

4501-21-05 **Application for and renewal of remedial driving course approval.**

- (A) No person shall establish a remedial driving course or allow such course to continue unless the authorizing official first applies for and obtains from the director of public safety approval for a remedial driving course. The authorizing official shall ensure the remedial driving course enterprise is in compliance with sections 4510.037 and 4510.038 of the Revised Code and Chapter 4501-21 of the Administrative Code or in the case of a juvenile remedial driving course, sections 4510.31 and 4510.311 of the Revised Code and Chapter 4501-21 of the Administrative Code as well as all other applicable local, state, and federal laws. No motorcycle training or motorcycle safety program is administered under this chapter of the Administrative Code.
- (B) Each authorizing official applying for a remedial driving course approval shall make application in writing to the department in the manner and on a form prescribed by the director.
- (C) No remedial driving course enterprise established after the effective date of these rules may share the same name as any other remedial driving course enterprise unless the same person owns both. The enterprise name shall be registered with the Secretary of State.
- (D) Each authorizing official applying for an original remedial driving course approval shall submit:
- (1) An application form supplied by the director;
 - (2) A list of all persons who are the approved course manager, the authorizing official, the course instructors, or officers of a corporation;
 - (3) A criminal abstract of the authorizing official provided by the bureau of criminal identification and investigation and dated by the bureau of criminal identification and investigation not more than ninety days prior to the date the application is received by the director;
 - (4) A copy of the course manager's certificate of training showing the course manager has completed a course manager's remedial training course approved by the director;
 - (5) Certification that the applicant will operate the remedial driving course enterprise in compliance with all applicable local, state, and federal laws;

- (6) A copy of proof of completion of the training required from an organization on the list of approved curriculum providers or a copy of a proposed curriculum for the adult remedial driving course for review and approval as provided in rule 4501-21-06 of the Administrative Code. For a juvenile remedial driving course, as provided in rules 4501-21-06 and 4501-21-13 of the Administrative Code, an enterprise is required to use the curriculum provided by the department;
- (7) A copy of the performance bond or evidence of an escrow account as required in rule 4501-21-07 of the Administrative Code; and
- (8) Copies of those forms that will be used by the enterprise as a student report form, an enrollment contract, and a course evaluation form.
- (9) For an adult remedial driving course enterprise that includes technology-based method(s) training for students, the enterprise shall develop and implement written policies and procedures for obtaining and verifying successful student completion of the portion of the course completed by the student through the technology-based method(s).
 - (a) If a proposal is submitted that includes separate technology-based method(s) and classroom providers, then the proposal shall include a plan for the technology-based method(s) provider to transfer the student completion data directly to the classroom course provider.
 - (b) At no time shall any adult remedial driving course enterprise provide to a student, nor shall a student gain access to or possession of the student's technology-based method(s) course completion data.
- (E) During the application process, the department may conduct any inspections it deems necessary to ensure that the remedial driving course will be operated in compliance with all applicable statutes, rules and regulations.
- (F) Upon approval, the department shall issue a certificate of approval that shall be displayed in a conspicuous place at the remedial driving course enterprise office.
- (G) An enterprise shall receive approval from the director prior to implementing changes to the approved course materials that significantly impact the delivery model, physical architecture, logical architecture, or other changes that will impact the audit process or alter the understanding of the provider infrastructure.

- (H) The director may deny an application for approval if the director determines the application does not satisfy the requirements of this chapter. Any applicant whose application has been denied shall be afforded an opportunity for hearing in accordance with Chapter 119. of the Revised Code.
- (I) An original course approval expires on December thirty-first of the calendar year following the year in which the approval was given.
- (J) Renewal application: Each authorizing official applying for a renewal of a remedial driving course approval shall submit at least thirty days prior to the expiration of the original approval:
- (1) An application form supplied by the director;
 - (2) A list of all persons who serve as the approved course manager and the authorizing official, instructors for the course, or officers of a corporation;
 - (3) A criminal abstract of the authorizing official provided by the bureau of criminal identification and investigation and dated by the bureau of criminal identification and investigation not more than ninety days prior to the date the application is received by the director;
 - (4) A copy of the course manager's certificate of training showing the course manager has completed a course manager's remedial training course approved by the director;
 - (5) Certification that the applicant will operate the remedial driving course enterprise in compliance with all applicable local, state, and federal laws;
 - (6) A copy of proof of completion of the training required from an organization on the list of approved curriculum providers or a copy of the approval document for the curriculum for the adult remedial driving course as provided in rule 4501-21-06 of the Administrative Code. For a juvenile remedial driving course, as provided in rules 4501-21-06 and 4501-21-13 of the Administrative Code, an enterprise is required to use the curriculum provided by the department;
 - (7) A copy of the performance bond or evidence of an escrow account as required in rule 4501-21-07 of the Administrative Code; and
 - (8) Copies of those forms that will be used by the enterprise as a student report

form, an enrollment contract, and a course evaluation form.

- (K) If a renewal application is not postmarked or otherwise received by the director at least thirty days prior to the expiration of the current course approval, the authorizing official shall submit an application for an original course approval in accordance with paragraph (D) of this rule.
- (L) No authorizing official shall change the enterprise's name, ownership, or enterprise location without prior approval of the director. The director may require submission of a new original application for course approval if there is any change of ownership in the enterprise. The department may inspect any change in location.
- (M) No person shall submit an application that is incomplete or incorrect or which contains false or misleading information. An incomplete or incorrect application may be rejected or returned to the applicant. An application containing false or misleading information may be denied.
- (N) If an enterprise discontinues business for any reason, the authorizing official or course manager shall notify the director in writing within seven days. The notification shall identify where the course records will be stored. The enterprise shall return to the department any unused certificates, log sheets and certificates of approval at the time of discontinuing business.
- (O) For purposes of monitoring or reviewing course content and instructional atmosphere, a remedial driving course enterprise shall permit department of public safety agents to participate, at no cost, as a student in any course which the enterprise operates.

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CERTIFIED ELECTRONICALLY

Certification

04/09/2010

Date

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