

STATE OF OHIO  
BOARD OF CAREER COLLEGES AND SCHOOLS  
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**APPLICATION FOR A CHANGE OF OWNERSHIP CERTIFICATE OF REGISTRATION**

Pursuant to section 3332.05 of the Ohio Revised Code, a person acquiring ownership of a school which has a certificate of registration shall comply with all the requirements for securing an original certificate of registration. Change of ownership is defined in Ohio Administrative Code section 3332-1-04.3. All application forms and other data shall be submitted in full along with legally documented proof of the change of ownership listing all owners or shareholders with ten percent ownership or more.

**ALL ITEMS MUST BE COMPLETED AND ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION.** Failure to do so will mean that the application for a Certificate of Registration will be returned, without action, to the school or entity making application to the Board.

Further, incomplete applications will mean forfeiture of all fees that were submitted with the application. Required application fees will be invoiced to your school after the application is received and the necessary fees are determined. Regardless of approval or disapproval, by the Board, application fees are non-refundable.

**SUPPORTING MATERIAL REQUIRED TO BE SUBMITTED  
WITH THE APPLICATION FOR A CHANGE OF OWNERSHIP CERTIFICATE OF REGISTRATION**

**Pre-sale Documents:**

1. Application for a Change of Ownership Form PSR0003 and any required attachments.
2. Statement of Fiscal Responsibility Form PSR0006c and required attachments.
3. Change of Ownership certification form PSR0024.

Upon receipt and review of these documents the Board may issue preliminary approval for a change of ownership. Final approval is made during a meeting of the State Board of Career Colleges and Schools on/about the time the final sales transaction takes place.

**Post-sale Documents:**

4. Surety Bond Form PSR 0009 in the amount of \$10,000 (schools that retain more than \$100,000 in unearned tuition revenue (not including federal loans and grants) are required to maintain a higher bond amount) as outlined in Ohio Administrative Rule 3332-1-13. In the alternative, a school may submit a letter of credit (PSR 0048) or certificate of deposit (PSR 0021).
5. Documented proof of the change of ownership (bill of sale/contract of sale).

**IF THE NEW OWNERS ARE MAKING ANY CHANGES TO THE CURRENT DOCUMENTS (CATALOG, ENROLLMENT AGREEMENT, ETC.) OR PROGRAMS ON FILE WITH THE STATE BOARD THOSE CHANGES SHOULD BE MADE THROUGH THE BOARD'S ONLINE EDVERA SYSTEM.**