



Ohio Administrative Code Rule 4713-5-11 Final training records.

Effective: January 2, 2025

- (A) A school shall maintain a complete training record for each student. At a minimum, a training record will record the name of the course(s), number of clock hours or credit hours completed and passed in each course in the curriculum outline, and the associated grades for theory, practical, and any applicable academic courses.
- (B) A certified final training record for each student shall be prepared and provided to each student upon completion of their program. The certified final training record, along with the student's application for licensure, must be provided to the board upon the student's successful completion and passing of the program. The record shall become a part of the student's application to take the board examination for the student's program of study as a prerequisite to receiving any license.
- (C) The final training record of each student shall be kept for a minimum of five years from the date of enrollment or until the final training record is transferred to the board, whichever occurs first.
- (D) If a school closes permanently while students are enrolled, the school shall provide each student with a complete copy of their student file within sixty days of the final date of the school's operations.
- (E) Schools may keep these records at offices located outside the school's training facilities.
- (F) Such records shall be available upon request by the board or its authorized agent or pursuant to an inspection or investigation within an hour.
- (G) A student may request in writing a review of their records. The school shall promptly provide the following:
- (1) All records relating to the student's contractual agreements, attendance and progress.



(2) All training records, including record of the student's courses completed and passed, clock hours or credit hours earned, and the associated grade for each course.

(H) For a current student, the school shall produce records within three business days from the date of the request.

(I) For an individual who is not currently a student, the school shall produce the records within ten business days, except for those records a school is no longer required to retain as set forth in this rule.

(J) Financial records stored off-site by a third party provider of financing shall be produced within ten days.

(K) If copies of records are requested, the school may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent the student's access to the records.

(L) The review by any student to whom the specific records relate shall occur during regular school office hours.

(M) A school official may be present during any records review in order to ensure the integrity of the record.

(N) If a student has failed to meet its financial obligation to the school, the school shall notify the Board through the certified training record. Until the Board is notified that the student has met their obligations, the Board may not allow the student to sit for examination. Once the student has met any outstanding obligations, the school shall immediately provide the student with their certified final training record.