



# STATE BOARD OF CAREER COLLEGES AND SCHOOLS

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## Process for Approval of New Schools

Pursuant to [Ohio Revised Code Section 3332.06](#), any person or entity seeking to offer, establish, and/or solicit student enrollment in Ohio, in a program of instruction designed to lead to employment in a recognized occupation, vocation, or profession must first receive a certificate of registration and appropriate program authorization from the Ohio State Board of Career Colleges and Schools unless the school or program falls under one of the exemptions listed under [Ohio Revised Code Section 3332.02](#). As a general matter, the State Board of Career Colleges and Schools does not have jurisdiction over public vocational schools, state colleges and state universities as well as non-profit colleges and universities issued certificates of authorization under [Ohio Revised Code Section 1713.02](#) because those institutions are subject to review and approval by the Ohio Department of Higher Education.

In order to determine if the programs/training you intend to offer will be required to be reviewed and approved, you should follow the steps listed on pages 2-4 of this document. For additional information about the Board's requirements please see this document ["Important Information for New Schools"](#) available on the Board's web site.

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Ohio State Board of Career Colleges and Schools

STEP ONE: Contacting the State Board	Contact the State Board for an initial determination if your school/education programs may fall under the jurisdiction of the Ohio State Board of Career Colleges and Schools. You may contact the Board via telephone at 614-466-2752 or email at <a href="mailto:bpsr@scr.state.oh.us">bpsr@scr.state.oh.us</a>
STEP TWO: Submitting the Initial Inquiry	<p>It it is determined that your school/programs may need to be approved, an user account will be set up for you in the Board’s online school approval system (<a href="#">Edvera</a>) that will allow you to submit information online through an Initial Inquiry document so that the Board can conduct an initial review of the programs/training you intend to provide.</p> <p>After completing the Initial Inquiry document and submitting the required information the Board will review and determine if the programs/training being offered are required to be registered and approved in accordance with Ohio Revised Code Chapter 3332. If the Board determines that your programs/training must be approved, you will be directed to complete the online New School Application through the online Edvera system.</p>

<p>STEP THREE: Complete and Submit the New School Application Document</p>	<p>Once the Board has determined your programs/training need to be registered and approved, you may begin completing the New School Application Document through the online Edvera system. As part of the New School Application Document, you will need to submit documentation about your school/business including information about your programs, staff members, facilities, financial documentation, advertising and recruiting and other items reviewed in accordance with Ohio Revised Code Chapter 3332. For further information on the Board’s requirements you should review the <a href="#">“Important Information for New Schools”</a> document on the Board’s web site. In addition to the application for a new school/program, you will be required to submit fees that are listed on the <a href="#">Board’s fee schedule</a> .</p> <p>You will be assigned a staff member to assist you with the application process. Be advised that your application for a certificate of registration and program authorization is subject to final approval at a public meeting of the State Board of Career Colleges and Schools. The Board cannot review your application until it is substantially completed and submitted in accordance with the <a href="#">Board meeting deadlines posted on the Board’s web site</a>.</p>
<p>STEP FOUR: Application Review and Site Visit</p>	<p>Once you have submitted your application for a new school/program for review, you will be contacted by a member of the Board’s staff to schedule a site visit. During the site visit the staff member will review your school site and school application. A list of items reviewed during the site visit can be found here: <a href="#">New School Site Visit Information</a> .</p>

STEP FIVE: Approval at a Public Board Meeting	All new schools are subject to final approval at a public meeting of the State Board of Career Colleges and Schools. You will be notified of the date of the meeting when your school will be reviewed. New schools are expected to have a representative present at the Board meeting to answers any questions that the Board may have.
STEP SIX: Final Approval	Once the Board has approved your school and you have resolved any outstanding items that were identified during the review of your school application and/or school site visit your school will be approved and issued a Certificate of Registration. The Certificate of Registration must be posted at your school.
NEXT STEPS	Your initial certificate of registration is good for a period of one year. You will be required to submit a renewal application prior to the end of your first year. Subsequent certificates of registration are good for a period of two years. <u>You will be also be required to attend new Director Training.</u> Other important deadlines and information for new schools to be aware of can be found here: <a href="#">Board Deadlines</a>