



Pre-Licensing School Filing Requirements

Contained in this Packet:

- Administrative Rule 3901-5-05
- Administrative Rule 3901-5-06
- Administrative Rule 3901-5-07
- Licensing Information Handbook
- Ohio's Publishers List
- Application for Provider Approval
- Application for Authorized Provider Official
- Instructor Registration Form
- Financial Interest Statement

Your request for approval to offer pre-licensing courses MUST include the following:

1. Application for Provider Approval form submitted by the Authorized Provider Official. The provider application form must be accompanied by at least one instructor registration form if requesting classroom or self-study with prep approval. At least one instructor must be registered for each subject matter for which you are applying if requesting classroom or self-study with prep approval. A non-refundable filing fee of \$100.00 must be submitted with the provider application; a non-refundable filing fee of \$200.00 must be submitted for each course method type; and a non-refundable filing fee of \$25.00 must be submitted for each subject matter category. **Separate applications and fees must be submitted if requesting approval for different course method types.** Checks should be made payable to the "State of Ohio Treasurer."
2. Application for Authorized Provider Official form must be completed by the individual who will be responsible for the provider's compliance with the pre-licensing education regulations and who will be responsible for a provider's integrity and operation.
3. An Instructor Registration form must be completed by EACH instructor and signed by the authorized provider official. Guidelines for instructor eligibility are established in Administrative Rule 3901-5-07. Instructors **MUST BE REGISTERED** by the Ohio Department of Insurance prior to conducting a classroom course or self-study with prep course. A non-refundable filing fee of \$25.00 per instructor must be submitted with the instructor registration form.
4. Financial Interest Statement must be completed by the Authorized Provider Official. This statement reflects who has financial interest in the school.

Special Notes:

1. Allow a minimum of three weeks for application review. You **MUST** receive written notice of approval from the Ohio Department of Insurance before scheduling any classes.
2. Direct all applications and inquiries to:

Ohio Department of Insurance
50 W. Town St., 3rd Fl.
Suite 300
Columbus, Ohio 43215
Phone number (614) 728-5860.