



Department of Commerce

Division of Industrial Compliance
& Labor

John Kasich, Governor
David Goodman, Director

INSTRUCTION SHEET FOR THE O.C.I.L.B CONTINUING EDUCATION COURSE APPLICATION

INCOMPLETE COURSE APPLICATIONS WILL NOT BE ACCEPTED

- **Box 1** Approved training agency name, number, address & phone
- **Box 2** Course/Program information, fill in completely
 - **Outlines or syllabus required**
 - **Dates, times and locations are mandatory**
- **Box 3** Instructors information, fill in completely
 - **Attach bio or certifications for the instructor**
 - **If applying for health & safety please submit a copy of the instructors OSHA certification**
- **Box 4** Conflict of interest, fill in completely
- **Box 5** Contact person(s) for course sign up or information
- **Box 6** Read **OCILB** rules listed on the application and **initial**
- **Box 7** Notarize application

ATTACH ADDITIONAL INFORMATION AS REQUIRED TO THE APPLICATION AND SUBMIT THE COMPLETED APPLICATION TO THE O.C.I.L.B. 6606 TUSSING ROAD, REYNOLDSBURG, OHIO 43068.

R.C. SECTION 4740.04(G)(2)(e) STATES THAT EACH COURSE APPLICATION SHALL BE SUBMITTED WITH A NONREFUNDABLE \$10 PER COURSE, PLUS \$1 PER CREDIT HOUR FEE. PLEASE MAKE THE CHECK PAYABLE TO: TREASURER, STATE OF OHIO.

R.C. SECTION 4101:16-2-04 (2) COURSE APPLICATIONS MUST BE SUBMITTED NO LATER THAN THE TWENTIETH OF THE MONTH TO BE ON THE NEXT MONTH'S MEETING AGENDA. THE THREE SECTIONS OF THE BOARD ONLY MEET ONCE EVERY OTHER MONTH. ALL OF THE MEETING DATES ARE POSTED ON THE WEB PAGE.

IT IS A CRIMINAL OFFENSE AND A VIOLATION OF R.C.2921.13 (a) TO MAKE A FALSE STATEMENT FOR THE PURPOSE OF MILSEADING A PUBLIC OFFICIAL.

DIC3519 Rev 08/18/2011

OHIO CONSTRUCTION INDUSTRY LICENSING BOARD NEW CONTINUING EDUCATION COURSE APPLICATION

PLEASE TYPE OR PRINT

1. APPROVED TRAINING AGENCY

- Name _____ Agency Number _____
- Address _____
- City _____ State _____ Zip _____ Telephone _____

2. COURSE/PROGRAM INFORMATION

- License(s) to which this course will apply: (Check all that apply)
A code course can only be applied to one trade (4101:16-2-01 of the OAC)
 Electrical
 Heating, Ventilation, Air Conditioning
 Hydronics
 Plumbing
 Refrigeration
- Course subject is: **ONLY ONE SUBJECT PER AREA PER APPLICATION**
 Business Code Health and Safety Technology
- Course Title _____
- Course contact hours _____
- List the textbooks, student materials, and the educational objectives of this course: _____

- Attach a course outline or syllabus**
- Dates, times, and locations of this proposed course _____

What is the maximum number of individuals who will attend this course? _____

- What are the attendance or participation fees for this course? _____

- Enclose a sample of any proposed advertising.**
- Describe the physical facility in which this course will be offered and seating capacity: _____

3. DESIGNATED INSTRUCTOR'S INFORMATION

- Name _____
- Address _____
- City _____ State _____ Zip _____ Telephone _____
- Current Occupation _____
- Field of Expertise _____
- Years of field experiences in the above subject area _____ (minimum 5 years)
- Years of teaching in the above subject area _____
- Attach all proposed instructor qualifications and bio for this course application.**

4. CONFLICT OF INTEREST

- Is there any conflict of interest with this instructor that may be of concern to the Ohio Ethics Commission and their advisory opinion 98-005? _____ Yes _____ No. (Ohio Administrative Code Section 4101:16-2-04(D))

5. CONTACT PERSON(S) FOR COURSE SIGN UP OR INFORMATION

- Name _____ Telephone _____
- Name _____ Telephone _____

6. O.C.I.L.B. RULES

An individual must attend all hours of a continuing education course to receive credit. To be approved by the O.C.I.L.B. to conduct the above continuing education course, you shall agree to do all of the following:

1. Record class attendance and check I.D.
2. Furnish the attendance report required by **OCILB** within 14 business days of the completion of the course.
3. The training agencies shall maintain a copy of every roster for a period of three years after course is held.
4. A classroom hour shall be no less than 50 minutes of classroom instruction. The remaining 10 minutes shall be used only for breaks or administrative duties of the Training Agency or instructor.
5. Let an **OCILB** authorized representative audit your course unannounced.
6. Notify the **OCILB** no later than 14 days prior to any changes in the dates, times, or locations of any continuing education course conducted by your training agency.
7. I hereby acknowledge that I have read the law and rules governing training agencies and continuing education courses contained in Section 4740.05 of the Ohio Revised Code and Sections 4101:16-2-01 through 04 of the Ohio Administrative Code. I further agree to the following continuing education rules and acknowledge that failure to abide by the continuing education rules may result in the appropriate specialty section disapproval of my approved training status and/or course.

INITIAL HERE: _____

I solemnly swear that the answers and/or responses are complete and true.

Name of training agency _____

Name of applicant _____

Signature of applicant _____

Date of application _____

Subscribed and duly sworn before me according to law; by the above named applicant this _____ day of _____,

20__ at the County of _____, State of _____.

Notary Public

My Commission Expires

FOR OFFICIAL USE ONLY

Approved: _____ HVAC _____ Refrigeration _____ Plumbing _____ Electrical

Not Approved: _____ HVAC _____ Refrigeration _____ Plumbing _____ Electrical

Reason for Not Approving: _____