



Ohio Administrative Code Rule 4713-5-02 Program requirements.

Effective: January 2, 2025

(A) Proprietary schools may offer clock hours, credit hours, or competency-based credit.

Competency-based credit only applies to academic courses identified under subsection (B) of rule 4713-5-03 of the Administrative Code.

(B) Career technical schools shall comply with the ODE/Ohio state cosmetology and barber board program curriculum requirements and may offer clock hours, credit hours, or competency-based credit. Competency-based credit only applies to academic courses identified under subsection (B) of rule 4713-5-03 of the Administrative Code.

(C) Upon enrolling in a school, a student shall be assigned to study theory and perform clinic practice.

(D) A student shall not perform any service on a patron until they are certified to do so. The student shall be supervised by an instructor when performing services.

The instructor may supervise more than one student at a time as permitted by rule 4713-5-17 of the Administrative Code.

(E) All schools shall ensure each program offered is comprised of at least twenty-five per cent theory and non-clinic practice.

(F) All schools shall ensure each program offered is comprised of at least fifty per cent clinic work performed on patrons, other students or mannequins. If patrons are not available, the student shall only receive credit for clinic work if the student is actively engaged in training within the clinic related to the student's course of study.

(G) Clinic services shall be equitably assigned to all students in a manner to provide clinic practice on the basis of student training needs. A student may provide services on the public if the student has



been certified in accordance with subsection (A) of rule 4713-5-01 of the Administrative Code. A student who has not been certified to perform services is prohibited from providing services on the public until the student is duly certified.

(H) A school may award hours to students that are obtained during official school field trips if the activity provides specific training related to the school's course outline.

(1) Notice of such official field trips shall be sent to the board fifteen days in advance of the trip.

(2) The request shall list the date, time, location, activity, and number of hours to be credited to program study.

(3) Board approval of such requests is not required; however, the board reserves the right to challenge official field trip activities as not being directly related to program study. The final determination of the award of hours associated with such field trips shall be made by the board.

(4) For any activity attended by students outside of a school's official program or classes and for which students may receive hours, a licensed instructor from the school shall be at the activity with the students.

(5) Students shall only receive credit for hours obtained outside the school during official field trips if the hours extend beyond or are outside of the regularly scheduled program day. A maximum of three hours shall be approved for travel time during the field trip.

(6) Schools may award hours to students participating in a themed event involving the use of their professional skills, if an instructor is present and if the board has been notified fifteen days in advance of the field trip.

(I) A school may award up to ten hours to students for educational salon or barber shop visits under the following conditions:

(1) For each salon or barber shop visited, an individual holding a current, valid license must complete and sign a board-approved form documenting the details of the visit;



(2) Any such forms must be submitted to the board as part of the student's certified training record under rule 4713-5-11 of the Administrative Code.

(J) Any school offering a career-based intervention (CBI) program approved by the ODE may allow a student to participate for no more than forty-five clock hours in a program approved by the board. A student participating in the CBI program, but not officially enrolled in a program approved by the board, may do so under the following limitations:

(1) The CBI student shall participate in no more than forty-five clock hours of theory based lessons and practical lessons combined. Participation shall only cover the course's basic lessons.

(2) The CBI student shall not perform services on any individual.

(3) A CBI student may only perform services on a mannequin or an artificial hand.

(4) The school shall document any participation time a CBI student spends in the theory and in the practical lessons. The school shall make this information available to the board upon request.

(5) Upon the conclusion of forty-five clock hours of participation, the student shall no longer be eligible to participate in theory or practical lessons unless enrolled.

(K) Any school that wishes to implement distance learning as part of its curriculum must adhere to the following guidelines:

(1) The contracted course or program length must meet the board requirements set forth in rule 4713-5-03 of the Administrative Code.

(2) Clock hours or credit hour equivalence earned through distance learning shall not exceed twenty per cent of the required program hours.

(3) If distance learning is made available to students, the student contract must clearly state that any hours or equivalent credit hours attained in this manner may not be recognized by other states or



schools.

(4) The school must determine if prospective students have the skills and comprehension to succeed in a distance learning environment and the school must maintain in each student's record, documentation of the method used to determine the student's skill and comprehension.

(5) The school must provide students with textbooks, supplementary instructional materials, and any additional equipment necessary to fulfill the program and course requirements.

(6) Students and instructors must have access to technical support for the educational course(s) or program(s) during the designated educational time frame established by the school to complete the assigned distance learning materials.

(7) Observable, measurable, and achievable student performance outcomes shall be identified so that courses and programs offered through distance learning can be compared to courses and programs with similar subject matter and objectives offered through traditional means. Schools must track and record student performance outcomes in such a manner as to allow an agent of the board to review the record for progress of any student engaged in distance learning.

(8) The school shall be responsible for the quality of the courses of study and programs offered through distance learning methods and the achievement of student performance outcomes, irrespective of any contractual arrangements, partnerships, or consortia entered into with third parties for the provision of components of a distance learning program or course of study. All distance learning content must be approved by the board before it is offered to students, and any changes in curriculum must be approved before being offered.

(9) The instructional staff that provides instruction in distance learning programs must have the qualifications, experience, and credentials to support the program or course of study.