

Governor's Highway Safety Office  
**Remedial Provider Inspection & Interview**

- Verify with the Driver Training Manager that the enterprise has a current enterprise application on file. No inspection will be approved for completion until the enterprise has submitted a complete application to the designated address at DPS.
- This form is to be completed by the field staff inspecting the school (Adult remedial and JDIP) in an open-exchange inspection, meeting, and interview with the authorizing official or training manager.
- If the official or manager needs to make changes as a result of non-compliance, the opportunity to remedy the problem may be given. Set a date for follow-up and/or to re-inspect. Use the GHS 0153 Inter-Office Communication to summarize all incidence of non-compliance identified during the inspection process.
- The inspection and interview process is intended to be a cooperative effort to bring schools into compliance; however, any recommendation for administrative action against an enterprise, school, official, manager, or instructor shall be at the discretion of the Driver Training Manager.
- The standards are worded in the positive form so that a "yes" response is the one required under the rule. A "no" response will require correction by the school and comment from the field staff.
- Answering "n/a" means that this standard is not applicable to the training location under inspection.
- Obtain these forms from the enterprise completed prior to the start of the inspection and interview:
  - GHS 036 Remedial Provider Interview and Inspection form (\* page one for each classroom location)
  - GHS 0136 List of AV Items
  - GHS 0140 Instructors Used by Enterprise and Other Staff
  - GHS 0144 List of Certificates by Enterprise
  - GHS 0165 List of Staff and Officials used by Enterprise

Complete all of the following items, as applicable, as part of the standard inspection process:

- GHS 0160 T Field Staff Adult Remedial Inspection Form
- GHS 0161 Field Staff Juvenile Driver Imp Program Inspection Form
- GHS 0173 T Classroom Inspection Form

**ENTERPRISE INSPECTION FORM COVER PAGE**  
**Complete one for each classroom location**

Name of School:		School Number:	
Business Address:			
Training Type: <input type="checkbox"/> Adult Remedial Check all that <input type="checkbox"/> Juvenile Remedial apply		Inspection Type: <input type="checkbox"/> Original/New Classroom location <input type="checkbox"/> Original/New Enterprise <input type="checkbox"/> Inspection	

Authorizing Official	Name
	Address
	Phone

Training Manager	Name
	Address
	Phone

Date of Initial Inspection	Result of Initial Inspection
	<input type="checkbox"/> No Violations Found (Approved for licensing) <input type="checkbox"/> Violations Found & Corrected (Approved for licensing) <input type="checkbox"/> Violations Found & Existing (DPS Follow Up Needed)

Date of Follow-Up Inspection	Result of Follow-Up Inspection
	<input type="checkbox"/> No Violations Found (Approved for licensing) <input type="checkbox"/> Violations Found & Corrected (Approved for licensing) <input type="checkbox"/> Violations Found & Existing (DPS Follow Up Needed)

Field Staff  
 Name          X  \_\_\_\_\_

**This inspection report comments on a sampling of your enterprise’s documentation, procedures, as well as your facilities and equipment. It reflects a snapshot of what was observed during the inspection. This report is not intended to and should not be construed as verification that all of your records and procedures meet the Ohio Administrative Code rules.**

**It continues to be your enterprise’s responsibility to ensure that your documentation and procedures are in compliance with applicable laws and administrative rules throughout the entire year.**

**Please be aware that depending upon the nature of rule violations that may have been identified during the inspection the department may take further action, up to and including administrative action.**

<b>This document applies to Adult Remedial and Juvenile DIP Courses</b>				
<b>Rule 4501-21-03 Place of Business</b>		Yes	No	N/A
Place of business is owned, leased, or rented by the approved remedial school.				
The office is in a fixed geographic location within the state of Ohio.				
(A) The facility has not been used as a remedial driving course office prior to being inspected and approved by the director for use as a remedial driving course office.				
	<ul style="list-style-type: none"> <li>A copy of the lease, rental agreement, deed, or written agreement is on file with the school records.</li> </ul>			
	<ul style="list-style-type: none"> <li>If the fixed location is a modular unit, the foundation is permanent.</li> </ul>			
(B) The remedial driving course office is not a house trailer, tent, temporary stand, post office box, rooming house, or apartment.				
	<ul style="list-style-type: none"> <li>The office is not located within a guest or sleeping room, or in a room that is designated or designed as a sleeping room in a hotel or motel.</li> </ul>			
	<ul style="list-style-type: none"> <li>The remedial driving course enterprise does not share its place of business with any other driver training enterprise, or (if not) this enterprise is exempted from above requirement because the same enterprise owns both enterprises that use this facility.</li> </ul>			
(C) The enterprise has access to a computer, printer, e-mail and internet functions. The working e-mail address is:				
(D)(1) The school office has space adequate to conduct any necessary business.				
(D)(2) The school posts the remedial driving course fee schedule in a place that can be readily seen.				
	<ul style="list-style-type: none"> <li>The school displays the department-issued remedial driving course certificate of approval.</li> </ul>			
(D)(3) Conforms to all federal, state, and local fire, building and safety regulations. Obtain a current fire inspection report for each classroom location (dated within the past year).				
(E) The school has provided written notice identifying the location of the required records.				
	<ul style="list-style-type: none"> <li>The records are stored in a location easily accessible from the enterprise office.</li> </ul>			

