

Rule 375-5-6-.23 Certificates of Completion

- (1) Certificates of completion shall be issued immediately to Students within one business day, but no more than forty-eight (48) hours, after the Student has who successfully completed all Program requirements, in the manner prescribed by the Department.
- ~~(2) Programs may request paper certificates of completion from the Department, in the manner prescribed by the Department.~~
- ~~(3) Paper certificates of completion sent to Programs shall be accompanied with a receipt, which must be signed by the Program Owner or Director and returned to the Department prior to additional paper certificates being issued.~~
- ~~(4) All paper certificates of completion shall bear the handwritten legal signature of the Instructor.~~
- ~~(25) All information contained on the paper certificate of completion shall be complete and accurate. Excessive errors, as determined by the Department, may result in adverse action. No student shall be issued more than one certificate of completion for a specific course.~~
- ~~(6) Each Program shall record the paper certificate number on the class roster in numerical order.~~
- ~~(37) Each Program shall record any voided paper certificates in numerical order, attach to the class roster, and forward to the Department within fifteen (15) business days immediately thereafter. Failure to forward a voided certificate to the Department in accordance with the provisions of this paragraph Programs should make every effort to issue accurate certificates of completion. Excessive errors as determined by the Department may result in adverse action in an administrative fine, suspension of the Program's Certification, or both.~~
- ~~(348) No certificate of completion shall be generated or issued to a Student prior to successful completion of the Intervention Component.~~
- ~~(9) Each Program shall maintain paper certificates in a secure location until they are issued to Students.~~
- ~~(10) Each Program must be able to, at all times, account for the number of paper certificates issued to it.~~
- ~~(11) Each Program shall notify the Department if any paper certificate is lost, stolen, or cannot be accounted for within 48 hours of discovery. Failure to report such an event to the Department within 48 hours of discovery may result in an administrative fine, Suspension, and/or Revocation of the Program's Certification.~~
- ~~(12) Replacement certificates of completion shall be made upon a form prescribed by the Department and titled "Replacement Certificate".~~
- ~~(4513) Replacement certificates of completion shall be provided to a Student within five (5) business days of any such request. Programs may charge a fee of up to \$20.00 for a replacement certificate. Programs shall verify their records to confirm that each Student has completed the Intervention Component prior to issuing a replacement certificate.~~
- ~~(614) Programs shall verify their records to confirm that each Student has completed the Intervention Component prior to issuing a replacement certificate.~~

- ~~(15) Replacement certificates of completion shall only be signed by the Program Owner, Program Director, or the Instructor that taught the class.~~
- ~~(5716) Programs may charge a fee of up to \$20.00 for a replacement certificate. Immediately upon discovery, Programs shall notify the Department of any issuance of fraudulent or fictitious certificates of completion. Failure to report such an event may result in an administrative fine, Suspension, and/or Revocation of the Program's Certification. Additionally, the Department may impose civil penalties and/or pursue criminal charges.~~
- ~~(6817) Fraudulent falsification or alteration of program records, including certificates of completion and replacement certificates, may result in Cancellation, Suspension, or Revocation of Program, Owner, and/or Instructor's Certification. Additionally, the Department may impose civil penalties and/or pursue criminal charges.~~

Authority: O.C.G.A. Secs. 40-5-82, 40-5-83.

SYNOPSIS

STATEMENT OF PURPOSE OF PROPOSED RULE

The purpose of this amendment is to outdated requirements.

DIFFERENCE BETWEEN EXISTING AND PROPOSED RULES

The first section gives schools more time (48 hours) to provide a completion certificate to students. References to and requirements related to paper certificates were removed since they are in OCRA now. A requirement to verify completion prior to issuing a replacement certificate was added to what is now section (4). New section (5) added a requirement for schools to immediately notify the Department about fraudulent certificates.