

4501-21-03

**Place of Business.**

(A) Remedial enterprise office. All remedial course enterprises shall establish an office that shall be owned, leased, or rented by the enterprise.

(1) A single business enterprise may own and operate more than one remedial course. Except for an out-of-state online remedial course, any facility used as a remedial course office is inspected and approved by the director prior to its use as a remedial driving course office. The use of a mobile or modular structure as a remedial course office is allowed if the structure is installed on a permanent foundation.

(2) Except for an online only adult remedial course enterprise, the office for a remedial course enterprise is a fixed geographical location within the state of Ohio and:

(a) Has access to computers, printers, e-mail, and internet functions;

(b) Has space adequate to conduct any necessary business;

(c) Posts, in a place that can be readily seen, of the remedial course fee schedules and display of the department issued remedial course certificate of approval; and

(d) Conforms to all federal, state and local fire, building and safety regulations.

(3) Each adult remedial course enterprise providing online education maintains at least one office at a fixed geographical location where records are kept.

(B) Any remedial course office, where students are permitted, shall not consist of a house trailer; tent; temporary stand; post office box; rooming house or apartment. It shall not be located within a guest or sleeping room, or in a room that is designated or designed as a sleeping room in a hotel or motel. No enterprise may share any office with any other remedial driving course enterprise unless the same person owns both. A home office may be utilized for the sole purposes of administrative work, which includes handling phone calls, completing paperwork, etc. No students are permitted in a home office.

(C) If a home office is used, the remedial driving course fee schedules and department issued remedial course certificate of approval shall be posted at the location where the remedial program is offered.

Replaces: 4501-21-03

Effective:

Five Year Review (FYR) Dates:

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4510.038, 4510.311, 5502.011  
Rule Amplifies: 4510.02, 4510.037, 4510.038  
Prior Effective Dates: 05/18/2006, 06/25/2015