

EDUCATIONAL SERVICES & SEMINARS (NON-EMPLOYMENT)

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**).

Checklist

- 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>.
- 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>.
- 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>.

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*For more help, contact your local Small Business Development Center (SBDC) at www.ohiosbdc.net
Also, remember to check Federal, State and local government agencies. This checklist is about state requirements.
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