

# 1<sup>st</sup> STOP CHECKLIST: EDUCATIONAL SERVICES & SEMINARS (NON-EMPLOYMENT)

## REQUIREMENTS & REGULATIONS

This checklist applies to educational services and seminars that **do not** “prepare students for potential employment in a recognized vocation, occupation or profession” and **do not** “issue a certificate, diploma, or degree” (**Ohio Revised Code Section 3332.01**).

- [] If your service will prepare students for potential employment or issue certificates, diplomas or degrees, you must register as a proprietary school with the **Ohio State Board of Career Colleges and Schools**. If you have questions, contact the **State Board of Proprietary School Registration** at **(877) 275-4219** or **(614) 466-2752**. Information is also on-line at <http://scr.ohio.gov>. *\*Remember to check local government agencies.\**
- [] The Ohio State Board of Career Colleges and Schools (State Board of Proprietary School Registration) monitors and regulates Ohio’s private post-secondary career colleges and schools to ensure compliance with minimum standards set by **Ohio Revised Code (ORC) 3332**.
- [] As a business owner, you should be aware of Ohio’s Consumer Laws. If you have questions, contact the **Ohio Attorney General** at **(800) 282-0515** or **(614) 466-4986**. Information is also on-line at <http://www.ohioattorneygeneral.gov>. *\*Remember to check local government agencies.\**
- [] If you will make **retail sales** (sales of a tangible product to an end user), you need a **VENDOR’S LICENSE**. Contact **YOUR COUNTY AUDITOR**.
- [] If you have questions about what or when food and beverage sales are taxable, contact the **Ohio Department of Taxation** at **(888) 405-4039** for **Business Tax Assistance**; **(888) 405-4089** for **Tax Registration**; or **(800) 282-1782** for the **Forms Request Line**. Information is also on-line at <http://www.tax.ohio.gov>. *\*Remember to check local government agencies.\**

**For more help, contact your local Small Business Development Center (SBDC).**

[www.ohiosbdc.ohio.gov](http://www.ohiosbdc.ohio.gov)

**\*REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES\***

**THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.**