

4713-5-01

Definitions.

- (A) "Certified" means a student has successfully completed and passed the theory and a practical test for a specific service and is authorized to perform that service on patrons. The grade scale a school uses when determining the results of test is the same grade scale the school shall use for purposes of certifying its students.
- (B) "Quarter" means a period of no less than ten weeks.
- (C) "Semester" means a period of no less than fifteen weeks.
- (D) "Course" means a separate component of study contained within the program for which a student earns ~~credits or~~ clock hours.
- (E) "Program" means the aggregate of individual courses or clock hours that qualify a ~~person~~ an individual to take a licensing examination.
- (F) "State credentialed teacher" means a person recognized by the Ohio department of education as a certified/licensed teacher or a recognized member of the faculty of a college or university or an individual holding at least a bachelors degree in the subject to be taught.
- (G) "Withdrawn student" means any student who ceases instruction in a school prior to graduation.
- (H) "ODE" means the Ohio department of education.
- (I) "IEP" means an individual education plan.
- (J) "Course outline" means an outline of the program offering that summarizes each of the subjects included in the program with hours devoted to theory and clinic within each subject.
- (K) "Clock hour" means a period scheduled for a theory lecture of at least fifty minutes or scheduled clinic time in actual sixty minute segments, ~~including any break time allowed in the school's student policies.~~
- (L) "Proprietary school" means a school that is established, conducted and primarily supported by a nongovernmental person. The terms "proprietary school" and "private school" may be used interchangeably.
- (L) ~~"Last fifty hours" means the last fifty hours of a cosmetology, esthetics, or hair design course required to complete the program in which the student is enrolled.~~

- (M) "Transcript" means a form or letter signed by a school official certifying final grades for all courses applicable to a program of study.
- (N) A "handbook" means a manual or book or booklet setting forth the policies of the school and the school's requirements for each student and given to the student upon the student's signing of the enrollment agreement or contract as set forth in paragraph (A) of rule 4713-3-12 of the Administrative Code. A handbook is necessary only if a school does not set forth all of its policies and requirements in its catalogue.
- (O) A "school contract" or a "school enrollment agreement" means an agreement between the school and the applicant signed by an appropriate official representative of the school and the applicant (or the parent/guardian if the applicant or student is a minor) setting forth the obligations of the applicant and the school. For ease of discussion, the terms "school contract" and "school enrollment agreement" may be shortened to "contract" or "enrollment agreement." The contract or enrollment agreement used by a school shall meet the minimum requirements set forth in rule 4713-3-13 of the Administrative Code.
- (P) A "catalogue" is a manual or book or booklet or magazine-style document used for informing students and potential students about school policies and procedures or used for promotion of the school. At a minimum, a catalogue includes the information set forth in paragraph (B) of rule 4713-3-12 of the Administrative Code. A catalogue may be used for both advertising and for providing information to students, and, if properly executed, shall eliminate the need for a student handbook.

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Certification

Date

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