

4713-21-08

**Application criteria and procedures for continuing education course approval.**

(A) A provider seeking approval to offer a continuing education course to board licensees in the form of seminars, demonstrations, workshops, or other venues in which the licensee's personal attendance is required shall comply with the following:

(1) The course and instructions shall be designed to further professionally educate board licensees in the services the licensee provide to their clients;

(a) The course shall be designed to improve the services available to the consumers of cosmetology services in Ohio.

(b) The course shall be designed to improve the skill and knowledge of the licensees;

(i) A skills course shall update licensees on practices, equipment and/or technique changes in the profession;

(ii) All courses shall contain information about infection control as set forth in chapter 4713-15 of the Administrative Code;

(iii) To improve the licensee's knowledge, a portion of or the entire course may be devoted to the board's laws and rules, and

(iv) All or part of a course may contain information about human trafficking, how to recognize it and what to do if it is found.

(2) The provider shall submit the application with a one-hundred dollar, non-refundable processing fee for each course the provider would like to offer to Ohio licensees;

(3) The completed application, including a full description of the course outline and copies of credentials to support the qualifications of each educator and person developing the course, shall be received at the board office no less than thirty days prior to the anticipated date of the course offering;

(4) Any portion of a course that is devoted to a break, including breakfast, lunch, dinner, snacks, or other refreshments, or any portion that is devoted to the check-in process, course evaluation completion, disseminating completion certificates, or the hard sell of products, shall not be credited toward the continuing education hours given to each licensee in attendance;

(5) No continuing education course provider or educator shall certify the attendance of a person who was not physically present for at least ninety per cent of the course;

(6) All licensees and registrants who successfully complete a continuing education

course shall be provided with a certificate of completion by the provider of the continuing education course that includes the provider's name, CE course approval number, the course title, course number, the licensee's or registrant's name and license number, the date the course was completed, and the total number of hours successfully completed in each subject covered by the continuing education course;

(7) Assigned course numbers shall not be published on or within any advertisements, websites, on-line testing sites, etc. Assigned course numbers shall only be provided to a licensee upon completion of the approved course, and

(8) Any application which fails to meet the requirements of this rule may be denied approval.

(B) A provider seeking approval to offer a continuing education course to board licensees through the internet shall comply with the following:

(1) The course and instructions shall be designed to further professionally educate board licensees in the services the licensee provide to their clients;

(a) The course shall be designed to improve the services available to the consumers of cosmetology services in Ohio.

(b) The course shall be designed to improve the skill and knowledge of the licensees;

(i) A skills course shall update licensees on practices, equipment and/or technique changes in the profession;

(ii) All courses shall contain information about infection control as set forth in chapter 4713-15 of the Administrative Code;

(iii) To improve the licensee's knowledge, a portion of or the entire course may be devoted to the board's laws and rules, and

(iv) All or part of a course may contain information about human trafficking, how to recognize it and what to do if it is found.

(2) The application shall be submitted with a two-hundred fifty dollar, non-refundable processing fee per course;

(3) The completed application, including a full description of the course outline and copies of credentials to support the qualifications of each educator and person developing the course, shall be received at the board office no less than forty-five days prior to the anticipated date of the course offering;

- (4) Any portion of a course that is devoted to log-in procedures, course evaluation completion or supplying any information other than directly related to the subject matter of the continuing education course shall not be considered part of the required hours.
- (5) Assigned course numbers shall not be published on or within any advertisements websites, on-line testing sties, etc. Assigned course numbers shall only be provided to a licensee upon completion of the approved course;
- (6) Question with correct answers shall not be published or otherwise publicly distributed or made available to those who may take or consider taking the internet course.
- (7) All licensees and registrants who successfully complete a continuing education course shall be provided with a certificate of completion by the provider of the continuing education course that includes the provider's name, CE course approval number, the course title, course number, the licensee's or registrant's name and license number, the date the course was completed, and the total number of hours successfully completed in each subject covered by the continuing education course;
- (8) An on-line course shall include the following:

  - (a) With the exception of an on-line presentation that consists of a video, digital, web or live on-line presentations, each hour segment of course material randomly changes;
  - (b) A bank of randomized questions with five different versions of each question scrambled so that the test questions are not predictable;
  - (c) A means of timing the course to subtract the time when the test-taker has logged off the program and to ensure the hours credited equal the hours taken;
  - (d) Six multiple choice questions embedded in each hour segment. For the test-taker to move to the next hour segment, the test-taker shall correctly answer a minimum of seventy-five percent of the questions;
  - (e) Clear wording stating that a licensee shall not receive continuing education credit for the course unless the licensee's total score on all questions is at least seventy-five percent or better;
  - (f) A minimum of six thousand word discussion of the subject matter covered in each hour segment of the material.
  - (g) If the on-line presentation is a video, digital, web or live on-line

presentation consisting of information cosmetology professional can use, in which case, at the discretion of the board, each hour of the presentation shall be considered the equivalent of the six thousand word discussion.

