



Ohio Administrative Code Rule 3901-5-02 Continuing education provider.

Effective: November 14, 2024

(A) Purpose

The purpose of this rule is to establish the procedure to review insurance continuing education provider applications.

(B) Authority

This rule is promulgated pursuant to the authority vested in the superintendent under sections 3901.041, 3905.26, 3905.28, and 3905.486 of the Revised Code.

(C) Definitions

(1) "Authorized Provider Official" is the person designated by a provider as the individual responsible for the conduct of a continuing education course, compliance with continuing education regulations, the course's instructors, the course's monitors, and the provider's employees.

(2) "Provider" is any person or business entity permitted to offer continuing education courses pursuant to division (C) of section 3905.484 of the Revised Code.

(D) Application

(1) No application for a continuing education provider certification will be considered by the department unless it is made on the form prescribed by the department and includes the appropriate fee.

(2) The department will review a provider application within thirty days of receipt.

(a) If the applicant submits a new or renewal application that is incomplete or if the application lacks



information deemed necessary by the department, the application will be returned with a letter identifying the deficient areas to be addressed before the review process will continue. If the department does not receive the requested information by the relevant deadline stated in the letter, the filing will be considered abandoned. The provider application fee is non-refundable and non-transferable.

(b) If a provider's application is approved, a provider identification number will be assigned and the provider will be notified of that approval in writing.

(c) Approval of a provider's initial application is effective beginning on the date of the department's approval through the thirty-first day of December of the same year in which the approval was granted.

(d) Approval of a provider's renewal application is effective beginning January first and ends December thirty-first of the renewal year.

(e) Failure to renew an existing provider certification by December thirty-first will result in that certification and any course connected with that provider automatically expiring as of December thirty-first of the same year. Any provider whose certification has expired must reapply as a new provider before offering or holding any continuing education courses.

(3) Provider renewal applications are due to the department by November thirtieth each year.

(E) Authorized provider official

(1) The authorized provider official will obtain continuing education provider approval, course approvals, verify the qualifications of instructors, provide course schedules (where applicable), monitor attendance, administer examinations (where applicable), submit course completion rosters and fees to the department or its designee, and provide any other documents required by the department.

(2) The authorized provider official must supply and maintain an accurate email address which will be used as the primary source of communication with the provider.



(F) Severability

If any portion of this rule or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the rule or related rules which can be given effect without the invalid portion or application, and to this end the provision of this rule are severable.