



## Ohio Administrative Code

### Rule 3301-3-03 Information technology center site permit validity, renewal, and revocation.

Effective: October 8, 2026

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- (A) To retain or renew a site permit, an information technology center with an existing site permit will do each of the following:
- (1) For information technology centers in existence as of January 1, 2023, maintain a minimum base of twelve user entities that are provided with core services or have a minimum aggregate ADM of twenty-thousand students. For any entity not classified as an information technology center as of January 1, 2023, maintain a minimum base of twenty user entities that are provided with core services and have a minimum aggregate ADM of twenty-five-thousand students. The count of user entities and ADM is pursuant to the respective definitions in rule 3301-3-01 of the Administrative Code.
  - (2) Fully comply with responsibilities and performance as defined in rule 3301-3-06 of the Administrative Code;
  - (3) Fulfill the accountability and reporting processes and guidelines as established by the department, including use of accountability system components as defined in paragraph (B)(1) of rule 3301-3-01 of the Administrative Code.
  - (4) The site permit will be renewed upon completion of a site review and demonstration of compliance with rule 3301-3-06 of the Administrative Code.
- (B) Information technology centers desiring to renew a site permit will apply to the department and do both of the following:
- (1) Maintain the eligibility as described in paragraph (A) of this rule;
  - (2) Submit for review by the oversight committee described in paragraph (E) of rule 3301-3-05 of the Administrative Code.
- (C) An information technology center not compliant with paragraph (A) of this rule may petition the department for renewal upon submitting a corrective action plan describing how it will achieve compliance within a timeframe mutually determined by the information technology center and the department, but otherwise not to exceed three years. A petition to correct the same issue may be exercised only once within two consecutive renewal applications.
- (D) An information technology center desiring to acquire the assets, liabilities, user entities, and business operations of another information technology center will do each of the following:
- (1) Demonstrate the action to combine operations has been approved by the governing bodies of each participating information technology center;



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- (2) Hold valid site permits as described in paragraph (A) of this rule;
  - (3) Fulfill guidelines as established by the department and be considered for approval by the department;
  - (4) Complete a site review within two fiscal years following the acquisition, which, subject to the completion of a corrective action plan or any additional follow-up actions requested by the department resulting from the site review, will establish the time until the next site review as specified in paragraph (E) of this rule;
  - (5) Comply with all aspects of paragraph (A) of this rule, endeavor to conclude business as separate operations, and surrender the existing site permit of the acquired information technology center at such time as pre-existing contractual obligations of the acquired information technology center are fully resolved.
- (E) Any site permit issued by the department under this rule will remain valid starting on the first day of the fiscal year following the last site review and for a period of five years, unless any of the following apply:
- (1) The permit is surrendered by the permit holder;
  - (2) The permit is revoked by the department pursuant to the provisions of Chapter 119. of the Revised Code for failure to comply with the rules of this chapter;
  - (3) The permit validity timeline is adjusted in response to paragraph (F) of this rule.
- (F) The department may exercise discretion to waive or defer all or portions of this rule in response to a situation deemed beyond the control of the department or the information technology centers, including but not limited to, a declaration of public emergency, calamity, disaster, or limitations of funding or other resource constraints.