

4723-27-05

**Renewal of a medication aide certificate.**

- (A) In accordance with division (C) of section 4723.651 of the Revised Code and except as otherwise provided in this chapter, medication aide certificates shall be renewed biennially on or before April thirtieth of even numbered years beginning with the certificates issued under paragraph (C) of rule 4723-27-04 of the Administrative Code.
- (1) The board shall provide an application for renewal 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 (C) 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 and mailed prior to the date specified by the board. 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) On or before the date specified, the certificate holder shall complete the renewal application and return it to the board with the renewal fee required by rule 4723-27-10 of the Administrative Code. The certificate holder shall report on the application any information requested by the board.
  - (4) On receipt of the renewal application, the board shall verify that the applicant meets the renewal requirements and shall renew the certificate for the following two-year period.
- (B) A certified medication aide shall give written notice to the board of any change of name or address within thirty days of the change. The board shall require the holder to document a change of name in a manner acceptable to the board.

- (C) During the two-year period for which a medication aide certificate is valid, the holder of the certificate shall meet the continuing education requirements set forth in rule 4723-27-06 of the Administrative Code.
- (D) A certified medication aide who, at any time, does not wish to renew a medication aide certificate may request that the certificate be placed on inactive status by either of the following:
- (1) At certificate renewal time, by checking the appropriate box on the renewal application provided by the board indicating that the holder wishes to place the certificate on inactive status; or
  - (2) At any other time, by submitting to the board the certificate holder's current certificate and a written statement requesting that the certificate be placed on inactive status.
- (E) 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 be considered to have lapsed.
- (F) 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;
  - (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 as set forth in rule 4723-27-06 of the Administrative Code.
- (G) 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;

- (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.
- (H) A certificate holder who has placed a medication aide certificate on inactive status is not required to pay a renewal fee unless or until the holder seeks to reactivate the certificate in accordance with paragraph (F) or (G) of this rule.
- (I) 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.
- (J) 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.
- (K) Notwithstanding the provisions of this rule, a medication aide whose certificate expired 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 without payment of the reinstatement fee specified in paragraph (A)(5) 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.

Effective:

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Certification

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Date

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