

4713-21-04

**Licensure renewal procedures.**

- (A) Each licensee, when renewing the license, shall input the course number, date completed, hours of each continuing education course taken during the renewal period. If the licensee has no access to the on-line renewal system, the licensee shall submit the required information as part of the renewal process as set forth by the board for individuals lacking access to on-line renewal. The licensee check a form indicating CE completion when filing the renewal, and shall remit all required information to the board along with the renewal fee established under section 4713.10 of the Revised Code. The licensee shall maintain proof of the completion of the CE requirements until the next renewal period.
- (B) The board may audit the documentation to verify actual completion of continuing education courses. The licensee, upon request, shall provide satisfactory proof of completion of any applicable continuing education requirement or submit documentation to verify that a waiver or extension was received pursuant to division (C) of section 4713.60 of the Revised Code prior to the renewal of the license.

Replaces: 4713-21-04  
Effective: 11/01/2013  
R.C. 119.032 review dates: 11/01/2018

CERTIFIED ELECTRONICALLY

---

Certification

10/21/2013

---

Date

Promulgated Under: 119.03  
Statutory Authority: 4713.08, 4713.09  
Rule Amplifies: 4713.59, 4713.60, 4713.61  
Prior Effective Dates: 6/15/95, 1/26/97, 6/21/2011