<b>4501-21-04 Character and Fitness</b>		Yes	No	N/A
(A) Any person connected in any manner with a remedial driving course enterprise shall be of good character and reputation and comply withal rules of this chapter. <b>Obtain a current list of the instructors and staff associated with this enterprise using GHSO 140 Personnel Used by Enterprise.</b>				
(B) Does the enterprise have a policy that requires people connected with this school continue to maintain a criminal record free of conviction for any felony or misdemeanor reasonably related to a person's ability to serve safely and honestly in connection with a remedial driving course enterprise?				
	<ul style="list-style-type: none"> <li>Were any personnel associated with this enterprise convicted of a felony or misdemeanor in the past ten years?</li> </ul>			

<b>4501-21-04 Character and Fitness (continued)</b>		Yes	No	N/A
(C) Does every person connected in any manner with this enterprise conduct themselves in a professional manner?				
	<ul style="list-style-type: none"> <li>Does the enterprise have a policy that requires its staff to comply with all applicable state and federal laws that prohibit discrimination based upon race, color, national origin, sex, age, handicap, disability, ancestry, or religion?</li> </ul>			
(D) Has any person associated with this school had a driver training school, driver training school manager, or driver training school instructor's license revoked or denied, or a remedial driving course approval revoked or denied within the last five years?				
(E) Does the enterprise follow a policy that ensures instructors and managers who are known to be physically or mentally unfit are not in contact with students or permitted to manage the course?				
(E) Does the school have a policy that authorizes the authorizing official or manager to require an instructor or manager to submit to an examination of the instructor's or manager's physical or mental health when there is evidence to call that person's health into question?				
(F) Does the school have a policy that requires each person who holds approval under rule 4501-21 of the Administrative Code to notify the authorizing official if the approved instructor or manager is afflicted with any injury, physically unfit, mentally unfit, or under the influence of drugs or medicine that may affect that licensee's ability to effectively and safely instruct students or manage the course?				
(G) Does the school have a policy that prohibits managers or instructors from accepting cash payments or gifts from students, except on behalf of the remedial driving course enterprise as payment for services?				
(H) Did the enterprise, its officers, any owner, or any instructor have legal action filed against them or commenced legal action for failure to perform or to operate its courses safely since the last inspection?				

<b>4501-21-05 Application for remedial driving course approval</b>		Yes	No	N/A
(A) Does every place (office and classroom) used by this enterprise have approval for a remedial school?				
(D) (4) Does the enterprise have a copy of the course manager's certificate of training showing the course manager has completed a course manager's remedial training course approved by the director?				
(D)(6) Does the enterprise have proof of completion of the training required from an organization on the list of approved curriculum providers or a copy of a proposed curriculum for the adult remedial driving course for review and approval as provided in rule 4501-21-06 of the Administrative Code?				
	<ul style="list-style-type: none"> <li>For a juvenile remedial driving course, does the enterprise have proof of completion of the training required to use the curriculum provided by the department?</li> </ul>			
(F) Is the school's certificate of approval displayed in a conspicuous place at the remedial driving course enterprise office?				
(G) Has the enterprise refrained from implemented any changes to the approved course materials that significantly impact the delivery model, physical architecture, logical architecture, or other changes that will impact the audit process or alter the understanding of the provider infrastructure?				
	<ul style="list-style-type: none"> <li>If no, were such changes approved by the director prior to implementing?</li> </ul>			
(J) Has or will the school official submit(ed) an original application or a renewal application by November 30 of the year the approval expires?				
(L) Does this enterprise use only its approved name?				
(L) Does the approval certificate show the address of the location where this school is operating?				



