

4734-10-04 Acupuncture Certificate Renewal Requirements

- (A) Each chiropractic physician who receives a certificate to practice acupuncture shall thereafter apply for renewal of such certificate on a biennial basis and pay a non-refundable one hundred dollar renewal fee made payable to the treasurer, state of Ohio postmarked ~~on or~~ before the first day of April of each even numbered year. Such renewal shall be made on forms prescribed by the board. Each licensee shall complete the certificate renewal application and supply all information necessary to process the application.
- (B) At least sixty days prior to the expiration of a certificate, the executive director shall send notification of renewal to every licensee to whom a certificate was issued or renewed during the current biennial period. Failure to receive the board's notification of renewal shall not exonerate the licensee from the board's certificate renewal requirements.
- (C) Each licensee shall complete the certificate renewal application and supply all information necessary to process the application. An acupuncture certificate shall not be renewed unless the licensee's chiropractic license is likewise renewed.
- ~~(D) Upon receipt and acceptance of the renewal fee and renewal application, the board shall mail proof of renewal to the licensee no later than thirty days after acceptance.~~
- (E) Each licensee shall attest on the application for certificate renewal to having earned 12 hours of acupuncture CE. Acupuncture CE shall may be earned in consideration of the licensee's home and practice location within the state of Ohio, outside the state of Ohio or via electronic learning as follows:
- (1) ~~If a licensee resides and practices in the state of Ohio, he or she shall earn at least six hours of CE within the state of Ohio. The remaining six hours of CE may be earned within the state of Ohio, outside the state of Ohio, or via supervised self instruction.~~
- (a1) CE earned within the state of Ohio shall be sponsored by an "Ohio board-approved CE sponsor" and comply with the requirements outlined in rule 4734-7-02 of the Administrative Code.
- (b2) CE earned outside of the state of Ohio or via ~~supervised self instruction~~ electronic learning shall be sponsored by a board-approved chiropractic educational institution, non-profit chiropractic or acupuncture association, accredited academic health institution or hospital and comply with the requirements outlined in rule 4734-7-03 of the Administrative Code.
- (2) ~~If a licensee resides and practices outside of the state of Ohio, he or she may earn all required twelve hours of CE credit within the state of Ohio, outside the state of Ohio, or via supervised self instruction.~~
- (a) ~~CE earned within the state of Ohio shall be sponsored by an "Ohio board-approved CE sponsor" and comply with the requirements outlined in rule 4734-7-02 of the Administrative Code.~~
- (b) ~~CE earned outside of the state of Ohio or via supervised self instruction shall be sponsored by a board-approved chiropractic educational institution, non-profit chiropractic association, accredited academic health institution or hospital and comply with the requirements outlined in rule 4734-7-03 of the Administrative Code.~~
- (F) Licensees applying for their first initial renewal shall be exempt from reporting CE credit.

- (G) It is the responsibility of the licensee to ensure that all CE hours earned for certificate renewal purposes are offered specifically for Ohio CE credit.
- (H) CE shall be earned in the two year period immediately preceding the first day of April of the year in which certificate renewal is required. CE hours shall not be carried over from one renewal period to the next.
- (I) Instructors of CE programs that are offered for Ohio CE credit and sponsored by a board-approved CE sponsor may be granted claim CE credit equal to one times the number of hours in which they teach. ~~In order to obtain board approval, the instructor must submit a written request to the board at least thirty days prior to the date of the program. Subsequent license renewal requirements shall not be met in whole or in part by instruction of the same course.~~
- (J) Each licensee shall maintain verification of earned CE for no less than three full years from completion of the CE activity.
- (K) 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.
- (L) No licensee shall destroy, alter, or otherwise make unavailable documentation of CE and shall produce such documentation upon demand. Failure to maintain CE records rebuts the presumption that the required CE hours were met.
- (M) A waiver, extension, or reduction of CE hours may be granted to a licensee due to illness, disability, or other good cause shown ~~if it affected a reasonable opportunity and precluded the licensee from participating in CE activities.~~ A request for a waiver, extension, or reduction of CE hours must be made to the board in writing no less than sixty days prior to the expiration of the certificate.
- (N) Any incomplete renewal will be returned to the licensee indicating the reason for such return. If the renewal application is not returned to the Board postmarked ~~by~~ before April first, the certificate shall be classified as expired. The certificate may be restored upon receipt of a complete certificate renewal application, the one hundred dollar renewal fee and proof of twelve CE hours earned in accordance with this Chapter.
- (O) If a check for certificate renewal is returned for insufficient funds, the board shall promptly notify the licensee. The licensee must submit a certified check or money order in the amount of one hundred dollars within ten days of the date of notification from the board. If the payment is not received postmarked ~~by~~ before April first, the certificate shall be considered expired. The certificate may be restored upon receipt of a complete certificate renewal application, the one hundred dollar renewal fee and proof of twelve CE hours earned in accordance with this chapter.
- (P) Failure to renew a certificate results in the forfeiture of the licensee's right to practice acupuncture in the state of Ohio.
- (Q) If the board proposes to refuse to renew a certificate for the licensee's failure to meet the certificate renewal 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.
- (R) If the board proposes to discipline a licensee for failure to meet the CE requirements after an audit is conducted, the licensee shall be entitled to a hearing on the question of such proposed discipline.

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.

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