



# STATE BOARD OF CAREER COLLEGES AND SCHOOLS

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## MEMORANDUM

To: Chief Executive Officers and/or Directors of Registered Schools

From: John P. Ware, Executive Director

Date: April 25, 2014

Subject: Administrative Rule Changes

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The State Board of Career Colleges and Schools has enacted a number of administrative rule changes that go into effect on May 1, 2014. These rule changes can be viewed on the Board's web site on the "Laws & Rules" page. I have briefly detailed below some of the rule changes that were enacted by the Board.

### **1. Changes to Administrative Rule 3332-1-08**

#### Continuing Education and Training Requirements

The Board has required training for admissions representatives since 2011. Continuing education and training requirements have been established for other school personnel including school directors, directors of education, placement directors, admissions directors, financial aid directors and full-time faculty members. There is a separate memorandum addressing continuing education requirements that is available on the Board's web site at <http://scr.ohio.gov> .

### **2. Changes to Administrative Rule 3332-1-09**

#### High School Diplomas:

1. Changes were made to clarify the process for verifying that a student has graduated from high school. Those changes are in section 3332-1-09(I).
2. Changes were made to clarify what type of high school diplomas schools may accept from online or correspondence high schools. Those changes are in section 3332-1-09(J).

### 3. Changes to Administrative Rule 3332-1-16

#### Degree Program Concentrations

1. In addition to providing graduation and placement rates for the last three years, schools are now required to provide the most recently available passage rates on any applicable state licensing exams.
2. Enrollment agreement must include both tuition for current academic term and projected total tuition cost of the program at current tuition rates.

If you have any questions regarding these items please contact me at 614-466-7802 or [john.ware@scr.state.oh.us](mailto:john.ware@scr.state.oh.us) .