<b>4501-7-06 Course Curriculum (continued)</b>		Yes	No	N/A
	(11) Safety restraint systems – safety belts, airbags, child passenger seats			
	(12) Financial responsibility laws			
	(13) Vehicle technology issues			
	(14) Driver fitness			
	(15) Alcohol, drugs and driving			
	(16) Aggressive driving issues and road rage			
	(17) Anatomical gifts and anatomical gift procedures			
	(18) References to Ohio specific laws			
(D) Is the curriculum or delivery method conducive to learning				
	<ul style="list-style-type: none"> <li>For any curriculum delivered outside of the classroom the following requirements apply:</li> </ul>			
	<ul style="list-style-type: none"> <li>(1) Are students able to navigate logically and systematically through the course</li> </ul>			
	<ul style="list-style-type: none"> <li>(2) Are technical support personnel available and knowledgeable of course completion requirements and technical issues? <ul style="list-style-type: none"> <li>Do students have adequate access to telephonic technical assistance (help desk) throughout the course such that the flow of instructional information is not delayed?</li> <li>Can the enterprise provide time documentation to show that the above requirement is being met.</li> </ul> </li> </ul>			
(E) Does the remedial driving course enterprise maintain records demonstrating that all instructors have been properly trained in use of the curriculum?				
(G) If the enterprise is conducting a remedial driving enterprise course for juveniles, does the enterprise use the curriculum provided by the Department as required?				

<b>4501-21-07 Performance bond; escrow account.</b>		Yes	No	N/A
(A) Does the authorizing official certify that the remedial driving course enterprise maintains a continuous performance bond, or maintains an escrow account for each of its courses sufficient to cover the cost of reimbursing students for instruction not supplied?				
	<ul style="list-style-type: none"> <li>Is the performance bond or escrow account in force at the time of inspection</li> <li>What is the expiration date of the bond, or date on which funds may be released from the escrow account?</li> </ul>			
	<ul style="list-style-type: none"> <li>During the past year, at any one time, what is the greatest number of students that had paid for training, but not yet completed the course or received a certificate of completion; not including those persons that failed the course, were dismissed, or to whom the enterprise is no longer contractually obligated to provide services? _____ What is the highest amount charged by the enterprise for remedial courses offered? \$ _____</li> </ul>			
	<ul style="list-style-type: none"> <li>For the upcoming year, at any one time, what is the greatest number of students the enterprise anticipates will have paid for training, but not have completed the course or received a certificate of completion; not including those persons that fail the course, are dismissed, or to whom the enterprise will no longer contractually obligated to provide services? _____ What is the highest amount the enterprise anticipates charging for remedial courses offered? \$ _____</li> </ul>			
	<ul style="list-style-type: none"> <li>Using the information provided above, what is the minimum amount the bond or escrow account needs to be?</li> </ul>	\$		

<b>4501-21-07 Performance bond; escrow account. (continued)</b>		Yes	No	N/A
	<ul style="list-style-type: none"> <li>Does the bond or escrow account comply with this amount?</li> </ul>			
(B) Is the current and valid performance bond or evidence of escrow account maintained at the remedial driving course enterprise office, filed as a part of the course records, and made available upon request?				
	<ul style="list-style-type: none"> <li>Has the bond or escrow account been obtained from a company authorized to do business in the state of Ohio?</li> </ul>			
	<ul style="list-style-type: none"> <li>Does the bond specify that the remedial driving course enterprise shall not practice any fraud or make any fraudulent representation that may cause a monetary loss to a person taking instruction from the enterprise?</li> </ul>			
(C) Does the bond or escrow account include:				
	<ul style="list-style-type: none"> <li>the remedial driving course enterprise name?</li> </ul>			
	<ul style="list-style-type: none"> <li>the amount of the bond or escrow account?</li> </ul>			
	<ul style="list-style-type: none"> <li>the effective date?</li> </ul>			
	<ul style="list-style-type: none"> <li>the period of coverage?</li> </ul>			
(D) Does the bond or escrow account name the department of public safety and the state of Ohio as obligees?		Yes	No	N/A
	<ul style="list-style-type: none"> <li>Does the bond or escrow account stipulate that the director shall be notified ten days before the bond or escrow account terminates due to its expiration or cancellation or before the bond or escrow account is reduced in value?</li> </ul>			
(E) The remedial driving course enterprise is exempt from the bond or escrow account because it is operated under the authority of the state of Ohio or a political subdivision approved by the director.				