(i) A provider, seeking board approval for a video, digital, web or live on-line course shall submit to the board a description of the course, a detailed outline of the course and either the script or the storyboard for the course. The provider shall send the above information to the board at least forty-five days before the course is to be available to Ohio licensed cosmetology professional.

(ii) The provider of a video, digital web or live on-line presentation shall follow the requirement for testing the licensees on the course material as set forth in this paragraph, except the questions shall be at the end of each hour segment. The student shall receive a score of seventy-five percent on all of the questions asked before the licensee may proceed with the next segment of the course.

(iii) The board shall monitor the course to ensure that the actual course is consistent with the material submitted to the board.

(9) The provider shall notify a licensee if the score received is less than seventy-five percent, and

(10) Any application which fails to meet the requirements of this rule may be denied approval.

(C) Providers seeking approval to offer a continuing education course to board licensees through a correspondence program shall comply with the following:

(1) The course and instructions shall be designed to further professionally educate board licensees in the services the licensees provide to their clients;

(a) The course shall be designed to improve the services available to the consumers of cosmetology services in Ohio;

(b) The course shall be designed to improve the skills and knowledge of the licensees;

(i) A skills course shall update licensees on practices, equipment and/or technique changes in the profession;

(ii) All courses shall contain information about infection control as set forth in chapter 4713-15 of the Administrative Code;

(iii) To improve the licensee's knowledge, a portion of or the entire

course may be devoted to the board's laws and rules, and

(iv) All or part of a course may contain information about human trafficking, how to recognize it and what to do if it is found.

(2) The application shall be submitted with a two-hundred fifty dollar, non-refundable processing fee per course;

(3) The completed application shall be received at the board at least forty-five days prior to the date that the provider plans to offer the correspondence course to licensees in Ohio. Along with identification and other information as specified by the board, the complete application shall include the following information: a complete copy of the proposed catalogue course, copies of the credentials of each author of each segment of the course and the credentials of the person developing the course;

(4) Assigned course numbers shall not be published on or within any advertisements, websites, on-line testing sties, etc. Assigned course numbers shall only be provided to a licensee upon the successful completion of the approved course;

(5) All licensees and registrants who successfully complete a continuing education course shall be provided with a certificate of completion by the provider of the continuing education course that includes the provider's name, the CE course approval number, the course title, the licensee's or registrant's name and license number, the date the course was completed, and the total number of hours successfully completed in each subject covered by the continuing education course;

(6) A correspondence course shall include the following:

(a) Information segments presented in different order;

(b) Randomized questions so that the test questions are not the same in each correspondence course sent to licensee;

(c) A minimum of six thousand word discussion of the subject matter covered in each hour segment of the material;

(d) No less than six randomly selected multiple choice questions following each hours segment of material;

(e) The course shall contain at least five versions with identifiers known only to the provider and to the board;

(f) Each of the five or more versions shall contain test questions unique to each segment of the book;

- (g) Each book shall have a unique identification number so that only one individual may answer the questions for continuing education credit;
  - (h) The course shall clearly state that a licensee shall not receive continuing education credit for the course unless the licensee's total score on all questions is at least seventy-five percent or better;
  - (i) The course shall allow the licensee to answer by mailing, phoning in, or scanning the answers and e-mailing them in.
  - (j) A provider may make available an answer sheet on-line for submission, but the questions shall not be included. The provider shall request the identification number of each book be either called in with the test results or place don the test results. A provider shall not credit an individual who has used an identification number that has been previously used for that course.
- (7) The provider shall notify licensees if the score received is less than seventy-five percent, and
- (8) Any application that fails to meet the requirements of this rule may be denied approval.

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**CERTIFIED ELECTRONICALLY**

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Certification

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Date

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