



Ohio Administrative Code Rule 1301:15-1-04 Record keeping requirements.

Effective: June 1, 2015

A course provider shall maintain for five years, from the date of the superintendents approval, a record of attendance of each student successfully completing a thirty hour course in mass appraisal, including the course examination or a continuing education course in mass appraisal. A record may be maintained in writing or in an electronic format. A record shall constitute:

- (A) The name of the course;
 - (B) The name of the instructor who instructed the course;
 - (C) The names of the students who successfully completed the course;
 - (D) The names of the students who successfully passed the course examination;
 - (E) The addresses of the students who successfully completed the course;
 - (F) The course certification number provided by the superintendent; and
 - (G) The dates the course and the course examination were successfully completed by the student.
-