

# School Director Training Seminar Tentative Agenda

November 8, 2019

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**\*\*\*\*Please note this is a preliminary agenda and is subject to change\*\*\*\***

8:15 - 10:00 am Registration

8:45 - 9:45 am OMACCS Opening General Session (Optional)

10:00 - 10:10 **SBCCS Director Training Introduction**

10:10 - 10:30 **Part I: Registration and Renewal Procedures**

- General Procedures and Edvera System
- Certificates of Registration (New/Renewal/Learning Centers)  
-Rules 3332-1-04, 3332-1-044, 3332-1-26
- Fees -Rules 3332-1-22, 3332-1-22.1
- Consultant Site Visits
- Change of Address, School Name or Ownership  
-Rules 3332-1-041, 3332-1-042, 3332-1-043

10:30 - 10:55 **Part II: General School Administration**

- School Catalog and Enrollment Agreements  
-Rules 3332-1-08 and 3332-1-09
- Student Records -Rule 3332-1-08
- School Directors and Staff, Continuing Education  
-Rule 3332-1-08
- Tuition, Fees, Scholarships, Tuition Refunds  
-Rules 3332-1-10, 3332-1-101, 3332-1-11
- Surety Bonds -Rule 3332-1-13
- Student Surveys -Rule 3332-1-14
- Graduation and Placement -Rule 3332-1-24
- Annual Report - Rule 3332-1-23

10:55 - 11:05 **Break**

- 11:05 - 11:30      **Part III: Program Standards**
- General Program Standards -*Rules 3332-1-15, 3332-1-16*
  - Certificate and Diploma Program Standards  
-*Rules 3332-1-15, 3332-1-16*
  - Degree Program Standards - *Rules 3332-1-15, 3332-1-16*
  - Program Changes/Modifications - *Rules 3332-1-16*
  - Distance Learning - *Rule 3332-1-06*
- 11:30 - 11:45      **Part IV: Student Recruiting, Solicitation and Admissions**
- Admissions Representatives (Agents)- *Rules 3332-1-17, 3332-1-17.1*
  - Advertising - *Rule 3332-1-12*
  - Recruiting and Solicitation - *Rules 3332-1-121, 3332-1-17.2*
  - Student Enrollment Process, Student Disclosure Course  
-*Rule 3332-1-09*
- 11:45 - 12:05      **Part V: School Compliance, Complaints and Disciplinary Action**
- Common School Compliance Issues
  - Resolution of Complaints -*Rule 3332-1-18*
  - Disciplinary Process -*Ohio Revised Code Sections 3332.09, 3332.091*
  - School Closures and Student Tuition Recovery Fund  
-*Rules 3332-1-19, 3332-1-25*
- 12:05                **Conclusion**
- SBCCS Certificates
- 12:20                **OMACCS Luncheon**

**After luncheon - 4:00 p.m. (Optional)**

Schools are invited to attend the rest of the OMACCS workshop. This workshop will provide an opportunity for Career College and Schools' staff to receive professional development instruction to keep abreast of changes in the sector and to network with their peers.