

1st STOP CHECKLIST: SCHOOLS (PRIVATE)

This checklist **does apply** to instructional institutions that will charge a fee for classes intended to prepare students for employment in a vocation, occupation or profession and issue certificates, diplomas or degrees.

This checklist **does not apply** to “tuition-free courses or schools conducted by employers exclusively for their own employees” and “nonprofit institutions with certificates of authorization issued pursuant to section **1713.02**” of the **Ohio Revised Code (Ohio Revised Code Section 3332.02)**.

REQUIREMENTS & REGULATIONS

- [] Private schools and private career schools are also known as **proprietary schools**.
- [] Proprietary schools and their agents **must register** with the Ohio Department of Education’s **Ohio State Board of Career Colleges and Schools**. The Board can be reached at **(614) 466-2752**. Information is also on-line at <http://scr.ohio.gov>.
- [] For more information about proprietary schools, please read **Ohio Revised Code (ORC) Section 3332**. The ORC can be found in your local library or on-line at <http://codes.ohio.gov/orc>.

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

www.ohiosbdc.ohio.gov

Remember to check local and federal laws.

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.