



## Ohio Administrative Code Rule 4501-8-10 Certificates of completion.

Effective: July 1, 2016

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[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (A) in rule 4501-8-21 of the Administrative Code.]

(A) The director shall supply certificates as required by division (A) of section 4508.10 of the Revised Code and shall maintain a record of all certificates supplied to each driver training enterprise. The record will include the name of the enterprise and the date the certificates were supplied. The certificates will be supplied to a licensed driver training enterprise and shall not be transferred to or issued by any other enterprise.

(1) Online enterprises shall issue a "Certificate of Completion of an Online Adult Program" to a student who has successfully completed four hours of online instruction. No authorizing official shall issue a "Certificate of Completion of an Online Adult Program" prior to the student completing every module and passing the final examination of the online abbreviated adult course.

(2) Except for online enterprises, an abbreviated adult course enterprise shall issue a "Certificate of Completion" or a "Certificate of Classroom Completion" to a student who is at least eighteen years of age and who has successfully completed the abbreviated adult course required by division (F) of section 4508.02 of the Revised Code.

(a) A "Certificate of Completion" is issued to students who have completed both the classroom and behind-the-wheel training with the abbreviated adult course enterprise.

(b) "Certificate of Classroom Completion" is issued to students who have completed only the classroom portion of the abbreviated adult training course with an abbreviated adult course enterprise.

(3) The authorizing official or adult training coordinator shall issue certificates to students in numerical sequence based upon the date a student completed the training. No authorizing official or adult training coordinator shall issue any certificate before the student had completed all required



training.

(4) Certificates shall be logged and printed by the enterprise through the on-line system managed by the department.

(B) When the authorizing official or adult training coordinator determines that a certificate must be voided, the box for "void" shall be marked on the on-line system.

(C) In the event a "Certificate of Completion," "Certificate of Completion of an Online Adult Program," or "Certificate of Classroom Completion" is lost or stolen after being issued to a student, the student may obtain a new "Certificate of Completion," "Certificate of Completion of an Online Adult Program," or "Certificate of Classroom Completion" from the driver training enterprise that issued it. The student shall first complete the "Request for Duplicate Certificate" and explain the theft or loss. This form shall be signed by the student. The "Request for Duplicate Certificate" shall be retained by the enterprise and maintained in the school files. The adult training coordinator or authorizing official, or a designee, shall mark the box for "duplicate" and issue the new certificate via the on-line system. No driver training school may charge a fee for a replacement certificate that exceeds fifteen dollars.

(D) No certificate may be sent electronically. An authorizing official or adult training coordinator of the school who issues the certificate shall sign each certificate. If an authorizing official or adult training coordinator permits the use of a stamped or electronically produced signature, that official, or coordinator shall be responsible for securing the stamp or electronic means. That official or coordinator shall be responsible for any document on which that official's or coordinator's signature is produced.

(E) When a driver training enterprise closes for any reason, including a license suspension or revocation, the director shall make all unused certificates inaccessible to the enterprise.