



Ohio Administrative Code Rule 4781-8-06 Education for applicants.

Effective: January 20, 2020

(A) General education requirements for installer's license applications.

(1) An applicant shall successfully complete twelve hours of initial licensing education as set forth in paragraph (A)(2) of this rule. The required education shall be completed within one year of the date of application. Credit shall only be given for courses that have been approved by the division.

(2) The curriculum of any initial licensing education course shall include instruction in the following areas:

(a) Ohio law governing manufactured home installation;

(b) Manufacturers' installation manuals and requirements;

(c) Preparation of manufactured home sites, including drainage;

(d) Installation of foundation systems, including calculation of loads from roof to column to footing, and calculation of footing size;

(e) Blocking, perimeter support, and leveling of manufactured homes;

(f) Connections of sections and components;

(g) Installation of anchoring systems and components;

(h) Installation of vapor barriers, curtain walls, access, and ventilation for crawl space areas;

(i) Instruction in all areas included on inspection checklists on forms provided by the division;



(j) Work place safety for installers; and

(k) Code of ethics for installers.

(3) Licensing courses shall help ensure that applicants possess the knowledge, skills, and competence necessary to function as manufactured homes installers in a manner that protects and serves the public interest.

(4) Any course that is to be conducted in Ohio or primarily for the benefit of Ohio applicants shall accurately and completely address any unique Ohio laws, codes, rules, customary practices, or approved methods, relevant to the subject matter being taught.

(5) No licensing course instructor shall instruct students in any manner or on any subject that is in contradiction to any statute, court decision, administrative rule, or order that has been issued by the division.

(B) Application of prospective training agencies to offer initial licensing education courses.

(1) Prospective training agencies of initial licensing courses shall follow the same application procedure set forth in rules 4781-9-01 and 4781-9-03 of the Administrative Code for prospective training agencies of continuing education courses, including payment of a nonrefundable fee of twenty-five dollars in the form of a check or money order payable to "Treasurer, State of Ohio," or by credit card. Any payment of fees may be subject to a convenience fee as charged to the division. The division will not review applications that are not accompanied by all applicable fees.

(2) The division or its designee shall notify the prospective training agency whether it has been approved or disapproved within sixty business days after receipt of the application. The division shall approve applications that satisfy the requirements of rules 4781-9-01 to 4781-9-03 of the Administrative Code. A training agency is approved for a period of one year.

(C) Course fees.

(1) The training agency may establish a fee for students taking a course. The fee shall be all-



inclusive, and no separate or additional fee may be charged to students for providing course materials, providing course completion certificates, reporting course completion to the division, or for recouping similar routine administrative expenses. The total amount of any fees to be charged shall be included in any advertising or promotional materials for the course.

(2) The fees for each initial licensing education course and for the annual approval of each training agency shall be the same as the fees described in rule 4781-9-05 of the Administrative Code.

(D) Advertising of courses; solicitation of students.

(1) Training agencies shall not use false or misleading advertisements. Advertising shall be in accordance with the provisions of rule 4781-9-01 of the Administrative Code.

(2) If the number of licensing education credit hours awarded by the division for a course is less than the number of scheduled hours for a course, then any advertisements or promotional materials must clearly specify the number of division-awarded credit hours for that course.

(3) Training agencies shall provide any prospective student with a description of the course content if requested.

(4) Training agencies shall specify their refund and cancellation policies in any promotional materials.

(5) Training agencies and instructors may have unapproved material, pamphlets, and brochures available for purchase by students, but classroom time may not be used to promote or sell any materials, or to solicit membership or affiliation in any business or organization.

(6) Distance learning courses shall comply with the provisions of rule 4781-9-03 of the Administrative Code for continuing education distance learning courses.

(E) Course scheduling; notice to the division.

(1) Courses shall be limited to a maximum of eight classroom hours of instruction per day. A



classroom hour consists of at least fifty minutes of instruction. The maximum amount of instruction time without a break is limited to ninety minutes, and any course scheduled for four or more hours must include a meal break of at least one hour. The provisions of this rule do not apply to self-paced distance learning courses.

(2) At least ten days before commencement of a scheduled course, written notice shall be provided informing the division of the scheduled course, including the training agency's name and assigned number, the name and assigned number for the course, the scheduled date and time, specific location(s), and the name of the instructor.

(3) If there are schedule changes or a cancellation of a course, then at least five calendar days before the originally scheduled course start date, the division shall be given notice of the changes or cancellation. If the change or cancellation is due to unforeseen circumstances, then the training agency shall notify the division the next business day.

(F) Training agencies shall comply with the requirements of paragraph (K) of rule 4781-9-01 of the Administrative Code for students with disabilities.

(G) Course completion reporting.

(1) A training agency shall provide to the division a roster of all individuals that have successfully completed an approved initial licensing education course and the fees required by paragraph (B) of this rule. The roster and the required fees must be submitted within fourteen business days of the date of completion of the course. The roster shall be provided to the division on the form prescribed by the division or via any other means of electronic transmission that the division deems appropriate. The training agency shall maintain a copy of every roster for a period of three years after each course is held. Failure to properly report may result in revocation of approval or non-renewal of a training agency or course for initial licensing education.

(2) The training agency shall also provide a certificate of completion to the student who satisfactorily completes a course within fifteen days of completing the course. The certificate may be used by the applicant as proof of having completed the course.



(3) The division shall be provided reports on any applicant who does not satisfactorily complete a course. The training agency shall not provide a certificate of completion, or report the student as having completed the course, if the student fails to satisfy the requirements of this rule.