

4779-5-03

**License application procedure.**

(A) The following requirements apply to all applicants seeking licensure under section 4779.09 of the Revised Code. A candidate for a full license in orthotics, prosthetics, prosthetics-orthotics, or pedorthics who has already been granted a temporary license under section 4779.18 of the Revised Code and is practicing under that license may advance the temporary license to full license status by documenting completion of the remaining requirements without submitting a new license application. For a license to be issued pursuant to section 4779.10, 4779.11, or 4779.12 of the Revised Code, submit proof of successful completion of the examinations as provided by rule 4779-5-02 of the Administrative Code. For a license to be issued pursuant to section 4779.13 of the Revised Code, submit proof of completion of supervision as required by paragraph (E)(2) of this rule of the Administrative Code and successful completion of the examination as provided by rule 4779-5-02 of the Administrative Code.

(1) An applicant shall submit a completed application ~~on a form prescribed by a method provided~~ by the board and accessible on its website at <http://opp.ohio.gov/forms> together with an appropriate fee in accordance with rule 4779-12-01 of the Administrative Code. ~~The application form may be an electronic online application that requires direct applicant entry of data and transmission or subsequent submission of supporting documentation.~~

(a) Only if unable to utilize the online application method, an applicant for a temporary license in orthotics, prosthetics, or prosthetics-orthotics shall utilize the form designated as "application for licensure in orthotics and/or prosthetics" as posted to the agency website at <http://opp.ohio.gov/forms>.

(b) Only if unable to utilize the online application method, an applicant for a temporary license in pedorthics shall utilize the form designated as "application for licensure in pedorthics" as posted to the agency website at <http://opp.ohio.gov/forms>.

(2) If an application is received which appears to be incomplete, the board shall send the applicant within thirty days a notice of incomplete application by email and/or regular first class mail stating that the application appears to be incomplete and stating the elements or criteria that appear to be missing or insufficient. If an application remains incomplete more than thirty days after the board issues a notice of incomplete application, the board shall send the applicant a notice informing that the application, unless withdrawn, is subject to the board's proposal to deny by issuance of a notice of opportunity for hearing pursuant to section 119.07 of the Revised Code.

(3) The application shall contain an attestation that the applicant is at least eighteen years old, of good moral character, and meets the requirements of section

4779.10, 4779.11, 4779.12 or 4779.13 of the Revised Code.

- (4) An applicant may withdraw an application by submitting a request in writing or through an online method provided by the board. No refund of application fee will be made by the board.
  - (5) An applicant seeking his or her first license issued by the state board of orthotics, prosthetics, and pedorthics, ~~and~~ an applicant seeking a second issuance of a temporary license under 4779.18 of the Revised Code, and an applicant seeking to re-instate a lapsed or inactive license, shall comply with the criminal record check requirements of section 4779.091 of the Revised Code and rule 4779-5-05 of the Administrative Code.
- (B) In addition, an application for a license to practice orthotics must document compliance with the following requirements:
- (1) A post-secondary educational credential of at least a bachelors ~~of arts~~ degree;
  - (2) A certificate of completion of a post-graduate certificate program in orthotics, unless the applicant's post-secondary educational credential is a bachelors or masters degree specifically in orthotics and prosthetics;
  - (3) Completion of a residency program in orthotics consisting of nineteen hundred hours supervised by a practitioner certified in orthotics;
  - (4) A letter or statement from an Ohio-licensed orthotist or prosthetist-orthotist, attesting to having conducted supervision for at least an eight-month period (required if residency not conducted under Ohio-licensed supervisor). This requirement is waived for applicants who meet the requirements of section 4779.17 of the Revised Code;
  - (5) ~~Proof~~Attestation and ~~of~~ submission of fingerprints for criminal record checks by the Ohio bureau of criminal identification and investigation (BCII) and the federal bureau of investigation (FBI), if the application is for the first issuance of a license.
- (C) In addition, an application for a license to practice prosthetics must document compliance with the following requirements:
- (1) A post-secondary educational credential of at least a bachelors ~~of arts~~ degree;

