



SHEEO

STATE HIGHER EDUCATION EXECUTIVE OFFICERS ASSOCIATION

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[Home](#) > Ohio State Board of Career Colleges and Schools

Ohio State Board of Career Colleges and Schools

Vertical Tabs

1. Agency and Contact Information

1A1. Agency Name:

Ohio State Board of Career Colleges and Schools

1A2. Agency Description - Please review the description below and revise as appropriate (e.g., state executive agency, agency with appointed board, department or division within agency, etc.):

The Ohio State Board of Career Colleges and Schools regulates the for-profit schools seeking to offer degree and non-degree programs within the state of Ohio. For for-profit institutions offering degree programs, also refer to the Ohio Board of Regents regulations.

1A3. Agency Contact - Please review and correct as necessary the contact information below:

John Ware
Executive Director
Ohio State Board of Career Colleges and Schools
30 East Broad St., 24th Floor
Columbus, Ohio 43215
614-466-7802
john.ware@scr.state.oh.us [1]

1A4. Who should institutions contact if they have questions about your agency's authority, policies, or application process:

John Ware
Executive Director
Ohio State Board of Career Colleges and Schools
30 East Broad St., 24th Floor
Columbus, Ohio 43215
614-466-7802
john.ware@scr.state.oh.us [1]

1B. Links - Please provide web links to your agency home page, the regulations pertaining to authorization, and any other links important for understanding your agency's responsibility for authorization:

[home page](#) [2]

[Link to regulations](#) [3]

1C1. Other Agencies - According to our records, the following agencies also have responsibility for authorization in the state. Please correct, add to, or clarify this list of authorizing authorities as necessary. These agencies will also be requested to complete this survey:

The Ohio Board of Regents.

2. Types of Educational Providers Authorized

2A1. Institution Types Authorized - Indicate the types of institutions that your agency authorizes. Feel free to provide a short explanation of any ambiguity:

Private, in-state, for-profit degree granting institutions

Private, out-of-state, for-profit degree granting institutions

Non-degree, not-for-profit institutions

Non-degree, for-profit institutions

2B1. Multiple Agencies - Is an institution required to obtain approval from more than one agency to be authorized in your state (excluding purely programmatic approvals):

Yes

2B2. If so, please explain:

Yes. For-profit institutions offering programs at the baccalaureate degree level or higher must also be approved by the Ohio Board of Regents.

2C1. Accreditation - Is accreditation required for an institution to be authorized in your state:

Yes

2C2. If yes, please explain:

Yes, for degree granting institutions.

Schools seeking to offer degree programs must be institutionally accredited by an accrediting agency recognized by the USDOE.

2C3. If yes, what type of accreditation is required? Please check all that apply:

Regional

National

2D1. Does your agency authorize specific academic programs offered by institutions, only institutions themselves, or both:

Both Institutions and Programs

2E1a. Education:

Yes

2E1b. Name and Contact information, Education:

Certain programs may need the approval of the Ohio Department of Education or the Ohio Board of Regents.

2E2a. Nursing:

Yes

2E2b. Name and Contact Information:

Ohio Board of Nursing

2E3a. Social Work:

Yes

2E3b. Name and Contact Information:

Programs may need to be approved by the Ohio State Board of Counselors and Social Workers.

2E4a. Counseling Psychology:

Yes

2E4b. Name and Contact Information:

Programs may need to be approved by the Ohio State Board of Counselors and Social Workers.

2E5a. Allied Health Professions and Related Programs:

Yes

2E5b. Name and Contact Information:

Various programs may need the approval of the Ohio State Medical Board, the Ohio Department of Health, the Ohio Dental Board, or the Ohio State Board of Occupational Therapists, Athletic Trainers, and Physical Therapists.

2E6a. Others (please list):

Yes

2E6b. Name and Contact Information:

Cosmetology: Ohio State Board of Cosmetology

Truck Driving: Ohio Department of Public Safety

3. Exemptions

3A1. General Exemptions - Are certain institutions or programs exempt by law or policy from your state authorization requirements:

Yes

3A2. If yes, to which institutions or programs does the exemption apply? How does it work (please describe)? If available, please provide any pertinent web links:

There are specific exemptions provided in Ohio Revised Code Section 3332.02.

3A3. If yes, how does the institution or program claim an exemption? For example, is the exemption automatic as long as it meets specified criteria, does the institution or program notify the agency and the exemption is granted, is there an application process, etc.:

Exemptions would be automatic if the school meets the criteria listed in the statute.

3C1. Religious Institutions - Does your state constitution or do your state laws provide any exemptions for religious institutions:

Yes

3C2. If yes, are all religious institutions exempt (please describe):

No. Only non-degree programs specifically related to religious studies

3C3. If yes, are religious institutions that award only religious degrees or certificates exempt (please describe):

Yes, for certificates.

