

4734-6-02

**Licensure by endorsement.**

- (A) Each applicant for licensure to practice chiropractic in the state of Ohio by endorsement of a chiropractic license held in any other jurisdiction shall submit on board prescribed forms satisfactory evidence of his or her qualifications as prescribed by sections 4734.20 and 4734.23 of the Revised Code. Each applicant shall submit proof that he or she has held a valid unrestricted license in good standing as a chiropractic physician ~~or doctor of chiropractic~~ for five consecutive years immediately prior to the date of application in any other jurisdiction that has licensing requirements, that on the date that the license was issued, are considered by the board to be substantially equivalent to those of Ohio. If the requirements for securing a license in a previous jurisdiction are not equivalent to those currently required for licensure in this state as determined by the board, the applicant may be required to pass the special purposes examination for chiropractic administered by the national board of chiropractic examiners with a minimum score of three hundred seventy five.
- (B) ~~Applications shall be signed by the applicant in his or her own handwriting and acknowledged before a notary public.~~ A complete application, including a non-refundable application fee in the amount of five hundred dollars made payable to the treasurer, state of Ohio, and all required credentials, facts and materials as the board requires must be filed with the board. Incomplete applications will not be considered and will be returned to the applicant with the notation that the application is incomplete. Applications and fees are valid one year from the initial application date.
- (C) It ~~shall be~~ is the responsibility of ~~the~~ each applicant to furnish the necessary credentials, facts and materials as the board requires as the board deems necessary or as required by law. Submission of credentials does not guarantee acceptance for examination.
- (D) ~~A complete application including a non-refundable application fee in the amount of five hundred dollars made payable to the treasurer, state of Ohio, and all required credentials must be filed with the board postmarked no later than sixty days before the intended scheduled examination date. Said application fee shall be paid separately from the criminal background fee.~~
- (E) ~~(D) Applicants~~ Each applicant shall submit to the board a detailed educational history of his or her professional graduate chiropractic education to include locations, institutions; and dates attended and program descriptions. Transcripts shall be sent directly to the board office from the school, college or university attended by the applicant institution or program.
- (E) Each applicant who graduated from a doctor of chiropractic degree program on or after June 30, 2010 shall submit a transcript reflecting that he or she possesses a

- bachelor, masters, or doctorate degree from an institution accredited by a national accrediting agency recognized by the United States department of education. Foreign educated applicants shall submit proof of the equivalent education. Transcripts shall be sent directly from each educational institution.
- (F) ~~Applicants~~Each applicant who ~~have~~has taken any examinations offered by the national board of chiropractic examiners shall be responsible for submission of a transcript. ~~Said~~The transcript shall be sent directly to the board office by the national board of chiropractic examiners.
- (G) ~~Applicants~~Each applicant shall be responsible for the submission of verification of licensure and good standing from all states in which a chiropractic license was ever issued. ~~Such~~The verification shall be ~~sent directly to the board office by the issuing~~issued by the licensing authority and shall be valid for one hundred eighty days after receipt.
- (H) ~~Applicants~~Each applicant shall submit to a fingerprint criminal background check from the records maintained by the federal bureau of investigation and the bureau of criminal identification and investigation in accordance with sections 4734.20 and 4734.202 of the Revised Code. Applicants shall be responsible for submitting properly executed fingerprints and the appropriate fees to the bureau of criminal investigation and identification. The criminal background check shall be completed no earlier than ~~six months~~ one hundred eighty days preceding application for licensure and the results shall expire one hundred eighty days after receipt.
- (I) ~~Applicants~~Each applicant shall submit with his or her application a passport type photograph taken within the preceding ~~six months~~ one hundred eighty days. The photo is to be signed by the applicant on the back of the photograph. All photographs shall be no smaller than two inches by two inches and no larger than three inches by five inches.
- (J) An applicant may be required to appear before the board or its designee for an interview.
- (K) ~~Applicants~~Each applicant ~~have~~has an ongoing obligation to update and supplement all information provided to the board in writing within ~~thirty~~ten days of any change.
- ~~(L) Applications and accompanying documents will be valid for one year from the initial application date. After one year a new application, with attendant documents and appropriate fees, must be submitted.~~
- ~~(M)~~(L) ~~Applicants~~Each applicant will be notified by the board as to his or her eligibility for the jurisprudence examination not later than ~~thirty~~ten days after board review.

- ~~(N)~~ Each applicant shall sign an affidavit under oath acknowledging that they have fully reviewed and understand and will abide by Chapter 4734. of the Revised Code and agency level 4734 of the Administrative Code.
- ~~(O)~~ Should an applicant fail to appear for the jurisprudence examination, no part of the application fee shall be returned. The applicant shall be eligible to take the examination without additional charge if notice of intent is received by the board no later than forty five days prior to the preferred scheduled examination date, providing it is within one year of the original date of application.
- ~~(P)~~(M) In the event that an applicant fails to achieve a minimum score of seventy-five percent on the jurisprudence examination, the applicant shall be eligible to retake the examination without additional charge if notice of intent is received by the board no later than forty five days prior to the preferred scheduled examination date, providing it is within one year of original date of application.
- ~~(Q)~~ Failing the jurisprudence examination on two occasions disqualifies the applicant for licensure by endorsement of a chiropractic license.
- ~~(R)~~(N) A permit for a temporary license to practice chiropractic in Ohio may not be obtained for the purpose of establishing a practice in Ohio through licensure by endorsement.
- ~~(S)~~(O) The board may refuse or deny an applicant for licensure in this state if the applicant does not meet the licensure requirements as outlined in sections 4734.20 and 4734.23 of the Revised Code or has committed any act which indicates that the applicant does not possess the character and fitness to practice chiropractic, including any act that would be grounds for disciplinary action as outlined in section 4734.31 of the Revised Code. The burden of proof is on the applicant to prove by clear and convincing evidence to the board that he or she meets the conditions for licensure.
- ~~(T)~~(P) Any applicant that the board proposes to refuse or deny licensure shall be entitled to a hearing on the question of such proposed refusal or denial. Notice and hearing requirements incident to such proposed refusal or denial shall be in compliance with the provisions of Chapter 119. of the Revised Code and Chapter 4734-4 of the Administrative Code.

Effective:

R.C. 119.032 review dates: 03/10/2014

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4734.10  
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