<b>4501-21-08 Advertising and soliciting business</b>		Yes	No	N/A
(A) Does this enterprise advertise using only its approved name?				
	<ul style="list-style-type: none"> <li>Does this enterprise refrain from advertising or implying it is supervised, recommended, or endorsed by the Director of the Department?</li> </ul>			
(B) Does this enterprise refrain from advertising or implying that it is endorsed or sanctioned by any organization?				
	<ul style="list-style-type: none"> <li>If the answer is "no," does the enterprise hold a letter in its office file from this organization that testifies to the sanction or endorsement?</li> </ul>			
	<ul style="list-style-type: none"> <li>Can the letter dated within the past year (above) be produced at your request?</li> </ul>			
(C) Has this enterprise refrained from advertising a course of adult or juvenile remedial driving instruction prior to being approved as an adult or juvenile remedial driving course under Chapter 4501-21 of the Administrative Code?				
(D) Does this enterprise refrain from soliciting or advertising for business without supplying its name and the location where training is conducted?				
(E) Are all actual instructional pages used in the course, free of any advertising for goods or services?				

<b>4501-21-09 Inspections</b>		Yes	No	N/A
(A) Has the course operator or manager of the remedial driving course enterprise made school records, and facilities used by the enterprise available to you for inspection?				
	<ul style="list-style-type: none"> <li>Will the remedial driving course enterprise upon request, and within a reasonable time period, correct any problems the department identifies during inspection?</li> </ul>			
(B) Have all locations at which the course is being conducted or records are being maintained been made accessible to the department during reasonable hours				
(C) Has the enterprise, during the inspection, provided certification that all facilities of the course conform to all federal, state, and local building, fire, and health regulations?				
(D) Has the enterprise furnished any and all records requested that relate to the operation of the remedial driving course?				
	<ul style="list-style-type: none"> <li>Upon request, did the course operator or manager make any records accessible for copying?</li> </ul>			

<b>4501-21-11 Enrollment contract</b>		Yes	No	N/A
Does the enterprise provide each student with an enrollment contract which includes fees and verification that the course will meet all Ohio requirements?				
(A) Is third-party data required that is accessed prior to or during validation of the student's identity?				
	<ul style="list-style-type: none"> <li>If "yes", is there a clause within the enrollment contract which identifies the type of any third-party data that will be accessed?</li> </ul>			
	<ul style="list-style-type: none"> <li>Does the enterprise obtain the student's prior approval before accessing the third-party data, if applicable?</li> </ul>			
(B) Does the enrollment contract identify the hardware and software requirements to successfully complete the course, if applicable?				
	<ul style="list-style-type: none"> <li>If "yes," does the enterprise obtain the student's acknowledgement that the student understands the computer requirements?</li> </ul>			
(C) Does the enrollment contract specify that interruptions in course service may occur over which the course owner has no control?				
	<ul style="list-style-type: none"> <li>Does the enterprise obtain the student's acknowledgement that the student understands that service interruptions may occur?</li> </ul>			
(D) Does the enrollment contract include a statement that notifies the student of the course security and privacy policy regarding student data including personal and financial data?				
	<ul style="list-style-type: none"> <li>Does the enterprise obtain the student's acknowledgement that the student understands the privacy policy?</li> </ul>			

<b>4501-21-12 Records, certificates of completion, &amp; course evaluations</b>		Yes	No	N/A
(A) Does the enterprise keep true, accurate, and complete records pertaining to the courses taught?				
(B) Do the records identify the students who took the course, the date the course was conducted and whether each student successfully completed the course?				

<b>4501-21-12 Records, certificates of completion, &amp; course evaluations (cont')</b>		Yes	No	N/A
(C) For each student, does the enterprise complete and maintain a form prescribed by the department?				
(D) Does the enterprise maintain records regarding all training provided to its instructors and managers who are employed, if applicable?				
(E) Does the enterprise maintain a copy of all information provided to the department as part of the application process?				
(F) Does the enterprise keep any other records that the department requires as part of the remedial driving course approval process?				
(G)(1) Does every student who successfully completes the remedial driving course given a certificate of completion that is on a form prescribed by the department?				
	<ul style="list-style-type: none"> <li>(2) Does the enterprise certify student participation during each required session?</li> </ul>			
	<ul style="list-style-type: none"> <li>(3) Does the enterprise certify that certificates of completion are awarded only to students who have successfully completed the entire remedial driving course?</li> </ul>			
	<ul style="list-style-type: none"> <li>(4) Does the enterprise take reasonable measures to ensure the security of voided, replacement or unissued certificates of completion?</li> </ul>			
	<ul style="list-style-type: none"> <li>(5) Does the enterprise have a policy that requires the operator or manager to notify the department, in writing and electronically, upon discovery of any lost, stolen, voided, or replacement certificates of completion or any circumstances suggesting that certificates were issued in violation of the Ohio administrative code 4501-21?</li> </ul>			
(H)(1) Does the enterprise provide students with an opportunity to provide anonymous feedback on the course on an official form?				

