

4501-7-13

**Records.**

- (A) Each school shall maintain the following records for three years from the date the record was finalized.
- (1) A record of the material taught for each student in each training session, regardless of whether the student has completed all training.
    - (a) The record shall include the student's name and address; driver license or permit number and, if applicable, its validation date; the date of each training session; and the starting time, and the ending time for each session the student completed.
    - (b) Each session notation shall be signed or initialed by the student.
    - (c) The instructor who provided the instruction for each session shall initial the record and record the instructor's license number for each session.
    - (d) The training manager or a licensed instructor shall sign the final record. The signature of the training manager or instructor shall confirm all training has been successfully completed.
    - (e) A distinct record shall be kept for classroom training, and a distinct record shall be kept for behind-the-wheel training.
  - (2) The record for each student who is less than eighteen years of age shall include the following notations, if applicable to that student:
    - (a) That the student received all classroom instruction required by this chapter and section 4508.02(C) of the Revised Code.
    - (b) That the student satisfactorily completed the behind-the-wheel instruction required by this chapter and section 4508.02(C) of the Revised Code.
    - (c) The student's score on any examination of knowledge or skill required by rule 4501-7-10 of the Administrative Code.
    - (d) A record of the certificate of completion issued including its number and the date of issue.
  - (3) A record of every driver training certificate of completion issued by the enterprise to students under eighteen years of age. This record shall be

maintained on forms supplied by the director.

- (4) A copy of the training agreement between the enterprise and each student trained.
  - (5) The completed and signed training record which has been given to each student upon completion of the training.
  - (6) A record of each training session administered by the school including the date, time, topic of instruction, instructor of record, and complete roster of the students attending such session.
  - (7) For each student in a training course for the operation of commercial motor vehicles, the records shall include the following notations, if applicable:
    - (a) That the student received all classroom training required by rule 4501-7-11 of the Administrative Code.
    - (b) That the student satisfactorily completed the behind-the-wheel instruction required by this chapter.
    - (c) The student's final test score.
  - (8) The enterprise or organization that completed the training for three years shall maintain records of the instructors and training managers trained. Dates, times, location of training, and curriculum used shall be kept on file for inspection.
- (B) In addition to student records listed in paragraph (A) of this rule, the authorizing official or training manager of a driver training enterprise or school shall maintain a permanent file of the following records:
- (1) A copy of each instructor's current license.
  - (2) A copy of the authorization from the department for instructors employed by that enterprise to train persons with disabilities.
  - (3) A complete copy of the driver training curriculum used by the school and any supporting textbooks, articles, or other sources of driver training information used for classroom or behind-the-wheel instruction.

- (4) The current school license. A copy shall be stored in the files maintained by the enterprise and the original school license shall be posted in the school in a conspicuous location where any person who enters the school can see it. If a license cannot be posted at the school, the license, or a copy thereof, shall be carried to each training session provided in that school, and it shall be made available to any person upon request.
  - (5) A certificate of insurance verifying an active policy covering each vehicle used by the enterprise or its instructors for driver training with limits set forth in paragraph (B) of rule 4501-7-08 and paragraph (B) of rule 4501-7-09 of the Administrative Code.
  - (6) A valid and current continuous performance bond covering the enterprise's obligations to provide student instruction as set forth in paragraph (E) of rule 4501-7-08 and paragraph (D) of rule 4501-7-09 of the Administrative Code.
  - (7) A record of all driver training instructor's and manager's training provided to instructors and managers who are or who have been employed by the enterprise. The enterprise shall maintain this record for all instructors currently employed and it shall be maintained for at least three years following the termination of an instructor's employment.
- (C) All of the documents listed in this rule shall be kept accurately and stored in a file in the office of the school. These documents shall be furnished upon request to the director.
- (D) If a school closes or an enterprise discontinues business for any reason, the authorizing official or training manager shall advise the director in writing at least thirty days prior to closing where the school's records will be stored.
- (E) Driver training enterprises shall issue certificates of completion to beginning drivers who are under the age of eighteen who have successfully completed the training required by division (C) of section 4508.02 of the Revised Code.
- (1) The director shall supply certificates of completion for the course of training required by section 4508.02(C) of the Revised Code and shall maintain a record of all certificates supplied to each enterprise. This record will include the date certificates were supplied and the name of the enterprise to which they were supplied. The certificates will be supplied to a licensed enterprise and shall not be transferred to or issued by any other enterprise. The director shall also supply the forms for recording the certificates issued to students.

- (2) The authorizing official or training manager shall issue certificates to students in numerical sequence based upon the date a student completes the training. No authorizing official or training manager shall issue a certificate before the student has completed all required training.
- (3) The authorizing official or training manager shall keep a record of the certificates issued using the form supplied by the director. This record shall include the name and license number of the school and the student's name, address, and certificate number and the certificate's date of issue.
- (4) The authorizing official and training manager shall be accountable for the security of the unissued certificates of completion and the records thereof. In the event of theft or loss of any certificates of completion, the authorizing official or training manager shall immediately advise the department in writing of the circumstances of the loss and the numbers of the certificates of completion missing.
- (5) When a driver training enterprise closes for any reason, including a license suspension or revocation, all unused certificates of completion and any completed or partially completed forms listing certificates of completion issued shall be immediately returned to the director.
- (6) When an authorizing official or training manager determines that a certification of completion must be voided, the term, "void" shall be written across its face. The authorizing official or manager shall attach the voided certificate of completion to the certificates-issued list and return the voided certificate to the department with the completed certificates-issued list. The voided certificate of completion shall be noted on the certificates-issued list.
- (7) In the event a certificate of completion is lost or stolen after being issued to a student, the student may obtain a new certificate of completion from the driver training enterprise from where it was issued. The student shall first complete a request for a new certificate of completion on a form supplied by the director explaining the theft or loss. The student's signature shall be notarized. A parent or legal guardian's signature may be accepted in lieu of the student's signature. The completed request from the student shall be retained by the enterprise and attached to the certificates-issued list as a notice to the director that the certificate of completion was lost. The training manager or authorizing official, or a designee, shall log the issuance of the new certificate of completion on the certificates-issued list. No driver training school may charge a fee for a replacement certificate of completion that exceeds the actual cost of preparing the certificate of completion.

- (8) All certificates of completion shall be typed or printed electronically. An authorizing official or training manager of the school which issues the certificate shall sign and date each certificate. If an instructor, authorizing official, or manager permits the use of a stamped or electronically produced signature, that instructor, official, or manager shall be responsible for the securing of such stamp or electronic means, and that instructor, official, or manager shall be responsible for any document on which that instructor's, official's, or manager's signature is produced.
- (F) The instructor's license, or a photocopy of the license, shall be maintained by the instructor, and by each enterprise for which the instructor trains. The license, or a photocopy thereof, shall be kept in the instructor's possession at any time the instructor is training students.
- (G) No person shall falsify, alter, or in any manner tamper with any records required to be kept by this chapter.
- (H) All records required to be maintained by an enterprise under the rules of this chapter, including those maintained on a computer database, shall be kept in a school's designated office that conforms to the standards under this chapter. The authorizing official or training manager shall make all records available for inspection by the director or by a student and/or the student's parent or legal guardian at any and all reasonable times. 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

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Date

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