

4501-21-12

Records and certificates of completion.

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (A) in rule 4501-21-17 of the Administrative Code.]

(A) ~~Except for an online adult remedial course, each~~ Each remedial driving course enterprise shall keep true, accurate, and complete records pertaining to the courses taught. The course records ~~shall~~ include:

(1) "Daily Classroom Roster - Remedial Courses";

(2) The final examination record for each student completing the course. For a juvenile remedial course, this includes the assessment used in lieu of the final examination;

~~(2)~~(3) "Remedial Student Report Form"; and

~~(3)~~(4) Copy of enrollment contract.

(B) Each enterprise shall maintain records regarding all training provided to its instructors and managers who are employed. The authorizing official of a remedial driving course enterprise maintains records demonstrating that all instructors have been properly trained in use of the curriculum as set forth in rule 4501-21-06 of the Administrative Code.

(C) Each enterprise shall maintain a file for all business records at the enterprise office and be easily accessible. ~~These records include: copy of all information provided to the department as part of the application process.~~

(1) A copy of all information provided to the department as part of the application process;

(2) A copy of the rental or lease agreement or deed for the property used as the established place of business;

(3) The current and valid performance bond or evidence of escrow account and filed as a part of the course records and made available upon request;

(4) Proof of insurance coverage, as applicable and required by paragraph (F) in rule 4501-21-14 of the Administrative Code.

(D) Each enterprise shall keep any other records that the department may require as part of the remedial driving course approval process.

(E) An online adult remedial course offering either partial or full online course instruction maintains a complete student course data file to demonstrate student activity and ensures that the following information, at a minimum, is collected and retained for creating the student footprint:

- (1) Student's name and driver license number;
- (2) Dates and times of student activity (log-on and log-off times);
- (3) Dates, times, and results of personal-validation and course-content questions. If a "key" or "code" is used to identify the question and answer, rather than recording the entire question and answer, then the "key" or "code" must be furnished;
- (4) Verification of the amount of time the student spent in each unit;
- (5) Verification of the amount of total time the student spent in the course;
- (6) An identifier of the reason a person was suspended or failed the course;
- (7) Dates, times, and responses for each question on the final examination;
- (8) Name or identity number of an adult remedial driving course enterprise staff member entering comments, retesting, or revalidating student, if applicable.

~~(E)~~(F) "Certificate of Completion"

- (1) Every student who successfully completes a remedial driving course ~~shall be given~~ is issued a "Certificate of Completion."
- (2) For a student who completes an approved adult remedial driving course that includes instruction through technology-based method(s), the classroom course provider ~~will issue~~ issues a "Certificate of Completion" to the student upon verification of student completion of the approved eight hours of training. The "Certificate of Completion" ~~shall be~~ is provided by the department via the online certificate system.
- (3) In the event a "Certificate of Completion" is lost or stolen after being issued to a student, the student may receive a duplicate certificate after completing the "Request for Duplicate Certificate," which shall be maintained by the remedial driving course.
- (4) ~~No "Certificate of Completion" may be sent electronically.~~ An authorizing official, course manager, or chief instructor of the remedial driving course

who issues the certificate ~~shall sign~~signs each certificate. If an authorizing official, course manager, or chief instructor permits the use of a stamped or electronically produced signature, that authorizing official, course manager, or chief instructor ~~shall be~~ is responsible for securing the stamp or electronic means. The authorizing official, course manager, or chief instructor ~~shall be~~ is responsible for any document on which their stamped or electronic signature is produced.

~~(F)~~(G) All records shall be maintained for a period of three years. All records required to be maintained in this chapter shall be made available to the director upon request.

(H) All records required to be maintained by an enterprise under the rules of this chapter, that are stored electronically, shall be stored either in a secured computer at the office for the enterprise or at a secure off-site data center within the United States. Any records required to be maintained which are in a computer database shall be accessible and capable of being distinguished from non-related records.

Effective:

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Certification

Date

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