

3701-18-06.1      **General post-approval requirements for training and competency evaluation programs.**

After receiving notice of approval or reapproval from the director or the director's designee, an approved program shall comply with all of the requirements of this rule.

- (A) The program shall maintain compliance with the standards and criteria for approval and all other requirements of sections 3721.29, 3721.30 and 3721.31 of the Revised Code and this chapter.
- (B) The program shall, using an electronic reporting system approved by the director, notify the director or the director's designee of any proposed change in program coordinator, change in primary instructors, curriculum content change of more than five hours, or change in the site of the classroom instruction or clinical experience. This notification shall be filed in writing with the director or the director's designee at least ten business days prior to the planned implementation date for the proposed change. All proposed changes shall be approved by the director or the director's designee prior to implementation, and shall be made in accordance with the requirements of rules 3701-18-09 and 3701-18-10 of the Administrative Code.
- (C) The program shall notify the director or the director's designee in writing at least forty-five days before curtailing or discontinuing training activities.
  - (1) This notification shall include a statement of the approved program's plans for disposition of records and a final report including the information required under paragraphs (C)(1) to (C)(5) of rule 3701-18-05 of the Administrative Code. The director or the designee may request that the program submit its records to the director or designee.
  - (2) The notification also shall include documentation that the program has arranged for the current trainees to be permitted to complete their training at another approved program without additional cost and that it has refunded all money collected for enrollment in future classes.
  - (3) The director or the director's designee may allow the notification required by this paragraph to be filed less than forty-five days before training ceases, upon a finding that the program was unable to file sooner for reasons beyond its control or that compliance with the forty-five-day notice requirement will cause unusual and unnecessary hardship.
- (D) The program shall, using an electronic reporting system approved by the director, notify the director or the director's designee of its scheduled programs at least seven days prior to conducting them.

- (1) If a program's curriculum contains subject matter in addition to the subject matter required by rule 3701-18-12 of the Administrative Code, the program shall specify the times when the required subject matter will be addressed.
  - (2) The notification shall include the location at which the classroom instruction and clinical experience will be conducted.
  - (3) The program shall notify the director or the director's designee immediately upon cancellation of any scheduled training.
- (E) The program shall provide any additional information or documents pertinent to operation of the program or compliance with this chapter to the director or the director's designee upon request.
- (F) The program shall permit the director or the director's designee to have access to its staff, physical facilities, classes and records.
- (G) The program shall, using an electronic reporting system approved by the director, submit to the director or the director's designee, no later than the seventh day of the month following the completion of a program, a report listing the name of each individual who successfully completed or failed the approved program, as determined by the program in accordance with paragraph (E) of rule 3701-18-13 of the Administrative Code.
- (H) The program shall issue a document, on a form prescribed by the director or the director's designee, to each trainee who successfully completes the program and shall provide the trainee the original and one copy of this document. The document, at minimum, shall contain the trainee's legal name, the name of the program, the program approval number assigned by the director or designee, a statement that the trainee successfully completed the program on a specified date, and signatures of the program coordinator. If a program uses other than an actual original signature [such as a rubber stamp, electronic signature, or facsimile], a copy of the program's policy allowing such a practice must be available to the director or director's designee upon request. The program shall provide storage for the documents to protect them against loss, theft, destruction, and unauthorized use.
- (I) The program shall comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252 (1964), 42 U.S.C. 2000d, as amended (1986), section 504 of the Rehabilitation Act of 1973, 84 Stat. 394 (1973), 29 U.S.C. 794, as amended (2002), the Age Discrimination Act of 1975, 89 Stat. 728 (1975), 42 U.S.C. 6101, as amended (2002), the Americans with Disabilities Act, 104 Stat. 328 (1990), 42 U.S.C. 12101, as amended (1995), and any other applicable nondiscrimination legislation.

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CERTIFIED ELECTRONICALLY

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Certification

10/22/2010

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Date

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