

School Director Training Seminar Agenda

October 15, 2020

******This Meeting will be held via Video Conference******
Further Details about accessing the Video Conference will be provided to schools prior to the meeting.

10:00 - 10:10 **SBCCS Director Training Introduction**

10:10 - 10:30 **Part I: Registration and Renewal Procedures**

- General Procedures and Edvera System
- Certificates of Registration (New/Renewal/Learning Centers)
 -Rules 3332-1-04, 3332-1-044, 3332-1-26
- Fees *-Rules 3332-1-22, 3332-1-22.1*
- Consultant Site Visits
- Change of Address, School Name or Ownership
 -Rules 3332-1-041, 3332-1-042, 3332-1-043

10:30 - 10:55 **Part II: General School Administration**

- School Catalog and Enrollment Agreements
 -Rules 3332-1-08 and 3332-1-09
- Student Records *-Rule 3332-1-08*
- School Directors and Staff, Continuing Education
 -Rule 3332-1-08
- Tuition, Fees, Scholarships, Tuition Refunds
 -Rules 3332-1-10, 3332-1-101, 3332-1-11
- Surety Bonds *-Rule 3332-1-13*
- Student Surveys *-Rule 3332-1-14*
- Graduation and Placement *-Rule 3332-1-24*
- Annual Report *- Rule 3332-1-23*

10:55 - 11:00 **Break**

11:00 - 11:20

Part III: Program Standards

- General Program Standards -*Rules 3332-1-15, 3332-1-16*
- Certificate and Diploma Program Standards
-*Rules 3332-1-15, 3332-1-16*
- Degree Program Standards - *Rules 3332-1-15, 3332-1-16*
- Program Changes/Modifications - *Rules 3332-1-16*
- Distance Learning - *Rule 3332-1-06*

11:20- 11:40

Part IV: Student Recruiting, Solicitation and Admissions

- Admissions Representatives (Agents)- *Rules 3332-1-17, 3332-1-17.1*
- Advertising - *Rule 3332-1-12*
- Recruiting and Solicitation - *Rules 3332-1-121, 3332-1-17.2*
- Student Enrollment Process, Student Disclosure Course
-*Rule 3332-1-09*

11:40 - 12:00

Part V: School Compliance, Complaints and Disciplinary Action

- Common School Compliance Issues
- Resolution of Complaints -*Rule 3332-1-18*
- Disciplinary Process -*Ohio Revised Code Sections 3332.09, 3332.091*
- School Closures and Student Tuition Recovery Fund
-*Rules 3332-1-19, 3332-1-25*