

4723-27-05

**Renewal of a medication aide certificate.**

(A) Medication aide certificates shall be renewed biennially on or before April thirtieth of even numbered years.

(1) The board shall provide an application for certificate renewal, located at <http://www.nursing.ohio.gov/forms.htm> (revised January 2012), to every holder of a current, valid certificate, except when the board is aware that the individual may be ineligible for certificate renewal for any reason, including those reasons set forth in section 4723.092 of the Revised Code. Failure of the certificate holder to receive an application for renewal from the board does not excuse the certificate holder from the requirements of section 4723.651 of the Revised Code and this chapter. ~~to every holder of a current, valid medication aide certificate, except when the board is aware that a certificate holder may be ineligible for certificate renewal for any reason, including but not limited to:~~

~~(a) The individual is subject to pending criminal charges in this state or another jurisdiction;~~

~~(b) Failure of the holder to comply with a disciplinary order from the board or terms of a consent agreement entered into with the board;~~

~~(c) Failure to pay fines or fees owed to the board; or~~

~~(d) Failure to provide documentation as requested by the board demonstrating compliance with the continuing education requirements specified in paragraph (D) of this rule.~~

~~(2) If the board provides a renewal application by mail, the application shall be addressed to the last known address of the holder. Failure of the holder to receive an application for renewal from the board does not excuse the holder from the requirements set forth in this rule.~~

~~(3)~~(2) To renew a medication aide certificate, a holder of a current, valid certificate shall:

(a) Submit a completed application on the form required by the board located at <http://www.nursing.ohio.gov/forms.htm> (revised January 2012);

(b) Submit the renewal fee required by rule 4723-27-10 of the Administrative Code; and

(c) Verify successful completion of the continuing education requirements set forth in rule 4723-27-06 of the Administrative Code.

- (B) A certified medication aide who does not ~~wish~~intend to renew a medication aide certificate may request that the certificate be placed on inactive status by either of the following:
- (1) At ~~the certificate renewal~~ time of renewal, by checking the appropriate box on the renewal application ~~that indicates provided by the board indicating that the certificate holder wishes~~wants to place the certificate on inactive status; or
  - (2) At any time, by submitting to the board a written statement requesting that the certificate be placed on inactive status.
- (C) If a medication aide certificate is not renewed by April thirtieth of each even numbered year and the certificate holder fails by that time to request that the certificate be placed on inactive status, the certificate shall lapse.
- (D) If a medication aide certificate is inactive or lapsed for two years or less, the board may reactivate or reinstate the certificate if the individual submits to the board within two years from the date the certificate was made inactive or lapsed, all of the following:
- (1) A completed application required by the board, located at <http://www.nursing.ohio.gov/forms.htm> (revised 2013);
  - (2) The applicable fee set forth in paragraph (A) of rule 4723-27-10 of the Administrative Code; and
  - (3) Documentation of successful completion of the continuing education requirements for renewal of a certified medication aide required by rule 4723-27-06 of the Administrative Code.
- (E) If a medication aide certificate is inactive or lapsed for more than two years, it shall not be reactivated or reinstated unless the applicant submits to the board all of the following:
- (1) A completed application required by the board, located at <http://www.nursing.ohio.gov/forms.htm> (revised 2013);
  - (2) The applicable fee set forth in paragraph (A) of rule 4723-27-10 of the Administrative Code; and

- (3) Written verification from an approved medication aide training program that the applicant has, within six months prior to submission of the application, successfully completed the medication aide training program.
- (F) A certificate holder who has placed a medication aide certificate on inactive status is not required to pay a renewal fee unless the holder seeks to reactivate the certificate. If the certificate holder placed a certificate on inactive status on or after March first of the year in which the certificate was to be renewed, and then notifies the board on or before April thirtieth of the same renewal year of the intent to reactivate, the certificate holder must still pay the late processing fee required by paragraph (A)(3) of rule 4723-27-10 of the Administrative Code.
- (G) During the time that an individual's certification as a medication aide is either inactive or lapsed, the holder may not administer medications as a certified medication aide.
- (H) An individual who administers medications as a certified medication aide or represents to the public that the individual holds a current valid medication aide certificate, who has failed to renew a medication aide certificate issued under this chapter, or while the certificate is under suspension, inactive or lapsed, may be subject to disciplinary action under rule 4723-27-09 of the Administrative Code.
- (I) A medication aide who submits a renewal application after March first of even numbered years, or whose certificate lapsed due to the holder's service in the armed forces of the United States, or in the national guard or in a reserve component, shall be eligible for renewal and reinstatement by paying the renewal fee set forth in paragraph (A)(2) of rule 4723-27-10 of the Administrative Code without payment of the late application fee set forth in paragraph (A)(3) of rule 4723-27-10 of the Administrative Code and division (A)(13) of section 4723.08 of the Revised Code or the reinstatement fee specified in paragraph (A)(4) of rule 4723-27-10 of the Administrative Code, if the following conditions are met:
- (1) The certificate holder presents the board with satisfactory evidence that not more than six months prior to the date the evidence is submitted to the board, the certificate holder was honorably discharged or separated under honorable conditions; and
  - (2) The certificate holder is not suffering a mental or physical impairment that may affect the individual's ability to provide safe care.
- (J) A certificate holder, who submits a renewal application after March first, or whose certificate lapsed, due to the holder's spouse's service in the armed forces of the

United States, or in the national guard or in a reserve component, shall be eligible for renewal and reinstatement without payment of the late application fee required by paragraph (C) of this rule and division (A)(13) of section 4723.08 of the Revised Code, and the reinstatement fee required by paragraph (H)(2) of this rule and division (A)(18) of section 4723.08 of the Revised Code, if the following are met:

- (1) The certificate holder presents the board with satisfactory evidence that the holder did not renew their certificate because their spouse's military service caused them to be absent from the state of Ohio;
- (2) The certificate holder presents the board satisfactory evidence that, not more than six months prior to the date the evidence is submitted to the board, the holder's spouse was honorably discharged or separated under honorable conditions; and
- (3) The certificate holder meets the requirements for certificate renewal required by this rule and section 4723.651 of the Revised Code.

Effective: 02/01/2014

R.C. 119.032 review dates: 10/15/2016

CERTIFIED ELECTRONICALLY

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Certification

01/21/2014

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Date

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Statutory Authority: 4723.69  
Rule Amplifies: 4723.61 to 4723.69  
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