

4755-63-01

**Applications for initial licensure by examination.**

(A) Applications must be:

- (1) Submitted electronically via the Ohio e-license system;
- (2) Electronically signed via the Ohio e-license system;
- (3) Accompanied by the fee prescribed by rule 4755-66-01 of the Administrative Code; and
- (4) Accompanied by such evidence, statements, or documents as specified on the application.

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

(C) Any application received in accordance with this rule that remains incomplete one year after the initial application filing will be considered to be abandoned and no further processing will 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- (2) No application for licensure may be withdrawn without approval of the board. An applicant may request to withdraw an application by submitting a request through eLicense Ohio.
- (3) Submitted fees are neither refundable nor transferable.

(D) The applicant seeking licensure under section 4779.09 of the Revised Code must:

- (1) Submit an attestation that the applicant is at least eighteen years old; ~~of good moral character;~~ and meets the requirements of section 4779.10, 4779.11, 4779.12, or 4779.13 of the Revised Code.
- (2) Pass an examination approved by the board pursuant to section 4779.15 of the Revised Code.
- (3) Attestation and 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.

(E) 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 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 nineteen hundred hours supervised by a practitioner certified in orthotics;
- (4) A letter or statement from an Ohio-licensed orthotist or prosthetist-orthotist, attesting to having conducted supervision for at least an eight-month period (required if residency not conducted under Ohio-licensed supervisor). This requirement is waived for applicants who meet the requirements of section 4779.17 of the Revised Code;
- (5) An applicant with an educational credential from a foreign educational institution must show educational equivalence according to rule 4755-63-14 of the Administrative Code.

(F) 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 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 nineteen hundred 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 eight-month period (required if residency not conducted under Ohio-licensed supervisor). This requirement is waived for applicants who meet the requirements of section 4779.17 of the Revised Code;

- (5) An applicant with an educational credential from a foreign educational institution must show educational equivalence according to rule 4755-63-14 of the Administrative Code.
- (G) 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 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 nineteen hundred hours supervised by a practitioner certified in prosthetics, and nineteen hundred 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 supervision). This requirement is waived for applicants who meet the requirements of section 4779.17 of the Revised Code;
  - (5) An applicant who holds a license in orthotics and successfully completes all the requirements for a license in prosthetics will be issued a new license in prosthetics-orthotics;
  - (6) An applicant who holds a license in prosthetics and successfully completes all the requirements for a license in orthotics will be issued a new license in prosthetics-orthotics;
  - (7) An applicant with an educational credential from a foreign educational institution must show educational equivalence according to rule 4755-63-14 of the Administrative Code.
- (H) 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. The statement must be provided on a form prescribed by the state board of orthotics, prosthetics, and pedorthics which requires

attestation of completion of one thousand hours of pedorthic care practice under supervision by the licensed supervisor, including at least one hundred hours devoted to each of the following five general areas of service delivery:

- (a) Comprehensive assessment and evaluation of patients requiring the full spectrum of pedorthic care, including:
    - (i) Custom fabricated and custom fitted foot orthoses
    - (ii) Therapeutic/diabetic shoes, depth shoes and custom shoes
    - (iii) Prefabricated inserts, custom fitted, moldable and rigid
    - (iv) Shoe modifications
    - (v) Retail, non-therapeutic shoes and foot orthoses
  - (b) Development of a comprehensive treatment plan to provide appropriate pedorthic care.
  - (c) Selection of materials and components to meet the treatment plan. On-site fabrication of the device where facilities are available. Working knowledge of how various devices are fabricated if fabrication is not done at the facility.
  - (d) Fitting and appropriate follow-up of the pedorthic device to assure optimal fit and function of the device. This includes modifications and adjustments of the device to ensure proper and continued function and instructing patient on the use and care of the device with verbal and take-home instructions where indicated or required.
  - (e) Appropriate documentation of patient care and interaction, including records are accurate, current and complete, and that principles and procedures of practice management are understood.
- (3) Completion of the training, education, and/or experience requirements necessary to sit for a certification in pedorthics examination in accordance with standards established by the national commission on orthotic and prosthetic education.
- (I) A candidate for a full license in orthotics, prosthetics, prosthetics-orthotics, or pedorthics who has already been granted a temporary license under section 4779.18 of the Revised Code and is practicing under that license may advance the temporary license to full license status by documenting completion of the remaining requirements without submitting a new license application. Documentation must include:

- (1) Proof of successful passage of the examination as provided by section 4779.15 of the Revised Code; and
- (2) Proof that the applicant has practiced for not less than eight months under the supervision of a person licensed under Chapter 4779. of the Revised Code to practice orthotics, prosthetics, or pedorthics as required by division (A) of section 4779.10, division (A) of section 4779.11, division (A) of section 4779.12, or division (A) of section 4779.13 of the Revised Code.

Effective:

Five Year Review (FYR) Dates: 10/1/2025

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Certification

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Date

Promulgated Under: 119.03

Statutory Authority: 4779.08

Rule Amplifies: 4779.09, 4779.10, 4779.11, 4779.12, 4779.13,  
4779.15, 4779.18

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