

4779-5-03

**License application procedure.**

(A) The following requirements apply to all applicants seeking licensure under Revised Code section 4779.09.

- (1) An applicant shall submit a completed application on a form prescribed by the board together with an appropriate fee in accordance with Administrative Code rule 4779-12-01.
- (2) If an application is received which appears to be incomplete, the board shall send the applicant within thirty (30) 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 (30) 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a notice of incomplete application, the board shall send the applicant a notice informing that the application, unless withdrawn, is subject to the board's proposal to deny by issuance of a notice of opportunity for hearing pursuant to Revised Code section 119.07.
- (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 Revised Code section 4779.10, 11, 12 or 13.
- (4) An applicant may withdraw an application by submitting a request in writing. 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 shall comply with the criminal record check requirements of Revised Code section 4779.091 and Administrative Code rule 4779-5-05.

(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 1900 hours supervised by a practitioner certified in orthotics.
- (4) Proof 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 1900 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 8-month period (required if residency not conducted under Ohio-licensed supervisor).
- (5) Proof 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 1900 hours supervised by a practitioner certified in prosthetics, and 1900 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 supervisor).
- (5) Proof 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.

(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).

(4) Proof 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 Revised Code section 4779.15.

Replaces: 4779-5-03

Effective:

R.C. 119.032 review dates:

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Certification

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Date

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