



Ohio Administrative Code

Rule 1301:3-11-10 Testing agency approval; Continuing education and training provider approval.

Effective: November 1, 2024

(A)

(1) In order to obtain approval to administer the elevator mechanic's examination, as required by division (D)(1)(b) of section 4785.04 of the Revised Code, a testing agency shall apply to the division on a form prescribed and furnished by the division. The testing agency shall provide the following information to the division on the application form prescribed by the division:

(a) Name, address, email address, and telephone number of the testing agency;

(b) Name, address, email address, and telephone number of the owner(s) of the testing agency;

(c) The testing agency's experience in administering examinations, including years of operation and types of examinations the testing agency has administered;

(d) Procedures the testing agency will utilize to administer the examination, including procedures to monitor examinees during the examination;

(e) The amount of the examination and reexamination fee the testing agency will charge to an examinee to sit for the examination and reexamination; and

(f) Any other information the division may reasonably require.

(2) Approval as a testing agency under paragraph (A) of this rule shall expire five years after the date the division approved the testing agency.

(B)

(1) In order to obtain approval to provide continuing education programming, as required by section



4785.041 of the Revised Code, a continuing education provider shall apply to the division on a form prescribed and furnished by the division. The continuing education provider shall provide the following information to the division on the application form prescribed by the division:

- (a) Name, address, email address, and telephone number of the continuing education provider;
 - (b) Name, address, email address, and telephone number of the owner(s) of the continuing education provider;
 - (c) A list of instructors that will conduct the continuing education program on behalf of the provider, including an explanation of how the instructors are qualified to conduct the continuing education program;
 - (d) An agenda for each continuing education course offered by the provider;
 - (e) An agreement to attend an annual meeting held by the division, at the division's request; and
 - (f) Any other information the division may reasonably require.
- (2) Approval as a continuing education provider under paragraph (B)(1) of this rule shall expire two years after the date the division approved the continuing education provider.