



Ohio Administrative Code Rule 4501-21-03 Place of business.

Effective: May 1, 2022

(A) Remedial enterprise office. All remedial course enterprises shall establish an office that shall be owned, leased, or rented by the enterprise.

(1) A single business enterprise may own and operate more than one remedial course. Except for an out-of-state online remedial course, any facility used as a remedial course office is inspected and approved by the director prior to its use as a remedial driving course office. The use of a mobile or modular structure as a remedial course office is allowed if the structure is installed on a permanent foundation.

(2) Except for an online only adult remedial course enterprise, the office for a remedial course enterprise is a fixed geographical location within the state of Ohio and:

(a) Has access to computers, printers, e-mail, and internet functions;

(b) Has space adequate to conduct any necessary business;

(c) Posts, in a place that can be readily seen, of the remedial course fee schedules and display of the department issued remedial course certificate of approval; and

(d) Conforms to all federal, state and local fire, building and safety regulations.

(3) Each adult remedial course enterprise providing online education maintains at least one office at a fixed geographical location where records are kept.

(B) Any remedial course office, where students are permitted, shall not consist of a house trailer; tent; temporary stand; post office box; rooming house or apartment. It shall not be located within a guest or sleeping room, or in a room that is designated or designed as a sleeping room in a hotel or motel. No enterprise may share any office with any other remedial driving course enterprise unless



the same person owns both. A home office may be utilized for the sole purposes of administrative work, which includes handling phone calls, completing paperwork, etc. No students are permitted in a home office.

(C) If a home office is used, the remedial driving course fee schedules and department issued remedial course certificate of approval shall be posted at the location where the remedial program is offered.