<b>4501-21-13 Classrooms</b>		Yes	No	N/A
Is the remedial driving course conducted in a classroom setting?				
(A)(1) For a remedial driving course conducted in a classroom setting, is the class conducted in an environment conducive to learning?				
(A)(2) Is the classroom located in a permanent structure or in a mobile or modular structure installed on a permanent foundation?				
	<ul style="list-style-type: none"> <li>Is the classroom not located in a residence, a guest or sleeping room or in a room that is designated or designed as a sleeping room in a hotel or motel?</li> </ul>			
(A)(3) Classrooms:				
	<ul style="list-style-type: none"> <li>(a) Does the classroom comfortably accommodate students and instructors and have sufficient space to contain tables and chairs or desks for all students?</li> </ul>			
	<ul style="list-style-type: none"> <li>(a) Does the enterprise refrain from teaching the Juvenile Driver Improvement Program in the same classroom at the same time that the Adult Remedial Driving Course is conducted?</li> </ul>			
	<ul style="list-style-type: none"> <li>(b) Is the classroom equipped with a variety of audio and/or visual training aids that support the course curriculum?</li> </ul>			
	<ul style="list-style-type: none"> <li>(c) Is the classroom reasonably free of visible and/or audible distractions and present an atmosphere adequate for learning?</li> </ul>			

<b>4501-21-13 Classrooms (continued)</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
	<ul style="list-style-type: none"> <li>(d) Does the classroom have available for student use within its facility a clean and functional restroom?</li> </ul>			
	<ul style="list-style-type: none"> <li>(e) Does the classroom conform to all federal, state and local fire, building and safety regulations?</li> </ul>			
<b>(B)(1) The requirements in this rule apply to authorizing officials, course managers and instructors instructing students participating in a remedial driving course. Instruction of individuals in remedial driving courses shall conform to this rule.</b>				
	<ul style="list-style-type: none"> <li>(a) Are students taught and supervised by instructors that meet the requirements of this chapter?</li> </ul>			
	<ul style="list-style-type: none"> <li>(a) Do the instructors only instruct students under the authority and guidance of a department-approved adult or juvenile remedial driving course?</li> </ul>			
	<ul style="list-style-type: none"> <li>(a) For the juvenile remedial driving course, do instructors only instruct students using the department-provided curriculum?</li> </ul>			
	<ul style="list-style-type: none"> <li>(b) Does the enterprise disallow the use of radios, cell phones, electronic games or similar distractions during times of instruction?</li> </ul>			
	<ul style="list-style-type: none"> <li>(c) Does the enterprise follow a policy that requires instructors to teach for a full 60-minutes for every hour credited to a student's training, and not include break time as training?</li> </ul>			
	<ul style="list-style-type: none"> <li>(d) Does the enterprise follow a policy that prohibits instructors from instructing students for more than two hours without taking a ten-minute break from instruction?</li> </ul>			
	<ul style="list-style-type: none"> <li>(d) For courses being completed in one day, does the enterprise provide an additional lunch break of at least thirty minutes?</li> </ul>			
	<ul style="list-style-type: none"> <li>(e) Does the enterprise limit the number of students in a remedial driving course to no more than twenty-four?</li> </ul>			
	<ul style="list-style-type: none"> <li>(e) Does the enterprise have a policy ensuring that at least one instructor who meets the requirements of this chapter shall be present and conduct a remedial driving course?</li> </ul>			
	<ul style="list-style-type: none"> <li>(f) Does the enterprise have a policy that students who are late or absent from any part of a course make up that portion of the instruction that was missed prior to receiving a certificate of completion?</li> </ul>			
	<ul style="list-style-type: none"> <li>(f) Does the enterprise have a policy that prohibits a student who does not actively participate in any part of the instruction from receiving a certificate of completion?</li> </ul>			
	<ul style="list-style-type: none"> <li>(g) Does the enterprise use appropriate standards, supplied by the department, to ascertain the attendance of students?</li> </ul>			
	<ul style="list-style-type: none"> <li>(i) Does the enterprise have a policy ensuring that students who do not complete the entire course, including all makeup sessions, within the timeline specified by the court or the Bureau of Motor Vehicles, not be granted credit for instruction?</li> </ul>			
	<ul style="list-style-type: none"> <li>(ii) Does the enterprise have a policy requiring students absent for any period of any portion of instruction complete that session of instruction and that all make-up sessions be equivalent in length and content to the instruction missed and taught by an instructor who meets the requirements of this chapter?</li> </ul>			

