



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: March 8, 2018

Subject: Continuing Education and Training Requirements

As you should be aware, the State Board of Career Colleges and Schools (“SBCCS”) has established requirements pertaining to continuing education for admissions representatives (agents), faculty, and staff members who work at registered career colleges and schools. The information in this memorandum is being sent to all schools in an effort to provide further clarification and guidance on those requirements.

1. Agent (Admissions Representative) Online Training Requirements

In accordance with Ohio Administrative Code section 3332-1-17, all licensed agents (admissions representatives) working for a school must obtain an agent permit license from SBCCS. In January, 2011, SBCCS implemented a requirement that licensed agents must take online continuing education training courses as part of the licensure process. As such, all admissions representatives applying for a new agent permit license are required to complete a new agent online training course within thirty days of submitting their application for a new agent permit. Agents who are renewing their agent permit license (agent permit renewals take place when a school is renewing its certificate of registration) should complete one of the online agent training renewal courses within thirty days of renewing their license. Online training courses for individuals seeking a new agent permit as well as those seeking to renew their permit can be found here: <https://omaccs.org/online-training/>

2. Faculty and Staff Continuing Education Requirements

In May 2014, SBCCS amended its administrative rules (Ohio Administrative Code section 3332-1-08) to require additional continuing education for career college personnel including school directors, directors of education, financial aid directors,

placement directors and full-time faculty. Ohio Administrative Code section 3332-1-08(E)-(G) establishes continuing education and training requirements for school personnel including school directors, directors of education, placement directors, admissions directors, financial aid directors and full-time faculty members. The text of the language of the rule is as follows:

Ohio Administrative Code 3332-1-08

(E) Individuals holding the following positions, or similar positions, in licensed Ohio schools shall complete at least twenty contact hours of continuing education, professional development or professional in-service training related to their positions every two years:

- (1) School director;
- (2) Chief education/academic officer or director of education;
- (3) Placement director;
- (4) Admissions director;
- (5) Financial aid director;
- (6) Full-time faculty member/instructor.

(F) A minimum of four contact hours of this continuing education or professional development shall be in courses approved by the board that are related to compliance and ethics.

(G) Each school shall be responsible for maintaining records to support continuing education, professional development, or professional in-service hours that have been completed. Records must be maintained for a period of three years after the date of training and shall be made available to the board for random audit and verification purposes. Records required may include, but are not limited to:

- (1) A log showing the type of activity completed, sponsoring organization, location, duration, instructor or speaker's name, and hours earned;
- (2) Documents supporting evidence of attendance such as completion certificates or attendance sign-in logs.

In an effort to provide schools further guidance on these faculty and staff requirements, I have set forth below answers to a number of questions that we have received about the training requirements.

1. How long do staff members have to complete the training?

The two-year period for each school coincides with the school's certificate of registration two-year renewal dates. Schools coming up for renewal of their certificate of registration must be able to document the continuing education and training that has taken place during the past two years. New schools that have a one-year certificate of registration should be able to document a continuing education plan is in place and/or evidence of continuing education that has taken place during their first year of registration.

2. What type of training documentation do schools need to keep?

Schools will be requested to provide documentation that staff have met the requirements and this documentation will be reviewed at the school during the certificate of registration renewal site visit process. Documentation required may include, but is not limited to: (1) A log showing the type of activity completed, sponsoring organization, location, duration, instructor or speaker's name, and hours earned; (2) Documents supporting evidence of attendance such as completion certificates or attendance sign-in logs.

3. What type of training qualifies

Per the regulation, the training may include "continuing education, professional development or professional in-service training" related to their positions that takes place at the school, at other locations, or through online training providers.

4. Are there any required training courses?

The rule provides that "a minimum of four contact hours of this continuing education or professional development shall be in courses approved by the board that are related to compliance and ethics." Online training courses related to compliance and ethics approved by the State Board can be found here: <https://omaccs.org/online-training/>

5. What if a staff member fulfills multiple roles at a school?

Staff members who fill multiple roles at a school need only complete 20 hours every two years that is related to any of their roles.