



2014 Biennial Chiropractic License Renewal Information and Instructions

By submitting a complete application for license renewal you are renewing your license for two years. Your renewed license will expire on March 31, 2016.

PAYMENT

The renewal fee for the biennium is \$500. If paying by credit card, you must indicate the card type, card number and expiration date on your application. You may pay by either Visa or MasterCard. Your signature on the application indicates your authorization for payment. If your application is received postmarked on or after April 1, 2014, your credit card may be charged an additional \$150 penalty fee for late renewal.

If paying by check, please make payable to: Treasurer, State of Ohio.

APPLICATION

Please complete the application **completely and legibly**. Incomplete applications will be returned indicating the reason for the return. If you return the application and it is postmarked on or after April 1, 2014, a \$150 penalty fee may be assessed.

CONTINUING EDUCATION

All licensees are required to earn 36 hours of CE that includes 1.5 hours of ethics and/or professionalism.

If you've practiced in Ohio whatsoever since April 1, 2012:

You must earn 24 of the required 36 CE hours at a Board-approved seminar held within the state of Ohio that is posted on the Board's Approved Seminar list. The remaining 12 CE hours, including the required 1.5 hours of ethics and/or professionalism, may be earned within the state of Ohio, outside Ohio or via electronic learning so long as the program was sponsored by a Board-approved chiropractic college, a non-profit association, accredited academic health institution, or hospital, and otherwise complies with the applicable requirements of Board Rules 4734-7-02 and 4734-7-03.

To view the list of in-state Board Approved CE please visit the Board's website at: <http://chirobd.ohio.gov/Licensees/ChiropracticCE.aspx>.

If you've practiced outside Ohio since April 1, 2012:

All required 36 CE hours, including 1.5 hours of ethics and/or professionalism, may be earned within the state of Ohio, outside Ohio or via electronic learning so long as the program was sponsored by a Board-approved chiropractic college, a non-profit association, accredited academic health institution, or hospital, and otherwise complies with the applicable requirements of Board Rules 4734-7-02 and 4734-7-03.

OVER ➡

Electronic learning includes but is not limited to, CD, DVD, MP3 audio programs, video programs, internet programs and virtual education opportunities that provide a certificate of attendance/completion. Electronic learning does NOT include journals and/or publications in any format.

VERIFY YOUR RENEWAL

To confirm the Board received and processed your application, go to <https://license.ohio.gov/lookup/default.asp?division=90> and type in your **last name ONLY**. If your application has been processed, your expiration date will indicate 3/31/2016. *Please allow up to 5 business days for the Board to process your application.*

CONTINUING EDUCATION AUDIT

If your application is selected for audit, you will receive written notification from the Board advising you have thirty days to submit documentation of your CE. You must provide a certificate of attendance/completion for the CE hours you earned, regardless of the program format.

~ IMPORTANT REMINDERS ~

- **DO NOT** send CE records with your application. You are required to maintain proof of CE for no less than three full years from completion of the CE activity for auditing purposes.
- **To Inactivate or Retire Your License**
If you wish to inactivate or retire your license, complete the application and check the “Inactive” or “Retired” box on question 8. No fee is required to inactivate or retire your license. Return the completed application to the Board office postmarked by March 31, 2014. If you fail to inactivate or retire your license, your license will be placed on forfeited status and a penalty fee will be assessed upon reinstatement.

Once your license is inactive or retired, you are no longer permitted to practice chiropractic in the state of Ohio. Reinstatement instructions are posted on the Board’s website should you wish to reactivate your license at a later date.

Links to the Board’s CE Rules:

Chiropractic License Renewal Requirements: <http://codes.ohio.gov/oac/4734-7-01>

Standards for In State CE: <http://codes.ohio.gov/oac/4734-7-02>

Standards for Out of State CE and Electronic Learning: <http://codes.ohio.gov/oac/4734-7-03>

The following could result in discipline, including a fine up to \$2,500:

- ▶ **Making a false, fraudulent, or deceitful statement on your Application**
- ▶ **Falsifying your continuing education records**
- ▶ **Failing to maintain your continuing education records for three years**
- ▶ **Failing to earn required CE**

If you have any further questions about license renewal or continuing education, please contact the Board at: oscb.chiroBD@chr.state.oh.us