



Department of Commerce

Division of Industrial Compliance
John R. Kasich, Governor
Jacqueline T. Williams, Director

INSTRUCTION SHEET FOR O.C.I.L.B.
COURSE RENEWAL FORM

According to Ohio Administrative Code 4101:16-2-04 (C), the approval of a course of study or program of instruction shall be limited to one year unless the training agency fails to renew or the Administrative section does not approve the renewal of the training agency, meaning courses must be reapplied for each year. The attached form **MUST** be submitted for the renewal of **previously approved courses**, IF the courses **meet all of the following criteria**:

- **Course Number**
- Total **hours** of Course.
- **Trade** in which Course will be given.
- Previously approved **Instructor(s) Name(s)**
- Course offering **date(s), exact location(s), and the starting / ending times**
- Form MUST be **Notarized**
- Renewal Fee of **\$10 per course plus \$1 per credit hour** MUST be attached

- **Credit Card payments**

Card Number: _____ Expiration Date: _____

Name on the Card: _____ Phone # _____

Amount Due: _____

- **If paying by check, make payable to: Treasurer, State of Ohio**

Check #: _____ Amount Due: _____

Mail entire packet to:

Ohio Construction Industry Licensing Board
6606 Tussing Road., P.O. Box 4009
Reynoldsburg, Ohio 43068

-OR-

fax to: 614-728-1200

*****NOTE:** COURSES MUST BE CURRENT IN ORDER TO BE RENEWED AND THE INITIAL APPROVAL DATE CAN NOT BE MORE THAN THREE YEARS. COURSES THAT WERE FIRST APPROVED MORE THAN THREE YEARS MUST BE RE-APPLIED FOR ON A NEW COURSE APPLICATION AND SUBMITTED WITH THE REQUIRED ATTACHMENTS. PRIOR APPROVED AGENCIES CAN ONLY RENEW THE SAME COURSE TWICE.

It is a criminal offense and a violation of R.C. 2921.13(a) to make a false statement for the purpose of misleading a public official.

Ohio Construction Industry Licensing Board
6606 Tussing Road
PO Box 4009
Reynoldsburg, OH 43068-9009 U.S.A.

Frank Alexander, Administrative Section Chairman
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