

4723-1-03

Board records and documents.

- (A) The board shall maintain a record of all applicants for, and holders of, licenses and certificates issued by the board under Chapter 4723. of the Revised Code and any rules adopted under that chapter, in the format determined by the board.
- (B) A change in name shall be submitted to the board in writing within thirty days of the change and shall be accompanied by a certified copy of one of the following documents:
- (1) A marriage certificate or abstract;
 - (2) A dissolution or divorce decree;
 - (3) A court record indicating a change of name; or
 - (4) Documentation of a change in name consistent with the laws of the jurisdiction or foreign country where the name change occurred.
- (C) A notification of a change in address shall be submitted in writing by the licensee or certificate holder to the board within thirty days of the change.
- (D) Documents submitted to the board may be returned at the discretion of the board.
- (E) Wall certificates or other documents issued by the board as evidence of licensure, certification, or other authorization to practice shall not be falsified or altered.
- (F) For purposes of Chapter 4723-1 to 4723-27 of the Administrative Code, when an applicant for licensure or certification, or renewal, reactivation or reinstatement of licensure or certification, submits a criminal records check completed by the bureau of criminal identification and investigation, the board shall consider the records check information to be valid for a period of one year from the date the information was received by the board. This provision shall not apply to criminal records checks required to be obtained according to the terms of board adjudication orders or consent agreements.

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CERTIFIED ELECTRONICALLY

Certification

12/30/2015

Date

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