

4734-7-01 Renewal Requirements

(A) General Renewal Requirements.

- (1) All CE earned for renewal shall meet the requirements outlined in rule 4734-7-02 of the Administrative Code.
- (2) Each CE hour earned shall be a minimum of fifty minutes of CE activity and shall not include time for meals or breaks.
- (3) Individuals licensed during the current CE reporting period shall be exempt from earning CE credit during the earning period of their initial licensure.
- (4) At least sixty days prior to the expiration of a license or certificate, the board shall notify every licensee to whom a license or certificate was issued or reinstated during the current biennial period. Failure to receive the board's notification of renewal shall not exonerate the licensee from the board's renewal requirements.
- (5) Renewal shall be made in the manner prescribed by the board and each licensee shall complete the applicable renewal application(s) and supply all information necessary to process the renewal.
- (6) The board may select applications for audit to verify that all CE requirements have been met. Licensees whose applications are selected for audit shall submit documentation of compliance with the required CE hours within thirty days from the date of the board's notification.
- (7) If the board proposes to refuse to renew a license or to discipline a licensee for failure to meet the renewal requirements and/or for failure to comply with the CE requirements, the licensee shall be entitled to a hearing on the question of such proposed denial. Notice and hearing requirements incident to such proposed denial shall be in compliance with the provisions of Chapter 119. of the Revised Code and Chapter 4734-4 of the Administrative Code.

(B) Chiropractic License Renewal.

- (1) Each chiropractic physician who receives a license to practice chiropractic shall thereafter apply for renewal of the license on a biennial basis and pay a non-refundable five hundred dollar renewal fee made payable to the treasurer, state of Ohio on or before the renewal deadline of March 31 of each even numbered year.
- (2) Except for those licensees simultaneously renewing an acupuncture certificate in accordance with paragraph (C) of this rule, each licensee who is only renewing a chiropractic license shall attest on the application for renewal to having earned the following CE hours:

- a. 34 hours of chiropractic CE as defined in paragraph (B)(1) of rule 4734-7-02 of the Administrative Code;
- b. 2 hours of board mandated CE as defined in paragraph (B)(3) of rule 4734-7-02 of the Administrative Code.

(3) CE shall be earned in consideration of the licensee's practice location as follows:

- a. If a licensee practices in the state of Ohio he or she shall earn at least eighteen hours of CE by physically attending a live program within or outside the state of Ohio. The remaining eighteen hours of CE may be earned within the state of Ohio, outside the state of Ohio, or via electronic learning.
- b. If a licensee practices outside the state of Ohio or does not engage in active practice within the state of Ohio, he or she may earn all required thirty-six hours of CE credit within the state of Ohio, outside the state of Ohio, or via electronic learning.

(4) Any current licensee may place his or her chiropractic license on inactive status on or before the license renewal deadline if the license is in good standing and the licensee is not under disciplinary review pursuant to section 4734.31 of the Revised Code. The effective date of the inactive status shall be the date reflected in the board's official record. The license may be restored in accordance with the provisions of section 4734.26 of the Revised Code and rule 4734-7-03 of the Administrative Code.

(5) Failure to renew a chiropractic license on or before March 31 of each even numbered year results in forfeiture of the licensee's right to practice chiropractic as outlined in section 4734.25 of the Revised Code. The license may be restored in accordance with the provisions outlined in section 4734.25 of the Revised Code and rule 4734-7-04 of the Administrative Code.

(C) Acupuncture Certificate Renewal.

(1) Each chiropractic physician who receives a certificate to practice acupuncture shall thereafter apply for renewal of the certificate on a biennial basis and pay a non-refundable one hundred dollar renewal fee made payable to the treasurer, state of Ohio on or before the renewal deadline of March 31 of each even numbered year.

(2) No acupuncture certificate shall be renewed unless the individual's chiropractic license is likewise renewed.

(3) Each licensee shall attest on the application for renewal to having earned the following CE hours:

- a. 22 hours of chiropractic CE as defined in paragraph (B)(1) of rule 4734-7-02 of the Administrative Code;

- b. 12 hours of acupuncture CE as defined in paragraph (B)(2) of rule 4734-7-02 of the Administrative Code;
- c. 2 hours of board mandated CE as defined in paragraph (B)(3) of rule 4734-7-02 of the Administrative Code.

(4) CE shall be earned in consideration of the licensee's practice location as follows:

- a. If a licensee practices in the state of Ohio he or she shall earn at least eighteen hours of CE by physically attending a live program within or outside the state of Ohio at which attendees shall be able to interact with the instructor and the instructor can speak directly with the participants. The live program may be conducted via teleconference so long as the instructor can speak directly with attendees. The remaining eighteen hours of CE may be earned within the state of Ohio, outside the state of Ohio, or via electronic learning.
- b. If a licensee practices outside the state of Ohio or does not engage in active practice within the state of Ohio, he or she may earn all required thirty-six hours of CE credit within the state of Ohio, outside the state of Ohio, or via electronic learning.

(5) Any current licensee may place his or her acupuncture certificate on inactive status if the certificate is in good standing and not under disciplinary review. The effective date of the inactive status shall be the date reflected in the board's official record. The certificate may be restored in accordance with the provisions of section 4734.286 of the Revised Code and rule 4734-10-06 of the Administrative Code.

(6) Failure to renew an acupuncture certificate results in the certificate being placed on inactive status. The certificate may be restored in accordance with the provisions of section 4734.286 of the Revised Code and rule 4734-10-06 of the Administrative Code.

(D) Licensee responsibilities.

- (1) Each licensee shall ensure that each CE program earned for renewal meets the requirements outlined in rule 4734-7-02 of the Administrative Code;
- (2) Each licensee shall earn CE in the two year period beginning April 1 of each even numbered year;
- (3) Licensees shall not carry forward or retroactively apply CE to any other CE earning period;
- (4) Licensees shall earn interactive online CE programs one at a time and shall not open or complete multiple programs simultaneously;
- (5) Each licensee shall maintain verification of earned CE for no less than three full years from completion of the CE activity.

- (6) No licensee shall destroy, alter, or otherwise make unavailable documentation of CE and shall produce such documentation upon request. Failure to maintain CE records rebuts the presumption that the required CE hours were met.

(E) CE exceptions.

- (1) Proctors of the National Board of Chiropractic Examiners part four practical examination may claim up to eighteen hours of chiropractic CE toward their chiropractic CE requirement.
- (2) Instructors of live programs offered for CE credit that meets the requirements of rule 4734-7-02 of the Administrative Code may claim up to eighteen hours of chiropractic CE and/or six hours of acupuncture CE toward their renewal requirement.
- (3) Licensees who earn college credit in 300 level courses or above in a health care related topic through a college or university accredited by an accrediting agency recognized by the United States Department of Education may claim up to eighteen hours of chiropractic CE and/or six hours of acupuncture CE toward their renewal requirement.
- (4) Licensees who teach 300 level courses or above at a college or university accredited by an accrediting agency recognized by the United States Department of Education may claim up to eighteen hours of chiropractic CE and/or six hours of acupuncture CE toward their chiropractic CE requirement.
- (5) Licensees may claim all CE hours earned towards a recognized diplomate, or certification program that consists of a minimum of 100 hours, regardless of the licensee's practice location and/or teaching method.
- (6) A waiver, extension, or reduction of CE hours may be granted to a licensee due to illness, disability, or other good cause shown. A request for a waiver, extension, or reduction of CE hours shall be made to the board in writing no less than thirty days prior to the expiration of the license.
- (7) Licensees who take the Board's online laws and rules CE program and pass an assessment shall be granted one hour of board mandated CE credit.