<b>4501-21-13 Classrooms (continued)</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
	<ul style="list-style-type: none"> <li>(iii) Does the enterprise have a policy requiring students dismissed for inappropriate behavior or for not participating in the course meet the conditions for reentry of students dismissed for violating the conduct or participation policy established by the enterprise?</li> </ul>			
	<ul style="list-style-type: none"> <li>(h) For the adult remedial driving course, does the enterprise follow a policy that provides not more than three hours or less than one hour of classroom instruction devoted to showing educational videos, slides or films that relate to adult remedial driving courses?</li> </ul>			
	<ul style="list-style-type: none"> <li>(h) Does the enterprise follow a policy ensuring that no videos, DVDs, films or activities unrelated to safe driving practices, driver knowledge or driver skill shall be used?</li> </ul>			
	<ul style="list-style-type: none"> <li>(h) If educational videos, DVDs or films that are a part of the approved curriculum are not available or are not functional at the time of a session, does the enterprise re-schedule the session to a time when the educational videos, slides or films are available or functional?</li> </ul>			
(B)(2) Does the enterprise have a policy allowing a student to be refused instruction if the course officials reasonably believe that the person is under the influence of alcohol or a controlled substance?				
(B)(3) Does the remedial driving course have a written grievance procedure made available to students that specifies the manner by which students may make complaints and the method by which the enterprise shall attempt to resolve them?				
(B)(4) Do instructors of the remedial courses verify the identity of all students at the beginning of each course and prior to administering the final examination?				
(C)(1) Before issuing a certificate of completion, does the adult remedial driving course include administration of an examination to test the student's comprehension of the material included in the course?				
(C)(1) Does the examination consist of multiple choice questions of which at least seventy-five per cent shall be correctly answered by the student?				
(C)(1) Are the final examination questions drawn from a bank of at least one hundred and twenty questions or three different test versions?				
(C)(1) Are adult remedial driving course students required to correctly answer seventy-five percent of the final examination questions in order for a certificate of completion to be issued by the course operator?				
(C)(2) Does the enterprise make accommodations for the final test to assist students who identify themselves as having learning difficulties?				
(C)(3) Does the enterprise disallow students taking the examination from referring to any materials that may contain answers to the questions?				
(C)(4) Do the records of each examination given include:				
	<ul style="list-style-type: none"> <li>the date the examination was administered?</li> </ul>			
	<ul style="list-style-type: none"> <li>the student's score?</li> </ul>			
	<ul style="list-style-type: none"> <li>the student's name?</li> </ul>			
	<ul style="list-style-type: none"> <li>the identity and signature of the person who graded the examination</li> </ul>			
(C)(4) Are records of each examination given maintained by the enterprise for a period of three years?				

<b>4501-21-13 Classrooms (continued)</b>		Yes	No	N/A
(C)(5) Does the enterprise have a policy that prohibits any student found cheating on the final examination from being issued a certificate of completion?				
(C)(6) Does the enterprise have a policy allowing a student that does not correctly answer seventy-five per cent of the final examination questions to have the opportunity to retake the final examination up to two additional times				
	<ul style="list-style-type: none"> <li>Does the enterprise have a policy ensuring that retake examinations are different tests?</li> </ul>			
	<ul style="list-style-type: none"> <li>Does the enterprise have a policy requiring students who fail to score at least seventy-five per cent after taking the examination the third time, retake the course?</li> </ul>			
(C)(7) For juvenile remedial courses, does the enterprise use the assessment material provided by the department in lieu of a final examination?				
(D)(1) Does the enterprise employ a course manager who has successfully completed a course manager's course approved by the department?				
(D)(2) Is the remedial course taught by an instructor who has been trained to teach the curriculum and who has knowledge of Chapter 4501-21 of the Administrative Code, road signs, the care and operation of motor vehicles and the "Digest of Ohio Motor Vehicle Laws"?				
(D)(3) Does the enterprise have policies in place establishing how the enterprise shall ensure instructors and course managers comply with Chapter 4501-21 of the Administrative Code?				
<b>(D)(4) Does the enterprise ensure that all course managers and instructors:</b>				
	<ul style="list-style-type: none"> <li>(a) Possess a currently valid driver's license and have been the operator of a motor vehicle for at least three years?</li> </ul>			
	<ul style="list-style-type: none"> <li>(b) Have a record free of convictions for a felony, or of a misdemeanor, which is reasonably related to a person's ability to serve safely and honestly in connection with an adult remedial driving course enterprise, or an equivalent conviction from another jurisdiction?</li> </ul>			
	<ul style="list-style-type: none"> <li>(c) Have a driving record free of any of the following:</li> </ul>			
	<ul style="list-style-type: none"> <li>(i) Three or more chargeable crashes within the three years preceding the date of application?</li> </ul>			
	<ul style="list-style-type: none"> <li>(ii) Three or more moving violation convictions under Chapter 4511. of the Revised Code, or an equivalent conviction from another jurisdiction, within the preceding three years?</li> </ul>			
	<ul style="list-style-type: none"> <li>(iii) An accumulation of six points or more under Chapter 4510. of the Revised Code, or equivalent action from another jurisdiction, within the preceding three years?</li> </ul>			
	<ul style="list-style-type: none"> <li>(iv) A twelve-point administrative suspension under section 4510.037 of the Revised Code, or equivalent action from another jurisdiction, within the ten years preceding the date of application?</li> </ul>			
	<ul style="list-style-type: none"> <li>(d) Have completed a continuing education course as established by the curriculum provider and approved by the department? and shall, upon request from the director, provide proof the student's address?</li> </ul>			
	<ul style="list-style-type: none"> <li>(d)Has proof of the satisfactory completion of such training been provided?</li> </ul>			

