

*****DRAFT - NOT FOR FILING*****

4501-21-12 **Records and certificates of completion.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (A) in rule 4501-21-17 of the Administrative Code.]

(A) Each remedial driving course enterprise shall keep true, accurate, and complete records pertaining to the courses taught. The course records shall include:

(1) "Daily Classroom Roster - Remedial Courses";

(2) "Remedial Student Report Form"; and

(3) Copy of enrollment contract.

(B) Each enterprise shall maintain records regarding all training provided to its instructors and managers who are employed.

(C) Each enterprise shall maintain a copy of all information provided to the department as part of the application process.

(D) Each enterprise shall keep any other records that the department may require as part of the remedial driving course approval process.

(E) "Certificate of Completion"

(1) Every student who successfully completes a remedial driving course shall be given a "Certificate of Completion."

(2) For a student who completes an approved adult remedial driving course that includes instruction through technology-based method(s), the classroom course provider will issue a "Certificate of Completion" to the student upon verification of student completion of the approved eight hours of training. The "Certificate of Completion" shall be provided by the department via the online certificate system.

(3) In the event a "Certificate of Completion" is lost or stolen after being issued to a student, the student may receive a duplicate certificate after completing the "Request for Duplicate Certificate," which shall be maintained by the remedial driving course.

(4) No "Certificate of Completion" may be sent electronically. An authorizing official, course manager, or chief instructor of the remedial driving course who issues the certificate shall sign each certificate. If an authorizing official, course manager, or chief instructor permits the use of a stamped or electronically produced signature, that authorizing official, course manager, or chief instructor shall be responsible for securing the stamp or electronic means. The authorizing official, course manager, or chief instructor shall be responsible for any document on which their stamped or electronic signature is produced.

(F) All records shall be maintained for a period of three years.