

4755-3-05

**Escrow of license; restoration.**

- (A) A person licensed as an occupational therapist or an occupational therapy assistant may, at the time of biennial renewal, apply for escrow of his/her license. The application for escrow shall be accompanied by the fee prescribed by rule 4755-5-03 of the Administrative Code and by a signed statement that the licensee will not engage in the active practice of occupational therapy, as defined by division (A) of section 4755.04 of the Revised Code, while the license is in escrow.
- (B) A person whose license is in escrow may request a return to active status at any time by submitting a restoration application to the section. Applications shall be:
- (1) Typewritten or printed in ink or submitted electronically via the Ohio e-license system;
  - (2) Signed by the applicant or electronically signed if applying electronically via the Ohio e-license system;
  - (3) Accompanied by the fee prescribed by rule 4755-5-09 of the Administrative Code;
  - (4) Accompanied by such evidence, statements, or documents as specified on the form; and
  - (5) Contain proof that the applicant completed at least twenty contact hours of continuing education in accordance with rule 4755-9-01 of the Administrative Code within the two year period immediately preceding the application for restoration. Contact hours used to meet the requirements of this paragraph shall not be used to renew the restored license.
    - (a) At least one contact hour shall be in ethics education pursuant to paragraph (A)(5) of rule 4755-9-01 of the Administrative Code.
    - (b) For restored licenses valid for less than twelve months, a licensee shall complete at least ten contact hours of continuing education prior to the expiration of the restored license. The category limits contained in paragraph (B) of rule 4755-9-01 of the Administrative Code do not apply if the restored license was valid for twelve months or less.
    - (c) For restored licenses valid for twelve months or more, a licensee shall complete at least twenty contact hours of continuing education prior to the expiration of the restored license.

- (C) All persons seeking restoration of a license in escrow shall pass the Ohio occupational therapy laws and rules examination.
- (D) In addition to the requirements contained in paragraphs (B) and (C) of this rule, applicants for restoration of an escrowed license who have not engaged in the practice of occupational therapy for more than five years prior to the date the individual applies to the section for escrow restoration may be subject to additional requirements outlined by the occupational therapy section. The section may consider, but is not limited to, the following additional requirements:
- (1) Competency based performance appraisals;
  - (2) Mentorship;
  - (3) Additional continuing education;
  - (4) Extended coursework;
  - (5) Professional development plan; and
  - (6) Clinical examination (certification exam).
- (E) For the purposes of filing an electronic application via the Ohio e-license system, the board shall supply the applicant with a "UserID" and password. The use of the "UserID" and password provided by the board is solely the responsibility of the individual to whom it is issued and shall be limited to filing an electronic application for license restoration. The "UserID" and password shall constitute the legally recognized signature for the purposes of this rule and may not be transferred, distributed, or shared with any other person.
- (F) Any application received in accordance with this rule that remains incomplete one year after the initial application filing shall be considered to be abandoned and no further processing shall be undertaken with respect to that application.
- (1) If the application process extends for a period longer than one year, the board may require updated information as it deems necessary.
  - (2) No application for licensure may be withdrawn without approval of the board.
  - (3) Submitted fees shall be neither refundable nor transferable.
- (G) If an escrowed license is restored between January 1 and March 31 of the year the

escrowed license expires, the restored license will expire on June 30 of that year.

(H) If an escrowed license is restored between April 1 and April 30 of the year the escrowed license expires, the restored license will expire on June 30 of the following expiration year.

(I) If a completed restoration application is not received by April 30 of the expiration year, the escrow licensee shall renew in escrow status and submit a restoration application, which will not be reviewed prior to July 1. Failure to renew in escrow status will lead to the expiration of the license on June 30 and the licensee would be subject to the reinstatement requirements contained in rule 4755-3-12 of the Administrative Code.

Effective:

R.C. 119.032 review dates: 12/13/2010

---

Certification

---

Date

Promulgated Under: 119.03  
Statutory Authority: 4755.06  
Rule Amplifies: 4755.07, 4755.08  
Prior Effective Dates: 10/17/77, 8/23/82, 5/15/91, 1/12/96, 3/20/98, 5/1/04,  
5/1/05, 5/1/07, 5/1/08, 5/1/09