

TO BE RESCINDED

4713-21-04

Licensure renewal procedures.

- (A) ~~After the completion of the continuing education requirements for any biennial licensing period, the licensee shall retain all documentation of CE course completion, indicate CE completion on the personal license renewal form, and remit the form to the board along with the renewal fee established under section 4713.10 of the Revised Code.~~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 licensee must 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.~~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.

Effective: 11/01/2013

R.C. 119.032 review dates: 04/17/2013

CERTIFIED ELECTRONICALLY

Certification

10/21/2013

Date

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