



Ohio Administrative Code Rule 3332-1-26 Off campus learning centers.

Effective: May 1, 2014

(A) An off campus learning center is an extension of a school physically located in the state of Ohio, which is registered with the board. The site is located away from the main school site, operates as less than a full service school and markets only programs and/or courses approved by the board.

(B) In general, the curriculum offerings shall be restricted to selected courses and not complete programs except under special circumstances as authorized by the board. All other administrative rules that apply to the main school site will also apply to the learning center except those rules exempted by the board.

(C) A registered school shall obtain a separate certificate of registration for each learning center. Each application for issuance or renewal of a learning center shall be accompanied by a non-refundable fee established by the board. The application must include a rationale which will support the perceived need for the learning center.

(D) The issuance or renewal of a learning center certificate of registration shall cover only the offering of courses/programs currently approved at the main campus with no new individual program fees required. Approval for new programs/courses which are not currently approved at the main campus and which are intended for offering at the learning center will be processed through the main campus using current processing, procedures, and fees.

(E) A school seeking approval for a learning center must commit in writing to students enrolled in any course or program at a learning center that once begun, they will be given the opportunity to complete such courses or program either at the learning center or at the main school campus or be entitled to a full refund.

(F) The learning center should provide those support services which are essential to the delivery of instructional activities. Standards of quality for faculty, equipment, and instructional materials must be at the same level found at the main school campus.



(G) The board recognizes two types of learning centers:

(1) Satellite classrooms:

(a) A satellite classroom is an off-site facility used as temporary space to accommodate a temporary problem or space shortage at the main site; or to provide selected short-term training courses on a temporary basis.

(b) The authorization term for a satellite classroom cannot exceed the time stated on a school's certificate of registration.

(c) A satellite classroom must be located within ten miles of the main school location.

(d) The executive director may approve satellite classrooms provided that the main school has submitted the required application, facility compliance information, and required fees.

(2) Satellite school facilities:

(a) A satellite school facility is a school facility located away from the main campus that is used to:

(i) Provide approved courses or programs that require less than a full service facility, or;

(ii) Provide training under contract with a public agency, private company or other sponsor.

(b) The authorization term for a satellite school facility cannot exceed the time stated on the certificate of registration for the school's main campus. Application for a renewal of a satellite school facility must be made at the time of the renewal of the certificate of registration for the main campus.