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**4781-9-03**      **Continuing education course approval.**

(A) Continuing education course criteria:

- (1) The division shall approve a course of study or program of instruction offered for continuing education purposes only if the training agency has met the requirements of this rule and the training agency submits the nonrefundable fee as set forth in rule 4781-9-05 of the Administrative Code. No training agency may conduct the course of study or program of instruction for credit for licensed manufactured home installers or certified inspectors unless the division has approved that training agency;
- (2) The training agency shall submit its application for course approval not less than thirty days nor more than one year prior to the date of the course or program offering. If the training agency fails to submit its course application as set forth in this rule, consideration of the application may be delayed. The application shall be on forms prescribed and furnished by the division;
- (3) The application for approval of a course of study or program of instruction shall contain the following:
  - (a) Name, address, email address, facsimile, and telephone number of the training agency;
  - (b) The policy regarding attendance and the procedure used for record keeping of attendance;
  - (c) The date(s), location, and time that the course/program will be offered;
  - (d) Name, address, email address, facsimile, telephone number, and occupation of proposed instructors;
  - (e) Resume of the proposed instructors detailing their experience and qualifications and the resume of any alternate proposed instructors;
  - (f) The content of the course/program, including:
    - (i) Title of the course/program;
    - (ii) Educational objective of the course/program;
    - (iii) Textbooks and student materials prescribed;
    - (iv) Outline or syllabus that contains a brief description of the course/program; and
    - (v) Duration of the course/program.
  - (g) Sample of the proposed advertising or written notice;
  - (h) Fee for the course/program;
  - (i) A description of the physical facility in which the course or program of instruction is offered; and
  - (j) Such other information as the division may request.
- (4) An application for a computer-based course of study or program of instruction shall not be approved by the division unless it complies with paragraph (A)(3) of this rule; and
  - (a) The course is designed to ensure that participants are actively engaged in the instructional process while completing the course by utilizing techniques that require participant interaction with the

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computer program;

(b) If in each unit of instruction there is no activity from the participant after thirty minutes of instruction time, the course will shut down and the participant will have to begin from the beginning of the unit;

(c) The provider utilizes procedures that provide reasonable assurance of participant identity and that the participant receiving the continuing education credit for completing the course actually performed all of the work required to complete the course; and

(d) The provider utilizes a clock or timer on each screen that accurately records the course completion time to insure course time equals the amount of continuing education credit hours received.

(B) Time limit. No course of study or program of instruction will be approved by the division in which classroom instruction exceeds ten classroom hours of instruction in any one day.

(C) Approval duration. The approval of a course of study or program of instruction shall be valid for one year, provided that the training agency is certified throughout the course of that year.

(D) Instructors. No continuing education course will be approved if an instructor of a proposed course is a local or state inspector and the instructor's participation would create a conflict of interest as opined by the Ohio ethics commission advisory opinion 98-005.

(E) Upon approval of a course of study or program of instruction by the division, the division shall notify the training agency of the approval.

(F) Instructors may receive continuing education credit for the number of unduplicated subject matter hours they instruct.

(G) An approved training agency shall provide the division with a roster of attendees of a provided course or program within fourteen business days of completion of the course or program. The roster shall be provided to the division by a posting on the department of commerce website in a manner and form prescribed by the division or via any other means of electronic transmission that the division deems appropriate.

(H) An approved training agency shall notify the division in writing, within fourteen business days of the date of an approved course offering, of any cancellation, changes to the course date, or any change in the time or location of a course or program. If the training agency is proposing to change the content of a course or program or an approved instructor with an instructor that has not been approved for the course or program, the training agency shall comply with paragraph (K) of this rule before such course or program shall be offered.

(I) Any staff member of the division or member of the Ohio construction industry licensing board may attend a course or program being offered by an approved training agency in order to determine whether the course or program is being conducted in accordance with approved guidelines and procedures established in this rule.

(J) Any training agency that fails to comply with rules 4781-9-01 to 4781-9-06 of the Administrative Code may have its approval revoked or not renewed. Any training agency that has had its approval revoked or not renewed may appeal the division's decision pursuant to Chapter 119. of the Revised Code.

(K) If the change to the approved course/program materially alters the contents of the course/program initially approved by the division, or if an approved instructor is not available to teach the course or program, the training agency shall not hold that course/program until the training agency receives approval for the

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[changes from the division.](#)