- (2) A certificate of completion of a post-graduate certificate program in prosthetics, unless the applicant's post-secondary educational credential is a bachelors or masters degree specifically in orthotics and prosthetics;
  - (3) Completion of a residency program in prosthetics consisting of nineteen hundred hours supervised by a practitioner certified in prosthetics;
  - (4) A letter or statement from an Ohio-licensed prosthetist or prosthetist-orthotist, attesting to having conducted supervision for at least an eight-month period (required if residency not conducted under Ohio-licensed supervisor). This requirement is waived for applicants who meet the requirements of section 4779.17 of the Revised Code;
  - (5) ~~Proof~~ Attestation and ~~of~~ submission of fingerprints for criminal record checks by the Ohio bureau of criminal identification and investigation (BCII) and the federal bureau of investigation (FBI), if the application is for the first issuance of a license.
- (D) In addition, an application for a license to practice orthotics and prosthetics must document compliance with the following requirements:
- (1) A post-secondary educational credential of at least a bachelors ~~of arts~~ degree;
  - (2) A certificate of completion of post-graduate certificate programs in prosthetics and orthotics, unless the applicant's post-secondary educational credential is a bachelors or masters degree specifically in orthotics and prosthetics;
  - (3) Completion of a residency program in prosthetics and orthotics, consisting of nineteen hundred hours supervised by a practitioner certified in prosthetics, and nineteen hundred hours supervised by a practitioner certified in orthotics;
  - (4) A letter or statement from an Ohio-licensed prosthetist-orthotist, attesting to having conducted supervision for at least an eight-month period (required if residency not conducted under Ohio-licensed supervisions~~supervisor~~). This requirement is waived for applicants who meet the requirements of section 4779.17 of the Revised Code;
  - (5) ~~Proof~~ Attestation and ~~of~~ submission of fingerprints for criminal record checks by the Ohio bureau of criminal identification and investigation (BCII) and the federal bureau of investigation (FBI), if the application is for the first issuance of a license;

- (6) An applicant who holds a license in orthotics and successfully completes all the requirements for a license in prosthetics shall be issued a new license in prosthetics-orthotics.
  - (7) An applicant who holds a license in prosthetics and successfully completes all the requirements for a license in orthotics shall be issued a new license in prosthetics-orthotics.
- (E) In addition, an application for a license to practice pedorthics must document compliance with the following requirements:
- (1) A high school diploma or a certificate of high school equivalence.
  - (2) A statement from the supervising pedorthist, orthotist, prosthetist, or prosthetist-orthotist, that the applicant has practiced for eight months under the supervisor's oversight and direction. The statement shall be provided on a form prescribed by the state board of orthotics, prosthetics, and pedorthics which requires attestation of completion of one thousand hours of pedorthic care practice under supervision by the licensed supervisor, including at least one hundred hours devoted to each of the following five general areas of service delivery:
    - (a) Comprehensive assessment and evaluation of patients requiring the full spectrum of pedorthic care, including:
      - (i) Custom fabricated and custom fitted foot orthoses
      - (ii) Therapeutic/diabetic shoes, depth shoes and custom shoes
      - (iii) Prefabricated inserts, custom fitted, moldable and rigid
      - (iv) Shoe modifications
      - (v) Retail, non-therapeutic shoes and foot orthoses
    - (b) Development of a comprehensive treatment plan to provide appropriate pedorthic care.
    - (c) Selection of materials and components to meet the treatment plan. On-site fabrication of the device where facilities are available. Working

knowledge of how various devices are fabricated if fabrication is not done at the facility.

- (d) Fitting and appropriate follow-up of the pedorthic device to assure optimal fit and function of the device. This includes modifications and adjustments of the device to ensure proper and continued function and instructing patient on the use and care of the device with verbal and take-home instructions where indicated or required.
  - (e) Appropriate documentation of patient care and interaction, including records are accurate, current and complete, and that principles and procedures of practice management are understood.
- (3) Completion of the training, education, and/or experience requirements necessary to sit for ~~the~~ certification in pedorthics ("C.Ped.") examination ~~conducted by the American board for certification in orthotics, prosthetics, and pedorthics (ABC) in accordance with standards established by the national commission on orthotic and prosthetic education (NCOPE).~~
- (4) ~~Proof~~ Attestation and ~~of~~ submission of fingerprints for criminal record checks by the Ohio bureau of criminal identification and investigation (BCII) and the federal bureau of investigation (FBI), if the application is for the first issuance of a license.
- (F) Each applicant must pass an examination approved by the board pursuant to section 4779.15 of the Revised Code.

Effective: 11/14/2016

Five Year Review (FYR) Dates: 08/29/2016 and 01/15/2021

CERTIFIED ELECTRONICALLY

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Certification

11/04/2016

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Date

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Rule Amplifies: 4779.09, 4779.10, 4779.11, 4779.12, 4779.13,  
4779.15, 4779.18  
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