

4713-21-04

Licensure renewal procedures.

- (A) Each licensee, ~~when renewing the license,~~ shall file a renewal application on or before January thirty-first of every odd numbered year. The renewal application may be paper or electronic as the board deems appropriate and the licensee shall update information as authorized by the board, answer any compliance questions, input the verify continuing education course number, date completed, hours of each continuing education course taken during the biennial renewal period cycle, and file a non-refundable renewal fee. 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.
- (C) This provision does not apply to an active military service member or spouse of an active military service member that was prevented from renewing a lapsed or inactive license due to active duty military service. If active duty military service applies, the board will extend the filing deadline for a period of time equal to the number of days in active duty military service.
- (D) A licensee who does not have their license renewed or classified as "inactive" pursuant to section 4713.61 of the Revised Code on or before January thirty-first of every odd numbered year shall have their license status changed to "expired" in accordance with section 4713.57 of the Revised Code.
- (E) An expired practicing license, managing license, or instructor license may be restored to active status by meeting the following requirements:
- (1) Filing a paper or electronic renewal application in accordance with paragraph (A) of this rule.
 - (2) Complete the required continuing education in accordance with rule 4713-21-03 of the Administrative Code for each renewal period that has elapsed since the license was last issued or renewed, up to a maximum of twenty-four hours of continuing education.
 - (3) Filing a late fee in the amount of fifteen dollars, a restoration fee in the amount

of thirty dollars, and a lapsed license fee in the amount of forty-five dollars for each renewal period that has elapsed since the license was last issued or renewed.

Effective:

Five Year Review (FYR) Dates: 06/03/2016

Certification

Date

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