

4723-1-03

**Board records and documents.**

(A) The board shall maintain:

- (1) A registry of applicants for and holders of licenses which includes the applicant or holder's name, name of the nursing education program which the applicant completed, method and date of licensure, examination results if Ohio is the original state of licensure, and any other data the board shall require;
- (2) A registry of applicants for and holders of certificates of authority to practice as a certified nurse-midwife, certified nurse practitioner, certified registered nurse anesthetist, or clinical nurse specialist, which includes the applicant or holder's name, name of the national certifying organization, date the certificate was issued, and any other data the board shall require;
- (3) A registry of applicants for and holders of approval to practice as an advanced practice nurse in a university pilot which includes the applicant or holder's name, the name of the national certifying organization, the date the approval was issued, and any other data the board shall require;
- (4) A registry of advanced practice nurse applicants for and holders of approval to prescribe drugs and therapeutic devices which shall include the applicant or holder's name, the name of the collaborating physician, the protocol used by the advanced practice nurse, and any other data the board shall require;
- (5) A registry of applicants for and holders of cards authorizing a licensed practical nurse to administer fluids intravenously. The registry shall include the applicant or holder's name, date the card was issued, and any other data the board shall require;
- (6) A registry of enrollees in a dialysis training program approved by the board and applicants for and holders of a certificate or any temporary certificate to practice as a dialysis technician. The registry shall include the applicant or certificate holder's name; date of enrollment or re-enrollment in a dialysis training program, if applicable; and any other data the board shall require; and
- (7) A registry of the name and location of the dialysis providers who employ individuals who hold either a certificate or temporary certificate to practice as a dialysis technician as reported by the applicant or certificate holder on their application.

(B) A change in name shall be submitted to the board in writing within thirty days of the

change and shall be accompanied by one of the following documents:

- (1) A certified copy of a marriage certificate/abstract or divorce decree indicating a change of name; or
  - (2) A certified copy of a court record indicating a change of name; or
  - (3) A certified copy of documentation of a change in name consistent with the laws of the jurisdiction or foreign country where the name change occurred.
- (C) The board shall issue a notification to the licensee or certificate holder that the requested change in name has been made to the board records. The licensee or certificate holder shall attach the notification to the licensee's or certificate holder's current initial or renewed license or certificate.
- (D) A notification of a change in address shall be submitted either in writing or electronically by the licensee or certificate holder to the board within thirty days of the change.
- (E) Documents submitted to the board shall not be returned.
- (F) The following documents issued by the board shall not be reproduced, duplicated, or imaged onto paper or any electronic media. The only exception to this prohibition is that these documents may be photocopied only by the individual to whom the document was issued. Immediately after photocopying the document, the individual to whom the document was issued shall write the word "copy" boldly across the front side of the photocopied version of the document with a black permanent ink marker and place the individual's initials after the word "copy":
- (1) A temporary permit to practice nursing issued in accordance with section 4723.09 of the Revised Code;
  - (2) An initial license to practice nursing issued in accordance with section 4723.09 of the Revised Code;
  - (3) A renewed license to practice nursing issued in accordance with section 47223.24 of the Revised Code;
  - (4) A certificate of authority to practice nursing as a certified nurse-midwife, certified nurse practitioner, certified registered nurse anesthetist, or clinical nurse specialist, issued in accordance with section 4723.42 of the Revised

Code;

- (5) A renewed certificate of authority to practice nursing as a certified nurse-midwife, certified nurse practitioner, certified registered nurse anesthetist, or clinical nurse specialist, issued in accordance with section 4723.42 of the Revised Code;
- (6) A card verifying completion of a course in medication administration approved by the board issued in accordance with division (F)(3) of section ~~4723.02~~ 4723.01 and division (J) of section 4723.07 of the Revised Code;
- (7) A certificate suitable for framing issued in accordance with paragraph (B) of rule 4723-7-09 or Chapter 4723-8 of the Administrative Code;
- (8) A card verifying successful completion of a course in intravenous therapy approved by the board issued in accordance with paragraph (C) of rule 4723-17-08 of the Administrative Code;
- ~~(9)~~ An externship certificate to prescribe as a certified nurse-midwife, certified nurse practitioner, or clinical nurse specialist, issued in accordance with section 4723.48 of the Revised Code;
- ~~(10)~~ A certificate to prescribe as a certified nurse-midwife, certified nurse practitioner, or clinical nurse specialist, issued in accordance with section 4723.48 of the Revised Code;
- ~~(11)~~ A renewed certificate to prescribe as a certified nurse-midwife, certified nurse practitioner, or clinical nurse specialist, issued in accordance with section 4723.485 of the Revised Code;
- ~~(9)~~(12) A notice of approval as an advanced practice nurse issued in accordance with section 4723.55 of the Revised Code;
- ~~(10)~~(13) A notice of renewal of approval as an advanced practice nurse issued in accordance with section 4723.55 of the Revised Code;
- ~~(11)~~(14) An identification card for approval for prescriptive authority for an advanced practice nurse issued in accordance with section 4723.56 of the Revised Code;
- ~~(12)~~(15) An identification card for renewal of approval for prescriptive authority for an advanced practice nurse issued in accordance with section 4723.56 of the Revised Code;

- ~~(13)~~(16) A letter intended to verify a nurse's qualifications to practice as a registered nurse first assistant in surgery issued in accordance with former Chapter 4723-16 of the Administrative Code;
- ~~(14)~~(17) A temporary certificate to practice as a dialysis technician issued in accordance with section 4723.76 of the Revised Code;
- ~~(15)~~(18) A certificate to practice as an Ohio certified dialysis technician issued in accordance with section 4723.75 of the Revised Code; and
- ~~(16)~~(19) A renewed certificate to practice as an Ohio certified dialysis technician issued in accordance with section 4723.77 of the Revised Code.

Effective: 02/01/2003

R.C. 119.032 review dates: 10/16/2002 and 10/16/2007

CERTIFIED ELECTRONICALLY

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Certification

01/21/2003

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Date

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