<b>4501-21-13 Classrooms (continued)</b>		Yes	No	N/A
	<ul style="list-style-type: none"> <li>(i) Have attended and satisfactorily completed all department-sponsored workshops required by the director to update instructors on Ohio-specific information?</li> </ul>			
	<ul style="list-style-type: none"> <li>(e) Are required by policy to report any occurrences that would cause an instructor or course manager to no longer be employed or eligible to be employed as an instructor?</li> </ul>			
(D)(5) Does the enterprise periodically verify that the course manager and all instructors remain eligible to serve as course managers and instructors? and shall at least every year obtain a driving abstract for each course manager and instructor				
	<ul style="list-style-type: none"> <li>(D)(5) Does the enterprise, at least every year, obtain a driving abstract for each course manager and instructor?</li> </ul>			

<b>4501-21-14 Alternate delivery system</b>		Yes	No	N/A
Does this enterprise use a technology-based method for delivery of curriculum in conjunction with, or in lieu of classroom based training?				
	<ul style="list-style-type: none"> <li>If "yes", has the technology-based instruction been approved by the department?</li> </ul>			
	<ul style="list-style-type: none"> <li>Is any technology-based instruction utilized to accomplish juvenile remedial driving instruction?</li> </ul>			
(B) Does the enterprise incorporate a personal validation process that verifies student identity and participation?				
	<ul style="list-style-type: none"> <li>Has the enterprise developed and maintained a means to reasonably authenticate users on a periodic basis?</li> </ul>			
	<ul style="list-style-type: none"> <li>Does authentication occur randomly twice during the course and upon entering, and exiting the adult remedial driving course?</li> </ul>			
	<ul style="list-style-type: none"> <li>Is authentication accomplished by a combination of:</li> </ul>			
	<ul style="list-style-type: none"> <li>(1) Username and password authentication</li> </ul>			
	<ul style="list-style-type: none"> <li>(2) Third-party database authentication including the department-provided student validated questions</li> </ul>			
	<ul style="list-style-type: none"> <li>(3) Certification authentication through the use of digital certificates</li> </ul>			
	<ul style="list-style-type: none"> <li>(4) Biometric authentication</li> </ul>			
	<ul style="list-style-type: none"> <li>(5) Other means that are as secure as the methods described in paragraphs (1) through (4) of this rule that are based on emerging technologies and allow for reasonable assurance that the students are authenticated</li> </ul>			
(C) Has the enterprise incorporated a course validation process that verifies student participation and comprehension of course material?				
(C)(1) Does the course validation process include built-in timers to ensure that the statutorily required amount of hours have been attended and completed by the student?				
(C)(2) Does the course validation process test student's participation throughout the course to ensure that the student receives the minimum course content and time management requirements for instruction?				

