute, Canton  
Hamrick School, Medina  
Hondros College, Mason

# Renewal Certificate of Registration *(continued)*

## July 2009 Board Meeting (continued)

John Casablanca Modeling & Career Center,  
Columbus

Kaplan Career Institute, Brooklyn Heights

NewLife Academy of Information Technology,

E. Liverpool

Ohio American Health Care, Columbus

Ohio Business College, Columbus

Ohio Medical Career Center, Dayton

Ohio valley College of Technology, E. Liverpool

## July 2009 Board Meeting (continued)

Professional Domestic Institute, Powell

Techskills, Cincinnati

Techskills, Cleveland

Techskills, Columbus

Tri-State Hypnosis Center, Amelia

Ultimate Auto Care Technical Institute, Cleveland

Vocational Guidance Services, Cleveland

Laurel Technical Institute, Meadville and Sharon PA.

Wyoming Technical Institute, Blairsville and Laramie,  
WY.

## Important Dates

### 2009 Consultant Meetings:

*January 13, 2009*

*March 5, 2009*

*May 12, 2009*

*July 14, 2009*

*September 8, 2009*

*November 3, 2009*

*May 7, 2009*

*October 8, 2009*

### 2009 2nd-Half Agent Billing:

*Mail Date: July 9, 2008*

*Due Date: August 9, 2008*

### 2009 Board Meetings:

*January 28, 2009*

*March 25, 2009*

*May 27, 2009*

*July 29, 2009*

*September 23, 2009*

*November 18, 2009*

### 2009 Director Training:



## **State Board of Career Colleges and Schools**

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Email: [bpsr@scr.state.oh.us](mailto:bpsr@scr.state.oh.us)

[www.scr.ohio.gov/](http://www.scr.ohio.gov/)



**We're on the web:**

**[www.scr.ohio.gov](http://www.scr.ohio.gov)**

### **Staff Phone Numbers and Email Addresses**

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***Dr. Harold Brown, Curriculum Consultant, 614-466-7634***