



Ohio Administrative Code

Rule 4501-7-12 Class "D" and online license school training agreements.

Effective: August 1, 2026

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (A) in rule 4501-7-39 of the Administrative Code.]

(A) A signed written agreement shall be established between the student and the student's parent or legal guardian, if the student is under the age of eighteen, and the driver training enterprise prior to the start of any training. Verbal agreements are prohibited.

(B) All written agreements contain the following:

- (1) The type of training the enterprise will provide;
- (2) The full address where the classroom instruction will be given, if applicable. Online providers shall use the office address of the company and its website address;
- (3) The student's date of birth.
- (4) All charges for the training course stated clearly.
- (5) Except for a driver training school providing only online instruction, a statement whether the use of an enterprise-owned vehicle for the license examination is included in the charges, and if not included, any additional charge for this service.
- (6) The number of classroom or online driver education hours to be provided. If the student entering the agreement is a beginning driver, the enterprise agrees to provide at least twenty-four hours of classroom instruction based on the "Ohio Driver Training Curriculum."
- (7) The number of behind-the-wheel instruction hours to be provided by an enterprise other than an online driver education program. If the student entering the agreement is a beginning driver, the enterprise agrees to provide at least eight hours of behind-the-wheel instruction based on the "Ohio Driver Training Curriculum."
- (8) The signature of an authorizing official, training manager, or instructor and the date such signature was made.
- (9) The signature of the student and for a student under eighteen years old, the signature of the student's parent or legal guardian, and the date each signature was obtained.
- (10) A declaration of the date by which the complete program of training will be made available to and completed by the student.



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- (a) For an enterprise offering either only online driver education or only behind-the-wheel training to a student, the completion date shall be no more than six months from the date of signature by the student, if the student is eighteen years of age or older, or a parent or legal guardian, if the student is under eighteen years of age. The agreement shall include a statement that the training agreement is effective upon both payment and signature of parent or legal guardian, if student is under eighteen years old, or both payment and signature of the student, if the student is eighteen years of age or older.
 - (b) For an enterprise that is licensed for and providing both theory (classroom, virtual training, or online driver education) and behind-the-wheel training, this date shall be no more than twelve months from the first date of training.
- (11) The statement, "Driver training schools are licensed by the Department of Public Safety through the Driver Training Program Office, 1970 West Broad Street, Columbus, Ohio 43223."
- (12) A declaration of the conditions under which refunds may be made. If refunds are not made, the agreement clearly states that the enterprise makes no refunds.
- (13) A statement that a certificate of completion will be issued to the student within five business days of completing the training.
- (C) A declaration of conditions under which a student may be denied training may be included in the training agreement.
- (D) A signed copy of the agreement shall be given to the student, or to a parent or legal guardian, if the student is under the age of eighteen, on the day that it is executed.
- (E) For a student completing an online driver education program, an agreement must be established between the student, and if the student is under the age of eighteen the parent or guardian, and an enterprise offering the behind-the-wheel training. Verbal agreements are prohibited. Except for paragraph (B)(7) of this rule, all other requirements in this chapter apply to the agreement.
- (F) Driver training enterprises shall use reasonable controls to verify the student's identity or if the student is under the age of eighteen years, the parent or legal guardian's identification, when enrolling in the program. For a Class "D" driving school using a web-based enrollment process, secure and reasonable controls to authenticate the student's identity or if the student is under the age of eighteen years, the parent or guardian's identity, are used. An online enterprise shall develop and maintain



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the means to reasonably authenticate the student or parent's identity, whichever is applicable. This may be accomplished by a combination of the following:

- (1) Third-party database authentication;
- (2) Biometric authentication;
- (3) Other secure means that are based on emerging technologies and allow for reasonable assurance that the parent's identity is authenticated; or
- (4) A signed and notarized affidavit. The affidavit includes certification that the student, parent or guardian for a student under the age of eighteen years, submitted official documents to verify their identity. The affidavit shall be received by the online enterprise before training may begin.