

4734-7-01 Chiropractic License Renewal Requirements

- (A) Each chiropractic physician who receives a license to practice chiropractic shall thereafter apply for renewal of such license on a biennial basis and pay a non-refundable five 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 license renewal application and supply all information necessary to process the application.
- (B) At least sixty days prior to the expiration of a license, the executive director shall send notification of renewal to every licensee to whom a license was issued or renewed during the current biennial period and post the license renewal application on the board's website. Failure to receive the board's notification of renewal shall not exonerate the licensee from the board's license renewal requirements.
- ~~(C) Each licensee shall complete the license renewal application and supply all information necessary to process the application. Upon receipt and acceptance of the renewal fee and renewal application, the board shall mail proof of renewal to renew the licensee no later than thirty days after acceptance.~~
- ~~(D)~~ Each licensee shall attest on the application for license renewal to having earned thirty-six hours of CE of which 1.5 hours shall be on the topic of ethics and/or professionalism. All CE earned for license renewal shall be sponsored by a board-approved chiropractic educational institution, a non-profit association, or an accredited academic health institution or hospital.
- (D) Chiropractic continuing education is defined as programs comprised of one or more of the following subjects: Clinical diagnosis and examination procedures; diagnostic imaging; neurology; nutrition; public health, hygiene, sanitation; manipulation and adjusting procedures; physiological therapeutics; orthopedics; emergency procedures; principles and practice; philosophy; laboratory procedures; anatomy; physiology; acupuncture; rehabilitative procedures/exercise; ethics/boundaries; staff development and training; documentation; risk management; ethics/professionalism; laws and rules of the board; and other subjects related to the practice of chiropractic as deemed appropriate by the board.
- (E) Electronic learning is defined as CD, DVD, or MP3 audio programs or video programs or downloadable internet based programs in PDF or PowerPoint.
- ~~(F)~~ CE shall be earned in consideration of the licensee's home and/or practice location as follows:
- (1) If a licensee resides ~~and~~ or practices in the state of Ohio, he or she shall earn at least twenty-four hours of CE within the state of Ohio. The remaining twelve hours of CE may be earned within the state of Ohio, outside the state of Ohio, or via ~~supervised self instruction~~ electronic learning. The required 1.5 hours of CE on the topic of ethics and/or professionalism may be earned within the state of Ohio, outside the state of Ohio, or via ~~supervised self instruction~~ electronic learning.
 - (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~~ electronic learning 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.

- (2) If a licensee resides and practices outside of the state of Ohio, he or she may earn all required thirty-six hours of CE credit, including the 1.5 hours on the topic of ethics and/or professionalism, within the state of Ohio, outside the state of Ohio, or via ~~supervised self instruction~~ electronic learning.
- (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~~ electronic learning 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.
- (~~E~~G) Licensees applying for their first initial renewal shall be exempt from reporting CE credit.
- (~~F~~H) It is the responsibility of the licensee to ensure that all CE hours earned for license renewal purposes ~~are offered specifically for Ohio CE credit~~ meet the board's CE requirements.
- (~~G~~I) CE shall be earned in the two year period immediately preceding the first day of April of the year in which license renewal is required. CE hours shall not be carried over from one renewal period to the next.
- (~~H~~J) Notwithstanding the requirements of paragraphs (D)(1) and (D)(2) of this rule, a licensee acting as an associate examiner for the National Board of Chiropractic Examiners may receive CE credit up to 34.5 hours per renewal biennium. Said licensees are not exempt from earning 1.5 hours of ethics and/or professionalism.
- (~~I~~K) Notwithstanding the requirements of paragraphs (D)(1) and (D)(2) of this rule, 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. Said licensees are not exempt from earning 1.5 hours of ethics and/or professionalism.
- (~~J~~L) Notwithstanding the requirements of paragraphs (D)(1) and (D)(2) of this rule, licensees who earn college credit in a health care related topic through an accredited academic institution may claim CE credit up to 36 hours per biennium. Licensees who claim academic credit to satisfy the requirement of 1.5 hours of ethics and/or professionalism must attest that the course topic includes an ethics and/or professionalism component.
- (~~K~~M) The Board may grant a licensee CE credit for participating in educational programs that the Board directs for new licensees related to the consequences of disciplinary action.
- (~~K~~N) Each licensee shall maintain verification of earned CE for no less than three full years from completion of the CE activity.
- (~~L~~Q) 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.

- (MP) 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.
- (NQ) 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 license.
- (OR) 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 license shall be classified as forfeited. The license may be restored upon receipt of a complete license renewal application, five hundred dollar renewal fee and a one hundred fifty-dollar penalty fee, and proof of thirty-six CE hours earned in accordance with this Chapter.
- (PS) If a check for license 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 five 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 license shall be considered forfeited. The license may be restored upon receipt of a complete license renewal application, five hundred dollar renewal fee and a one hundred fifty-dollar penalty fee, and proof of thirty-six CE hours earned in accordance with this Chapter.
- (QT) Failure to renew a license results in the forfeiture of the licensee's right to practice chiropractic in the state of Ohio as outlined in section 4734.25 of the Revised Code.
- (RU) If the board proposes to refuse to renew a license for the licensee's failure to meet the license 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.
- (SV) 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.