



## Ohio Administrative Code Rule 4713-5-01 Definitions.

Effective: January 2, 2025

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- (A) "Certified" as the word is used in subsection (E) of rule 4713-5-02 of the Administrative Code means a student who has successfully completed the training and passed the tests on theory and clinical application for a specific service component of the course that allows a student to competently provide a service on patrons. The grade scale used by the program shall be consistently applied for all tested theory and practical components.
- (B) "Semester" means a period of no less than fifteen weeks.
- (C) "Course" means a component of study on a particular subject area within the curriculum for the approved program.
- (D) "Program" means the aggregate of individual courses that qualify a student to take a licensing examination.
- (E) "State credentialed teacher" means a person recognized by the Ohio department of education as a certified/licensed teacher or a recognized member of the faculty of a college or university or an individual holding at least a baccalaureate degree in the subject to be taught.
- (F) "Withdrawn student" means any student who ceases instruction in a school prior to graduation.
- (G) "ODE" means the Ohio department of education.
- (H) "IEP" means an individual education plan.
- (I) "Course outline" means an outline of the program offering that summarizes each of the subject areas included in the program with hours devoted to theory and clinic within each subject.
- (J) "Clock hour" means a period of at least fifty minutes for attended theory courses or sixty minutes



for attended clinic practice courses.

(K) "Proprietary school" means a school that is established, conducted and primarily supported by a nongovernmental person. The terms "proprietary school" and "private school" may be used interchangeably.

(L) "Certified training record" means an official record signed by an authorized school representative certifying as true and accurate the student's educational record, including the courses completed, the final grades for all completed theory, practical, and any applicable academic courses, and the associated clock hours applicable to a program of study. If credit hours are awarded, the school must convert those hours to clock hours on the certified training record.

(M) A "handbook" means a manual or book or booklet setting forth the policies of the school and the school's requirements for each student and given to the student upon the student's signing of the enrollment agreement or contract as set forth in rule 4713-3-12 of the Administrative Code. A handbook is necessary only if a school does not set forth all of its policies and requirements in its catalogue.

(N) A "school contract" or a "school enrollment agreement" means an agreement between the school and the applicant signed by an authorized school representative and the applicant (or the parent/guardian if the applicant or student is a minor) setting forth the obligations of both the applicant and the school. The terms "school contract" and "school enrollment agreement" may be abbreviated as "contract" or "enrollment agreement." The contract or enrollment agreement used by a school shall meet the minimum requirements set forth in rule 4713-3-13 of the Administrative Code.

(O) A "catalogue" is a manual, book, booklet, or magazine-style document used for informing students and potential students about school policies and procedures or used for promotion of the school. At a minimum, a catalogue includes the information set forth in rule 4713-3-12 of the Administrative Code. A catalogue may be used for both advertising and for providing information to students, and, if properly executed, shall eliminate the need for a student handbook.

(P) A "career technical school" means vocational education and training that prepares individuals for a career in a profession licensed by the Board.



(Q) A "credit hour" means a period of time equal to thirty clock hours.

(R) "Competency-based credit" means credit hours or clock hours earned through a system of assessment and grading that demonstrates a student has learned the minimally expected knowledge and skills needed to pass a course. Competency-based credit only applies to academic courses allowed under subdivisions (B)(1), (B)(2) and (B)(3) of rule 4713-5-03 of the Administrative Code and may constitute no more than twenty-five percent of the required program hours.

(S) "Distance learning" means planned teaching/learning where the instructor/teacher and students are physically separated during instruction.

(T) "Temporary closure" as the term is used in rule 4713-5-14 of the Administrative Code, means a closure of a program for more than one day, but less than five days.

(U) "Final date of enrollment" as the phrase is used in subsection (B) of rule 4713-5-15 of the Administrative Code, means the date a student provides written notice of discontinuance to the program, or the date a program notifies a student in writing that the student's enrollment in the program has been discontinued; whichever occurs first.