<b>4501-21-14 Alternate delivery system (continued)</b>		Yes	No	N/A
	<ul style="list-style-type: none"> <li>(a) Are least forty course validation questions asked throughout the course?</li> </ul>			
	<ul style="list-style-type: none"> <li>(a) Are course validation questions asked in every major unit or section throughout the course, not including the final examination?</li> </ul>			
	<ul style="list-style-type: none"> <li>(b) Are at least fifty per cent of the course validation questions asked educational content questions drawn from statistics, facts, and techniques presented as part of the course material?</li> </ul>			
	<ul style="list-style-type: none"> <li>(b) Are at least five of the validation questions devoted to the area of alcohol, drugs and the operation of motor vehicles?</li> </ul>			
	<ul style="list-style-type: none"> <li>(c) Is at least one course validation question asked during or following each section of the course to show that the student participated in and comprehended the course section?</li> </ul>			
	<ul style="list-style-type: none"> <li>(d) Is the test bank for course validation questions at least eighty questions, of which at least fifty per cent are educational questions drawn from the course material?</li> </ul>			
	<ul style="list-style-type: none"> <li>(e) Are all course validation questions generated in random order within each major unit or section, and is the same questions not asked more than twice?</li> </ul>			
	<ul style="list-style-type: none"> <li>(e) Are questions that appear twice a result of random generation and not by design?</li> </ul>			
	<ul style="list-style-type: none"> <li>(f) Are course validation questions multiple choice and designed to ensure the student participated in the actual course instruction?</li> </ul>			
(D) Does the enterprise maintain a complete student course data file to demonstrate student activity?				
(D) Does the enterprise ensure that at least the following information is collected and retained for creating the student footprint:				
	<ul style="list-style-type: none"> <li>(1) Student's name and driver license number?</li> </ul>			
	<ul style="list-style-type: none"> <li>(2) Dates and times of student activity (log-on and log-off times) or rental activity?</li> </ul>			
	<ul style="list-style-type: none"> <li>(3) Dates, times, and results of personal-validation and course-content questions? If a "key" or "code" is used to identify the question and answer, rather than recording the entire question and answer, then the "key" or "code" must be furnished.</li> </ul>			
	<ul style="list-style-type: none"> <li>(4) Verification of the amount of time the student spent in each unit?</li> </ul>			
	<ul style="list-style-type: none"> <li>(5) Verification of the amount of total time the student spent in the course?</li> </ul>			
	<ul style="list-style-type: none"> <li>(6) An identifier of the reason a person was suspended or failed the course?</li> </ul>			
	<ul style="list-style-type: none"> <li>(7) Dates, times, and responses for each question on the final examination</li> </ul>			
	<ul style="list-style-type: none"> <li>(8) Name or identity number of an adult remedial driving course enterprise staff member entering comments, retesting, or revalidating student, if applicable?</li> </ul>			
(E) Does the enterprise incorporate a final examination that measures student knowledge and comprehension of course material?				
	<ul style="list-style-type: none"> <li>Is the final exam comprised of at least forty multiple choice questions covering topics within the curriculum?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are the final examination questions drawn from a bank of at least one hundred twenty questions?</li> </ul>			

<b>4501-21-14 Alternate delivery system (continued)</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
	<ul style="list-style-type: none"> <li>Are test questions generated in random order?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are no test questions repeated within the forty-question final examination?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are test questions designed to ensure the student participated in the actual course instruction?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are students required to correctly answer seventy-five per cent or more of the questions on the final examination?</li> </ul>			
	<ul style="list-style-type: none"> <li>Does the enterprise have safeguards in place to ensure that no certificate of completion is issued unless an adult remedial driving course student has correctly answered seventy-five per cent of the final examination questions?</li> </ul>			
	<ul style="list-style-type: none"> <li>Does the enterprise have safeguards in place to ensure the students are able to browse or review previously completed material during the course only, and not access such pages during the examination portions of the course?</li> </ul>			
(F)(1) Has the enterprise developed and maintained a technology infrastructure that facilitates sound security and positively contributes to the student learning experience?				
(F)(2) Has the enterprise developed and maintained an appropriate solution to ensure the integrity of information, especially financial and personal information, in transit and at rest?				
(F)(3) Has the enterprise developed and maintained systems back-up and disaster recovery capability?				
(F)(4) Is all course data readily, securely, and reliably available by electronic or printed means to the department and the department authorized recipients on a demand basis?				
(F)(5) Has the enterprise developed and maintained a means to facilitate state audit, compliance, and verification requirements?				
(F)(6) Has the enterprise provided the department with an audit amendment describing any significant system changes within thirty days of enabling those changes? An enterprise shall make student records available to the department online, in a password-protected environment upon request				
	<ul style="list-style-type: none"> <li>If requested, has the enterprise made student records available to the department online, in a password-protected environment?</li> </ul>			