



Ohio Administrative Code

Rule 4501-7-11 Certificates.

Effective: May 1, 2022

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (A) in rule 4501-7-39 of the Administrative Code.]

(A) The director shall supply and maintain record of the certificates as required by division (E)(2) of section 4508.02 and division (A) of section 4508.10 of the Revised Code. This record will include the name of the enterprise and the date the certificates were supplied. The certificates will be supplied to a licensed enterprise. Certificates are non-transferrable to any other enterprise. No authorizing official or training manager shall issue a certificate before the student had completed all required training.

(1) Online enterprises shall issue a "Certificate of Completion of an Online Driver Education Program" for a student who has successfully completed the online driver education program. Successful completion includes the student completing every module and passing the final examination of the online driver education program.

(2) Except for CDL and online enterprises, driver training enterprises shall issue a "Certificate of Completion" to a beginning driver who is under the age of eighteen and who has successfully completed the classroom, or equivalent program of instruction with an online provider and the behind-the-wheel training required by division (C) of section 4508.02 of the Revised Code.

(3) For a CDL enterprise, certificate information shall be logged via the enterprise through an on-line system managed by the department. The authorizing official or training manager issues a "Certificate of Completion" to each out-of-state student completing the program as prescribed in paragraphs and (L) and/or (M), whichever are applicable, in rule 4501-7-28 of the Administrative Code. The "Certificate of Completion" shall be logged and printed by the enterprise through an on-line system managed by the department.

(B) When the authorizing official or training manager determines that a certificate must be voided,



the box for "void" shall be marked on the online system.

(C) In the event a certificate is lost or stolen after being issued to a student, the student may obtain a new certificate from the driver training enterprise that issued it. The student and parent or legal guardian shall first complete and sign the "Request for Duplicate Certificate" and explain the theft or loss. The "Request for Duplicate Certificate" shall be retained by the enterprise and maintained in the school files. The training manager or authorizing official, or a designee, marks the box for "duplicate" and issues the new certificate via the online system. No driver training school may charge a fee for a replacement certificate that exceeds fifteen dollars.

(D) An authorizing official or training manager of the school who issues the certificate shall sign each certificate. If an authorizing official or manager permits the use of a stamped or electronically produced signature, that official, or manager is responsible for securing the stamp or electronic means, and that official, or manager is responsible for any document on which that official's, or manager's signature is produced.

(E) All unused certificates will be made inaccessible by the director when a driver training enterprise closes for any reason, including a license suspension or revocation.