



Ohio Administrative Code

Rule 1301:3-11-11 Continuing education; Credits; Temporary continuing education waiver; inactive status.

Effective: November 1, 2024

(A) Continuing education:

(1) An approved continuing education provider shall provide to the division a roster of all individuals holding a license issued pursuant to Chapter 4785. of the Revised Code that attended a continuing education course as well as a copy of the agenda of the education course provided. The roster must be submitted within fourteen calendar days of the date of completion of the course or program of instruction. The roster shall be provided to the division on a form prescribed by the division or via any other means of electronic transmission that the division deems appropriate. The roster shall contain any information the division deems appropriate. The continuing education provider shall maintain a copy of every roster for a period of three years after each course is held. Failure to properly report may result in disapproval or non-renewal of a continuing education provider's approval.

(2) Upon request of the division, training materials and handouts provided to attendants of continuing education courses shall be made available to the division for inspection.

(B) Credits: Only time of actual instruction counts toward a credit hour. Thirty minutes of instruction equals one-half hour of continuing education credit. Credit is not awarded for breaks.

(C) Temporary continuing education waiver: An application for a temporary continuing education waiver must be submitted prior to expiration of the applicant's elevator mechanic's license. An extension may be permitted at the division's discretion in extenuating circumstances, but under no circumstances may a temporary continuing education waiver be issued to a licensee more than one year after his or her license has expired.

(D) Inactive status:

(1) A holder of a license that has been placed into inactive status is prohibited from performing any



conveyance services subject to the jurisdiction of Chapter 4785. of the Revised Code and rules promulgated thereunder. Engaging in conveyance services while a license remains in inactive status shall be grounds for discipline, including up to revocation of the license.

(2) A holder of a license that has been placed into inactive status shall submit to the division a certified statement on a form prescribed by the division attesting to the termination of the temporary disability within thirty calendar days of the date the temporary disability has been terminated. A waiver sticker, valid for ninety days, will then be provided to the licensee and affixed to the license. During this ninety-day period, the licensee shall comply with the continuing education requirements for renewal of the license, or prior to the expiration of the license, whichever is later. Failure to meet the continuing education requirements during this ninety-day period shall result in the license being suspended with no action needing to be taken by the division.