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4501-7-11 Certificates.

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (PPSS) in rule 4501-7-01 of the Administrative Code.]

- (A) The director shall supply the certificates as required by division (E)(2) of section 4508.02 of the Revised Code and shall maintain a record of all certificates supplied to each online provider. This record will include the name of the enterprise and the date the certificates were supplied. The certificates will be supplied to a licensed online enterprise and shall not be transferred to or issued by any other enterprise.
- (1) Online providers shall issue a "Certificate of Enrollment" to a student who has successfully enrolled in and has completed at least two hours of online instruction. No authorizing official shall issue a certificate before the student has completed at least two hours of actual online instruction.
 - (2) Online enterprises shall issue a "Certificate of Completion of an Online Driver Education Program" for a student who has successfully completed the online driver education program. No authorizing official shall issue a certificate prior to the student completing every module and passing the final examination of the online driver education program.
 - (3) The authorizing official shall issue certificates to students in numerical sequence.
 - (4) Certificates shall be purchased, logged and printed by the online provider through the online system managed by the department.
- (B) The director shall supply "Certificate of Completion" for the course of training required by division (C) of section 4508.02 of the Revised Code and shall maintain a record of all certificates supplied to each enterprise. This record will include the name of the enterprise and the date the certificates were supplied. The certificates will be supplied to a licensed enterprise and shall not be transferred to or issued by any other enterprise.
- (1) Except for an online enterprise, driver training enterprises shall issue a "Certificate of Completion" to a beginning driver who is under the age of eighteen and who has successfully completed the classroom, or equivalent program of instruction with an online provider and the behind-the-wheel training required by division (C) of section 4508.02 of the Revised Code.
 - (2) The authorizing official shall issue certificates to students in numerical sequence based upon the date a student completed the training. No authorizing official or training manager shall issue a certificate before the student had completed all required training.
 - (3) Certificates shall be logged and printed by the enterprise through the on-line system managed by the department.
- (C) When the authorizing official or training manager determines that a certificate must be voided, the box for "void" shall be marked on the online system.
- (D) In the event a certificate is lost or stolen after being issued to a student, the student may obtain a new certificate from the driver training enterprise that issued it. The student shall first complete ~~a request for a new certificate on a form supplied by the director explaining the~~ "Request for Duplicate Certificate" and explain the theft or loss. This form shall be signed by the student and parent or legal guardian. The

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~~completed request from the student~~ ["Request for Duplicate Certificate"](#) shall be retained by the enterprise and maintained in the school files. The training manager or authorizing official, or a designee, shall mark the box for "duplicate" and issue the new certificate via the online system. No driver training school may charge a fee for a replacement certificate that exceeds ~~the actual cost of preparing the certificate requested~~ [fifteen dollars](#).

- (E) No certificate may be sent electronically. An authorizing official or training manager of the school who issues the certificate shall sign each certificate. If an ~~instructor,~~ authorizing official, or manager permits the use of a stamped or electronically produced signature, that ~~instructor,~~ official, or manager shall be responsible for securing the stamp or electronic means, and that ~~instructor,~~ official, or manager shall be responsible for any document on which that ~~instructor's,~~ official's, or manager's signature is produced.
- (F) When a driver training enterprise closes for any reason, including a license suspension or revocation, the director shall make all unused certificates inaccessible to the enterprise.