

4755-3-12

**Application for reinstatement.**

- (A) Pursuant to rule 4755-3-10 of the Administrative Code, the occupational therapist or occupational therapy assistant license of an ~~individual~~person who fails to comply with the renewal requirements shall automatically expire on the thirtieth day of June of the appropriate year.
- (B) All applicants for reinstatement shall submit a completed application on the forms specified by the section. All applications shall be:
- (1) ~~Be typewritten or printed in ink or submitted~~ Submitted electronically via the ~~Ohio e-license~~elicense system;
  - (2) ~~Be signed by the applicant or electronically~~ Electronically signed ~~if applying electronically~~ via the ~~Ohio e-license~~elicense system;
  - (3) Contain the fee prescribed by rule 4755-5-08 of the Administrative Code;
  - (4) Be accompanied by such evidence, statements, or documents as specified on the application forms; and
  - (5) Contain proof that the applicant met the appropriate continuing education requirement:
    - (a) For reinstatement applications submitted on or after August first of the year in which the applicant's license expired, the applicant shall complete twenty contact hours of continuing education in accordance with rule 4755-9-01 of the Administrative Code within the two year period immediately preceding the application for reinstatement. Contact hours used to meet the requirements of this paragraph shall not be used to renew the reinstated license; or
    - (b) Notwithstanding paragraph (D)(1)(a) of this rule, for reinstatement applications submitted before August first of the year in which the applicant's license expired, the applicant shall complete the number of contact hours of continuing education that were required to renew the expired license. All contact hours used to reinstate the license shall be earned in accordance with rule 4755-9-01 of the Administrative Code. Contact hours used to meet the requirements of this paragraph shall not be used to renew the reinstated license.
- (C) All applications, statements, and other documents so submitted shall be retained by the section.

(D) Reinstatement is required for any occupational therapist or occupational therapy assistant whose Ohio occupational therapy/occupational therapy assistant license has expired. The provisions for reinstatement/return to practice are as follows:

(1) Applicants out of practice for zero to five years shall:

(a) Provide proof of completion of twenty hours of continuing education within the two year period immediately preceding the application for reinstatement; and

(b) Pass the Ohio occupational therapy jurisprudence examination.

(2) Applicants out of practice more than five years:

(a) Shall provide proof of completion of twenty hours of continuing education within the two year period immediately preceding the application for reinstatement.

(b) Shall pass the Ohio occupational therapy jurisprudence examination.

(c) May be subject to additional requirements outlined by the occupational therapy section.

The occupational therapy section may consider, but is not limited to, the following additional requirements:

(i) Additional continuing education;

(ii) Competency-based performance appraisals;

(iii) Mentorship;

(iv) Professional development plan;

(v) Extended coursework; and

(vi) Retaking and passing the NBCOT certification examination.

(E) For the purposes of filing an electronic application via the ~~Ohio e-license~~license system, ~~the board shall supply the applicant~~ will create with a "UserID" and password. The use of the "UserID" and password ~~provided by the board~~ is solely the responsibility of the individual person to whom it is issued ~~and shall be limited to filing an electronic reinstatement application~~. The "UserID" and password shall constitute the legally recognized signature for the purposes of this rule and may not be transferred, distributed, or shared with any other person.

(F) Any application received in accordance with this rule that remains incomplete one year after the initial application filing shall be considered to be abandoned and no further processing shall be undertaken with respect to that application.

- (1) If the application process extends for a period longer than one year, the board may require updated information as it deems necessary.
- (2) No application for licensure may be withdrawn without approval of the board.
- (3) Submitted fees shall be neither refundable nor transferable.

Effective: 10/19/2018  
Five Year Review (FYR) Dates: 8/2/2018 and 10/19/2023

CERTIFIED ELECTRONICALLY

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Certification

10/09/2018

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Date

Promulgated Under: 119.03  
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Rule Amplifies: 4755.06, 4755.10  
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