



Ohio Administrative Code

Rule 4713-3-01 Application for a new school license.

Effective: January 2, 2025

(A) An application for a new school license shall be submitted at least forty-five days prior to the opening of the school. The applicant shall complete the online application and shall include the following.

- (1) A floor plan that meets the requirements of rule 4713-3-02 of the Administrative Code.
- (2) A proposed school calendar with schedule of classes both clinic and non-clinic for the first year.
- (3) A list of all equipment.
- (4) A list of reference materials available to the students.
- (5) A copy of the school's course outline, syllabus and a sample of lesson plans for each program to be taught at the school. A complete copy of all lesson plans shall be available at the school at all times.
- (6) Copies of the school's contracts, catalogue and/or handbook, policies of the school as set forth in the catalogue and/or handbook, refund policies, assessments used for transfer of students, rules for governing students, monthly reports, and time sheets for student's daily records.
- (7) The school shall present to the board a letter from a bonding company certifying that the statutory bonding requirements of division (B)(5) of section 4709.10 or division (A)(8) of section 4713.44 of the Revised Code, as applicable, have been met. The surety bond shall remain effective for the term of licensure with the board. Surety bonds are subject to audit by the board during random inspections. The school shall be provided five working days to send a copy of a current surety bond to the board if the bond is not available during the random inspection.
- (8) A certification from the state department of industrial relations or local building inspection



authority approving the plumbing, and a copy of the final occupancy permit for the building, and

(9) An opening inspection must be passed prior to the issuance of the license.

(B) A school shall follow the advertising policy set forth in rule 4713-3-05 of the Administrative Code.

(C) Preliminary approval for a school will not be granted more than sixty days prior to its expected construction completion date. Final approval shall be granted as set forth in rule 4713-3-08 of the Administrative Code.

(D) To ensure compliance with opening standards, each school shall submit to the board and shall maintain in its own files for five years from the date of hiring a copy of a board provided form for each instructor and administrator.

(1) Schools shall provide this information within fourteen days of the opening date of the school.

(2) Schools shall employ and maintain sufficient instructors to cover all programs scheduled or being taught.