



## Ohio Administrative Code Rule 4734-7-01 Renewal requirements.

Effective: May 1, 2022

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### (A) General renewal requirements.

(1) All continuing education (CE) earned for renewal shall meet the requirements outlined in rule 4734-7-02 of the Administrative Code.

(2) Individuals licensed during the current CE reporting period are exempt from earning CE credit during the earning period of their initial licensure.

(3) At least sixty days prior to the expiration of a license, the board shall notify every individual issued a license or reinstated during the current biennial period. Failure to receive the board's notification of renewal does not exonerate the licensee from the board's renewal requirements.

(4) Renewal shall be made in the manner prescribed by the board. Each licensee shall complete a renewal application(s) and supply all information necessary to process the renewal.

(5) 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.

### (B) Chiropractic license renewal.

(1) Each licensee who receives a license shall thereafter apply for renewal of the license on a biennial basis and pay a non-refundable five hundred dollar renewal fee on or before the renewal deadline of March thirty-first 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 renewing a chiropractic license shall attest on the application for renewal to having earned the following CE hours:



(a) Thirty-four hours of chiropractic CE as defined in paragraph (B)(3) of rule 4734-7-02 of the Administrative Code;

(b) Two hours of board mandated CE as defined in paragraph (B)(5) of rule 4734-7-02 of the Administrative Code.

(3) Any current licensee may place their 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 4734-7-04 of the Administrative Code.

(4) Failure to renew a chiropractic license on or before March thirty-first 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 reinstated in accordance with the provisions outlined in section 4734.25 of the Revised Code and rule 4734-7-05 of the Administrative Code.

(C) Acupuncture certificate renewal.

(1) Each licensee 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 on or before the renewal deadline of March thirty-first 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) Twenty-two hours of chiropractic CE as defined in paragraph (B)(3) of rule 4734-7-02 of the Administrative Code;



(b) Twelve hours of acupuncture CE as defined in paragraph (B)(4) of rule 4734-7-02 of the Administrative Code;

(c) Two hours of board mandated CE as defined in paragraph (B)(5) of rule 4734-7-02 of the Administrative Code.

(4) Any current licensee may place their 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.

(5) 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 CE programs 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 first of each even numbered year;

(3) Licensees shall not claim CE credit for a program more than once per renewal biennium;

(4) Licensees shall not carry forward or retroactively apply CE to any other CE earning period;

(5) Licensees shall earn interactive online CE programs one at a time and shall not open or complete multiple programs simultaneously;

(6) Each licensee shall maintain verification of earned CE for no less than three full years from completion of the CE activity;



(7) Destroying, altering, or otherwise making unavailable documentation of CE is prohibited. 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 the hours, as applicable, toward their chiropractic CE requirement. The licensee is not exempt from earning two hours of board mandated CE.

(2) Instructors of programs offered for CE credit that meet the requirements of rule 4734-7-02 of the Administrative Code may claim the hours, as applicable, toward their chiropractic CE, acupuncture CE and/or board mandated CE requirement. CE credit shall not be claimed for teaching the same program more than once.

(3) Licensees who earn college credit in three hundred 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 the hours, as applicable, toward their chiropractic or acupuncture CE requirement. The licensee is not exempt from earning two hours of board mandated CE.

(4) Licensees who teach three hundred level courses or above in a health care related topic at a college or university accredited by an accrediting agency recognized by the United States department of education may claim the hours, as applicable, toward their chiropractic or acupuncture CE requirement. The licensee is not exempt from earning two hours of board mandated CE.

(5) Licensees who author research papers published in recognized chiropractic or medical journals may claim, as applicable, chiropractic CE and/or acupuncture CE toward their renewal requirement. The licensee is not exempt from earning two hours of board mandated CE.

(6) A waiver, extension, reduction, or modification of CE hours may be granted to a licensee due to illness, disability, or other good cause shown. A request for a waiver, extension, reduction, or modification of CE hours shall be made to the board in writing no less than thirty days prior to the



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expiration of the license.