



## Ohio Administrative Code Rule 4713-5-13 Transfer procedure.

Effective: [March 21, 2022](#)

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(A) A student, currently or previously enrolled in a school licensed by the board who intends to transfer to another licensed school shall complete a transfer request form. The student shall notify the school in which the student is enrolled according to the school's procedure as found in the handbook or catalogue.

(B) The school shall file a certified training record and board approved "discontinuance form" with the board within fourteen days of receiving the student's notice of transfer.

(C) Upon receipt of the certified training record and discontinuance form, the board shall notify the school to which the student wishes to transfer of the number of clock hours approved.

(D) If the student has not completed the student's contractual obligations to pay fees, tuition, etc. the board may not transfer those hours until the contract is in good standing. The school shall notify the board that a student's contractual obligations have been met upon completion by the student.

(E) If the original school refuses for reasons other than contractual financial obligations to release a student's certified training record and discontinuance form, the board, or its authorized agent, may request the records from the school in order to establish the hours earned for the student. If the board requests the record, the school shall promptly provide the student's complete training record to the board.

(F) Any student wishing to transfer schools shall not accrue any clock hours for training at the new school until the new school has received an official transfer of hours letter from the board. This provision does not apply to students enrolled in a career technical school that seek to transfer to another career technical school in this state.

(G) An exception to this rule will be made if two schools are owned by the same person. When a student transfers schools and the schools share ownership, a school shall not be required to file a



discontinuance form, but shall submit an electronic form as specified by the board. If the student does not immediately transfer, but instead waits six months or more, the school shall use the discontinuance form and shall file that form with the board.

(H) A student who desires to transfer to another school shall only receive those clock or credit hours from the current program of study that directly apply to the new program of study.

(1) Not all hours within a designated program of study shall be transferable to another program of study.

(2) Of the clock hours that the board finds may transfer to the new school, the new school shall determine the number of clock hours it is willing to accept. The school shall notify the student prior to the student signing the contract with the new school.

(I) Any student attending a school licensed in another state or territory of the United States or the District of Columbia may transfer to an Ohio licensed school and be given credit not to exceed one hour for one hour basis. To be eligible to receive the clock hours, the student shall meet the requirements for license eligibility set forth in section 4713.28 of the Revised Code and in rule 4713-5-09 and 4713-5-24 of the Administrative Code. Career technical schools shall give a performance examination to determine the number of clock hours the school is willing to accept.