1st 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](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](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](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.**

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