

4753-3-01

**Application for license.**

(A) All applications for licensure shall be submitted to the board at its principal office on the appropriate forms prescribed by the board. The submitted application shall be typewritten or printed in ink.

(1) ~~The application shall bear the notarized signature of the applicant certifying that all statements are true and complete.~~ Submission of the application shall certify that all statements are true and complete.

(2) A photograph of the applicant shall appear in the space provided upon the hardcopy application form. It shall be an unretouched, passport size photograph taken within six months of the date of application, and the face shall be portrayed not less than three-fourths inch in width. Applicants submitting electronically shall submit a photograph to the board's principal office.

(3) All applications must be accompanied by a non-refundable fee which is to be paid at the time the application is filed with the board.

(4) All applications, evidence, statements and documents shall be retained by the board.

~~(5) The board shall not accept official documentation by electronic transmission.~~

~~(6)~~(5) The board may refuse to review any application that is not complete five business days prior to a board meeting. seven calendar days before the first and fifteenth of each month.

(B) In the event that an application does not establish that the applicant qualifies for licensure, the applicant shall be notified in the manner outlined in Chapter 119. of the Revised Code.

Copies of all correspondence from the board to an applicant as outlined in Chapter 119. of the Revised Code may be sent to the applicant's professional experience supervisor or employer, where applicable.

(C) The board of speech-language pathology and audiology is empowered to grant or deny licensure only according to the requirements of Chapter 4753. of the Revised Code. The board has no authority to waive requirements except as stipulated in the law itself. All applicants, licensees, professional experience supervisors and others concerned with licensure shall be held responsible for knowing and understanding Chapter 4753. of the Revised Code and Administrative Code.

- (1) Only complete applications ~~will~~ shall be presented to the board for approval. A complete application ~~shall include~~ includes all information requested on the form, the licensure fee, and all materials required for verification that the applicant meets all licensure requirements.
- (2) If an application is incomplete ~~thirty~~ sixty (60) days after receipt, the applicant will be sent a letter by regular, first-class mail informing her/him of the specific material needed to complete the application.
- (3) If the application remains incomplete thirty days after the first-class letter was sent, the applicant will be sent a notice, by certified mail, return receipt requested, informing her/him of the following:
  - (a) That the application is incomplete and cannot be processed;
  - (b) That specific material must be received by the board in order for the application to be complete;
  - (c) That the incomplete application will be held open for only thirty days from the date of the notice, which deadline date shall be specified;
  - (d) That if the application remains incomplete at the close of business on the deadline date, the application will be deemed to be abandoned and no further review of the application will occur; and
  - (e) That copies of all correspondence from the board to the applicant concerning the incomplete application will be sent to the applicant's professional experience supervisor and/or employer where applicable.
- (4) Deeming an application as abandoned shall not be considered to be an adjudication as defined in section 119.01 of the Revised Code and shall not be reported as disciplinary action.
  - (a) The abandoned application procedure shall be used only for ministerial acts related to missing application materials where no investigation, judgment, or deliberation is involved.
  - (b) Once an application is abandoned, the applicant may submit a new application, including all materials and the nonrefundable licensure fee. However, if the new application is incomplete, the board will commence the administrative actions required to deny the application as

incomplete, pursuant to Chapter 119. of the Revised Code.

(D) The following criteria shall apply to applicants seeking licensure by waiver, pursuant to section 4753.08 of the Revised Code:

(1) A violation of an order of the board, Chapter 4753. of the Revised Code, or Chapter 4753. of the Administrative Code shall be grounds for denial of an application for licensure by waiver.

(2) When an applicant seeks licensure by waiver based upon proof of current certification or licensure in good standing in another state, a complete application requires that the board receive all of the following from the licensing state:

(a) Verification of licensure in that state;

(b) A copy of that state's licensure law effective at the time the applicant was licensed;

(c) A letter providing the license number of the applicant, expiration date, current status of the license, and whether or not the applicant has had any disciplinary action taken by that state's licensing agency.

(3) When an applicant seeks licensure by waiver based upon a current certificate of clinical competence in speech-language pathology or audiology that is in good standing and received from the "American Speech-Language-Hearing Association" or certification of the American Board of Audiology in the area in which licensure is sought, the following criteria apply:

(a) Verification of certification shall be submitted to the board by the "American Speech-Language-Hearing Association;" or American Board of Audiology.

(b) Applicants who received the certification based upon professional experience in Ohio in violation of Ohio law and rules shall not be licensed by waiver.

(E) The board shall review the application of an applicant whose professional education was received in another country and who qualified as an independent practitioner of speech-language pathology or audiology under the standards of another country in order to determine whether or not the applicant's professional preparation was equivalent to that required under section 4753.06 of the Revised Code.

- (1) The board may deem all or part of the applicant's education, clinical experience, or professional experience as equivalent to that required for Ohio licensure if the board is satisfied that the applicant received equivalent professional preparation.
- (2) The applicant must have taken and passed the national examination, administered by the educational testing service, in the area in which licensure is sought, pursuant to rule 4753-3-06 of the Administrative Code.

Effective:

R.C. 119.032 review dates: 05/20/2004

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Certification

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Date

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Statutory Authority: RC 4753.05  
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