



## Ohio Administrative Code

### Rule 4101:16-3-01 Approval of training agencies.

Effective: [May 13, 2022](#)

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(A) Only training agencies approved by the administrative section may submit requests to the appropriate specialty section to conduct continuing education courses for individuals holding a license pursuant to Chapter 4740. of the Revised Code.

(B) A training agency shall apply to the administrative section on a form prescribed and furnished by the administrative section with the required fee as set forth in paragraph (B)(3) of rule 4101:16-2-09 of the Administrative Code. The training agency shall provide the following information to the administrative section on the application form prescribed by the administrative section:

(1) Name, address, email address, facsimile number, and telephone number of the training agency;

(2) Name, address, email address, facsimile number, and telephone number of the owner(s) of the training agency;

(3) Information on whether an owner of the training agency is a local or state inspector and whether the owner's participation would create a conflict of interest as opined by the Ohio ethics commission advisory opinion 98-005;

(4) A description of the purpose of the agency;

(5) Name of the education coordinator;

(6) Information of the accreditation of the training agency;

(7) Policy regarding attendance and procedure for record keeping of attendance;

(8) Acknowledgment that the training agency will adhere to the specialty section's rules, procedures, and standards as set forth in this rule or rules 4101:16-3-02 and 4101:16-3-03 of the Administrative



Code; and

(9) Any other information that the administrative section deems necessary.

(C) The administrative section or the board's secretary shall maintain a current listing of all approved training agencies that provide continuing education for applicable specialty contractors.

(D) The administrative section shall notify the training agency of its approval or disapproval of the training agency's application within ten business days after the administrative section has reviewed the application.

(E) A training agency approval is valid for a period of one year.

(F) An approved training agency shall pay the annual fees required pursuant to section 4740.04 of the Revised Code and paragraphs (B)(1), (B)(2), and (B)(3) of rule 4101:16-2-09 of the Administrative Code. Such fees shall be submitted to the board's secretary with the attendance reports.

(G) A training agency shall file its renewal application for approval not more than sixty days nor less than thirty days prior to the expiration of the previous approval.

(H) No training agency shall advertise or otherwise notify any licensee that a course of study or program of instruction has been approved by the appropriate specialty section until such course or program has been approved. Any advertisement or notification to licensees shall specifically state the appropriate specialty section that has approved the course of study or program of instruction.

(I) Any training agency that engages in fraud, misrepresentation, or deception in obtaining an approval under this rule or rule 4101:16-3-03 of the Administrative Code, engages in fraud, misrepresentation, or deception in the conduct of business, or that fails to comply with this rule or rules 4101:16-3-02 and 4101:16-3-03 of the Administrative Code may be disapproved or not renewed. Any training agency that has been disapproved or not renewed may appeal the administrative section's decision pursuant to Chapter 119. of the Revised Code.