OHIO DEPARTMENT OF HEALTH

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John R. Kasich/Governor

Richard Hodges/Director of Health

JANUARY 2017 TCEP MEMORANDUM

TO: Program Coordinators, NATCEP and Program Administrators, TTT
FROM: NATCEP Unit Coordinator
SUBJECT: NATCEP Updates
DATE: January 3, 2017

- The revised and approved segment of the Administrative Code as it pertains to NATCEP, 3701-18, and the curriculum are expected to be posted in February 2017. Please watch the Ohio Department of Health (ODH) website for the "final" posting in 2017.

- 3701-18-11 is being revised in 2017 to clearly state the Certificate of Completion is to be maintained in the student records for the required two years at the program's business address. ODH regularly receives calls from past students in need of a copy of their certificate for employment purposes. If the student completed within the previous 24 months the student is directed back to the program. If the student completed more than 24 months prior, ODH will produce a letterhead statement of completion based on the information submitted in the EIDC/Gateway by the programs.

  In order for ODH and NATCEP programs to adequately provide the services expected of us it is imperative that student records be properly reported (3701-18-06.1) and maintained. ALL students that attend an Ohio Department of Health approved NATCEP must be entered into the EIDC/Gateway and ALL Certificates of Completion must be maintained for the two years in case of needed access.

- ODH has received an increasing number of reports of fraudulent certificates being presented. If you have reason to believe your certificate has been fraudulently duplicated you are encouraged to report the information to the NATCEP Unit in addition to any entities notified per your policy and procedure.

- Please access the NATCEP website at:
  http://www.odh.ohio.gov/odhprograms/dc/natrg/na1.aspx

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