

4723-1-03

Board records and documents.

[Comment: Information regarding the availability and effective date of the materials incorporated by reference in Chapter 4723 of the Administrative Code can be found in paragraph (G) of this rule.]

- (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 on a "Name Change Form" ~~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 or electronically, 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 Chapters 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.

(G) Incorporated materials:

- (1) "2016 Verification Form for Organizations Certifying Nurse Midwives

- (CNMs), Certified Nurse Practitioners (CNPs), Clinical Nurse Specialists (CNSs), and Certified Registered Nurse Anesthetists (CRNAs)", dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (2) "Certificate of Authority (COA-NA) Renewal Application," dated 2015, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (3) "Certificate of Authority (COA-NP) Renewal Application," dated 2015, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (4) "Certificate of Authority (COA-NS) Renewal Application," dated 2015, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (5) "Certificate of Authority (COA-NM) Renewal Application," dated 2015, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (6) "Certificate of Authority (COA) Reactivation and Reinstatement Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (7) "Certificate to Prescribe (CTP) Reactivation and Reinstatement Application," dated 2016 may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (8) "Education Program PN Annual Report Form," dated 2016, for licensed practical nursing education programs, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (9) "Education Program RN Annual Report Form," dated 2016, for registered nursing education programs, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (10) "Education Program PN Presurvey Visit Report Form," dated 2014, for licensed practical nursing education programs may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (11) "Education Program RN Presurvey Visit Report Form," dated 2014, for registered nursing education programs, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (12) "LPN IV Therapy Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (13) "LPN Reactivation and Reinstatement Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (14) "LPN Renewal Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;

- (15) "Medication Aide Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (16) "Medication Aide Reactivation and Reinstatement Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (17) "Medication Aide Renewal Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (18) "Medication Aide Training Program Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (19) "Medication Aide Training Program Re-Approval Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (20) "Name Change Form," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (21) "Nursing Licensure by Endorsement Application", dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>
- (22) "Nursing Licensure by Examination Application", dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (23) "PN New Program Proposal Application," dated 2012, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (24) "RN New Education Program Proposal Application," dated 2012, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (25) "RN Reactivation and Reinstatement Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (26) "RN Renewal Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (27) "Request for Replacement Wall Certificate Form," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (28) "Volunteer's Certificate Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (29) "Volunteer's Certificate Reactivation and Reinstatement Application," dated 2016, may be obtained at <http://www.nursing.ohio.gov/forms.htm>;
- (30) "Volunteer's Certificate Renewal Application," dated 2016, may be obtained at

<http://www.nursing.ohio.gov/forms.htm>

Effective: 04/01/2017

Five Year Review (FYR) Dates: 10/15/2017

CERTIFIED ELECTRONICALLY

Certification

03/20/2017

Date

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