

4713-21-08

Application criteria and procedures for continuing education course approval.

(A) Applicants 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, must comply with the following:~~All continuing education courses and instruction shall be designed to further professionally educate "Board" licensees as it relates to the consumers of Ohio and the services being provided to them by the licensees.~~

(1) Applicant must be an eligible offering entity as defined in paragraph (C) of 4713-21-02 of the Administrative Code;

(2) Course and instructions must be designed to further professionally educate board licensees as related to the consumers of Ohio and the services being provided to them by the licensees;

(3) Application must be submitted with a one-hundred dollar, non-refundable processing fee, per course;

(4) Completed application, including full description of course curriculum and copies of credentials to support the qualifications of each educator, must be received at the board office no less than thirty days prior to the anticipated date of the course offering;

(5) 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 CE hours given to each licensee in attendance.

(6) No CE course provider or educator shall certify the attendance of a person who was not physically present for at least ninety percent of the course;

(7) Assigned course numbers shall not be published on or within any advertisements, websites, online testing sites, correspondence books, etc. Assigned course numbers shall only be provided to a licensee upon completion of the approved course. Any application which fails to meet the requirements of this rule may be denied approval.

(B) Applicants seeking approval to offer a continuing education course to board licensees through the internet, must comply with the following:~~Application for course approval shall be completed on forms provided by the "Board" and demonstrate that the applicant is:~~

(1) Applicant must be an ~~An~~ eligible offering entity as defined in ~~pursuant to~~

paragraph (C) of ~~rule~~ 4713-21-02 of the Administrative Code;

- (2) Course and instructions must be designed to further professionally educate board licensees as related to the consumers of Ohio and the services being provided to them by the licensees.~~Submitting a forty dollar per course non-refundable processing fee;~~
 - (3) Application must be submitted with a two-hundred fifty dollar, non-refundable processing fee, per course.~~Submitting the form to the "Board's" office at least thirty days prior to the proposed initial date of the course offering;~~
 - (4) Completed application, including full description of course curriculum and copies of credentials to support the qualifications of each educator, must be received at the board office no less than thirty days prior to the anticipated date of the course offering.~~Proposing a course offering which is in compliance with the requirements of division (B) of section 4713.62 of the Revised Code.~~
 - (5) Any portion of a course that is devoted to log-in procedures, course evaluation completion, printing completion certificates, or the hard sell of products, shall not be credited toward the CE hours given to each licensee.
 - (6) Assigned course numbers shall not be published on or within any advertisements, websites, online testing sites, correspondence books, etc. Assigned course numbers shall only be provided to a licensee upon completion of the approved course. Any application which fails to meet the requirements of this rule may be denied approval.
- (C) Applicants seeking approval to offer a continuing education course to board licensees in the form of correspondence courses, must comply with the following:~~The fo~~
~~Allowing offerings shall not be approved by the "Board" for continuing education credit:~~
- (1) Applicant must be an eligible offering entity as defined in paragraph (C) of rule 4713-21-02 of the Administrative Code.~~That portion of any offering devoted to any breaks including: breakfast, lunch, and dinner or other refreshments;~~
 - (2) Course and instructions must be designed to further professionally educate board licensees as related to the consumers of Ohio and the services being provided to them by the licensees.~~Any application, which fails to meet the standards of this rule.~~
 - (3) Application must be submitted with a two-hundred fifty dollar, non-refundable

processing fee, per course:

- (4) Completed application, including full description of course curriculum and copies of credentials to support the qualifications of each educator, must be received at the board office no less than thirty days prior to the anticipated date of the course offering;
- (5) Any portion of a course that is devoted to sign-up procedures, course evaluation completion, printing completion certificates, or the hard sell of products, shall not be credited toward the CE hours given to each licensee.
- (6) No correspondence course shall contain the same course curriculum over two consecutive renewal periods;
- (7) Assigned course numbers shall not be published on or within any advertisements, websites, online testing sites, correspondence books, etc. Assigned course numbers shall only be provided to a licensee upon completion of the approved course. Any application which fails to meet the requirements of this rule may be denied approval.

Effective:

R.C. 119.032 review dates: 10/18/2010

Certification

Date

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