3C4. If yes, are certain religious institutions exempt that meet other criteria (please describe):

Not that I am aware of.

4. Authorization of Distance Education

4A1. Does your agency require purely (100%) distance education programs, including online or correspondence study programs that enroll residents of your state, to be authorized without regard to physical presence:

No

4B1. If not, does your agency determine whether an institution must be authorized based on a physical presence (“operating”) standard:

Yes

5. Physical Presence Policy – Common “Triggers”

5A. If your agency uses a physical presence standard, how does your agency define physical presence? If available, please provide a link to that policy or a citation to the relevant regulation giving that standard:

If the school is offering programs in Ohio or conducting in-person recruiting activities in Ohio, registration would be required. Here’s a link to our policy on distance education programs:

<http://scr.ohio.gov/LinkClick.aspx?fileticket=dFQvdrIzIM%3d&tabid=38&mid...> [4]

INSTRUCTIONAL ACTIVITIES

5B1a. Hosting short term, face-to-face, seminars or conferences in the state where students meet in person:

No

5B2a. Permitting a student to complete an internship, externship, field experience, or clinical practicum organized by the institution:

No

5B3a. Permitting a student to complete an internship, externship, field experience, or clinical practicum found by the student acting independently:

No

PROPERTY IN THE STATE

5B6a. Housing ONLY computer servers or other equipment at a physical location in the

state:

No

RECRUITING ACTIVITIES

5B8a. Organized, consistent, on - the - ground recruiting of students in the state by employees or agents of the institution:

Yes

5B8c. What if the agent is only recruiting students in the state on an occasional basis (i.e. at job fairs):

Yes

THIRD PARTY AGREEMENTS/CONTRACTS

5B9a. Having a contract/agreement between the institution and in-state institutions or in-state entities to provide services for students (i.e. library, gym, computer centers, etc.):

No

5B10a. Requiring a student to take a proctored exam at a location or with an entity in the state prescribed by the institution:

No

5B11a. Requiring a student to take a proctored exam with an entity in the state chosen by the student but approved by the institution:

No

ADVERTISING

5B12a. Advertising in local media sources that are largely viewed by residents of the state :

Yes

5B13a. Advertising in national media sources that can be accessed by residents of the state:

No

EMPLOYMENT IN THE STATE

5B14a. Employing full-time faculty in the state to provide instruction via distance education programs to students in the state:

No

5B14c. What about adjunct faculty:

No

5B15a. Employing full-time faculty in the state to provide instruction via distance education programs solely to students outside of the state:

No

5B15c. What about adjunct faculty:

No

5B16a. Employing mentors, tutors, or preceptors in the state to aid students, who are residents of the state, on an individual basis:

No

OTHER

5C1. Combinations - Of the activities or conditions listed above that alone would not constitute a physical presence, are there any that, if combined, would create a physical presence:

No

6. Application Process

6A. Description - Please provide a short description of the application process to obtain state authorization. If available, please provide web links to the specific references to all applicable state laws, regulations, manuals, forms, or other pertinent documents:

Submit a New School Application Request letter and do not submit fees. "All fees will be invoiced to your school after the request is received and the necessary fees are determined. All fees submitted to the Board are non-refundable. All necessary paperwork must be submitted in order for the review process to begin. Upon receipt and review of the new school packet, you will be notified of our findings." Detailed forms and instructions are available online at:

<http://scr.ohio.gov/SchoolForms/Forms/NewSchoolProceduresandForms.aspx> [5]

6B. Processing Time - Generally, how long does it take to approve applications (assuming that the agency has received all required information from the institution)? Please provide a typical range if appropriate:

30-60 days.

6C. Duration - What is the authorization duration:

One year for new schools, two years thereafter.

6D. Maintenance - What does an institution need to do to maintain authorization:

School must complete licensure renewal process.

6E. Reporting - What kinds of information or data must an institution report to your agency as a condition for continued authorization? How frequently is this reported or updated? Is this information published or shared publicly:

Schools must complete an online annual report disclosing graduation and placement data as well as other general information about the school. Schools must also report additional information during the licensure renewal process. The information is generally considered a public record.

6F. Loss of Status - Can an institution lose its authorized status? If so, how?:

Yes, for committing violations listed in Ohio Revised Code section 3332.09 or other violations of the Board's laws and rules.

6Ga. Multi-Institutional Systems - Can a multi-institutional system or college corporation apply to your agency for authorization on behalf of all of its component institutions? If so, please describe the process:

No. Schools are approved individually.

6Gb. Would multi-institution public systems be treated the same as multi-location for-profit institutions:

Not applicable. The Board does not approve public institutions.

6H. Distinctive Features - What distinctive features in your authorization process would be useful for applicants to know (e.g., certain times during the year that you process

applications for authorization, sharing of applications or information about proposed programs with institutions or other stakeholders in your state for comment):

No answer provided.

6I1. Amendments - Is your agency currently planning to amend its application process by the end of 2013:

Yes

6I2. If yes, please provide a brief description of the anticipated change:

We will be updating some of our forms.

6I3. If yes, when does the agency expect the change to be fully implemented:

December 2011.

7. Fees Associated with Authorization

7A. Application Fee - Is there an application fee to initiate the authorization process? If so, what is the fee or fee schedule? Please provide a web link if available:

There are fees for operating in Ohio, but not an "application fee."

School Fees for operating range from \$150-800 and are based on Gross Tuition Income. There are also fees charged for individual programs. View the fees and instructions here:

<http://scr.ohio.gov/LinkClick.aspx?fileticket=jgs1%2blvbHN4%3d&tabid=73> [6].

7B. Other Costs - Are there any other costs associated with the state authorization process (e.g. site visits, hiring a reviewer, surety bond, tuition recovery fund, agent licensing, etc.):

All schools must obtain a surety bond in accordance with Ohio Revised Code section 3332.13. There are also annual fees assessed for the Ohio Student Tuition Recovery Fund.

7C. Renewal Costs - What are the costs, if any, to renew authorization:

Fees are listed on the fee schedule but are similar to the initial licensure fees.

7D. Exemption Costs - What costs are associated with receiving a waiver or exemption to authorization:

No fees if exempt.

8. Interstate Reciprocity

8A. Do your state regulations explicitly allow or prohibit interstate reciprocal agreements about authorization? If so, please describe:

No.

8B. What is the process, if any, to obtain a reciprocal agreement with your state:

We don't have any.

8C. Are there any reciprocal agreements currently in place or under consideration? If so, please list those agreements:

No.

8D. If interstate reciprocal agreements are not addressed in your regulations, would your agency consider establishing such agreements? Please elaborate:

Yes.

9. Consumer Protection and Student Complaints

9A1. Does your agency have a process for handling complaints about postsecondary institutions or programs::

Yes

9A2. If yes, please describe the process or provide a web link to the material that describes the complaint process:

<http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx> [7]

9A3a. If yes, does this complaint process extend to institutions not authorized by the agency that may enroll residents of the state (such as explicitly distance education programs with no physical presence or exempt institutions):

No

9A3b. Clarifying comments:

No. They could file a complaint with the Ohio Attorney General.

9A4. If available, please provide a web link to the complaint form:

[Complaint Form](#) [7]

9B. Who is the contact person for receiving complaints? Please include name, title, address, phone, and email if available:

Kimberly Stein, Investigator

SBCCS

35 East Gay, Suite 403

Columbus, OH 43215

614-466-2752

Kimberly.stein@scr.state.oh.us [8]

10. Enforcement

10A. If your agency finds that an institution or program is operating in your state without authorization, what is the resulting warning or enforcement action:

Generally a warning with a request that the school begin the approval process ASAP.

10B. Can an institution or program appeal a warning or enforcement action? If yes, please describe the process or provide web links to the regulations/policies:

There is no formal appeal but they can contact our office for further discussion.

11. Legislative or Regulatory Changes

11A1. Amendments - Is your agency or state legislature currently planning to amend its regulations or alter its physical presence policy:

Yes

11A2. If yes, please provide a brief description of the anticipated change:

We have just completed a rule change/review process involving approximately 17 administrative rules, however, it is not related to state authorization or physical presence issues.

11B1. Federal Regulations - Is your agency or state legislature making changes in your state regulations or statutes so that institutions with locations in your state would be considered legally authorized in accordance with the federal institutional eligibility regulations:

No

11C1. Other Changes - Is your agency or state legislature making any other changes in your state regulations or statutes with regard to state authorization:

No

12. Other

12A. Is there anything else about the authorization process in your state that we and others ought to know about:

The Board is moving its offices on or about October 1, 2011. The new mailing address:

Ohio State Board of Career Colleges and Schools
30 East Broad St., 24th Floor
Columbus, Ohio 43215

Source URL: http://sheeo.org/sheeo_surveys/user/63

Links

[1] <mailto:john.ware@scr.state.oh.us>

[2] <http://scr.ohio.gov/>

[3] <http://codes.ohio.gov/orc/3332.06>

[4] <http://scr.ohio.gov/LinkClick.aspx?fileticket=dFQvdrIzIM%3d&tabid=38&mid=484>

[5] <http://scr.ohio.gov/SchoolForms/Forms/NewSchoolProceduresandForms.aspx>

[6] <http://scr.ohio.gov/LinkClick.aspx?fileticket=jgs1%2blvbHN4%3d&tabid=73>

[7] <http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>

[8] <mailto:Kimberly.stein@scr.state.oh.us>

