



## Ohio Administrative Code

### Rule 4723-1-03 Board records and documents.

Effective: March 26, 2026

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[Comment: The materials incorporated by reference in agency 4723 of the Administrative Code can be found in paragraph (G) of this rule. The materials may be obtained at <https://nursing.ohio.gov/>.]

- (A) The board shall maintain a record of all applicants for, and holders of, licenses and certificates issued by the board under Chapter 4723. of the Revised Code and any rules adopted under that chapter, in the format determined by the board.
- (B) A change in name shall be submitted to the board electronically through the individual's eLicense account by submitting a name change service request within thirty days of the change. The request shall be accompanied by an uploaded certified copy of one of the following documents:
  - (1) A marriage certificate or abstract;
  - (2) A dissolution or divorce decree;
  - (3) A court record indicating a change of name; or
  - (4) Documentation of a change in name consistent with the laws of the jurisdiction or foreign country where the name change occurred.
- (C) A notification of a change in address shall be submitted in writing or electronically, by the licensee or certificate holder to the board within thirty days of the change.
- (D) Documents submitted to the board may be returned at the discretion of the board.
- (E) Wall certificates or other documents issued by the board as evidence of licensure, certification, or other authorization to practice shall not be falsified or altered.
- (F) For purposes of Chapters 4723-1 to 4723-27 of the Administrative Code, when an applicant for licensure or certification, or renewal, reactivation or reinstatement of licensure or certification, submits a criminal records check completed by the bureau of criminal identification and investigation, the board shall consider the records check information to be valid for a period of one year from the date the information was received by the board. This provision shall not apply to criminal records checks required to be obtained according to the terms of board adjudication orders or consent agreements.
- (G) Incorporated materials:
  - (1) "Advanced Practice Registered Nurse Application Certified Nurse Midwife;"
  - (2) "Advanced Practice Registered Nurse Application Certified Nurse Practitioner;"



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- (3) "Advanced Practice Registered Nurse Application Certified Registered Nurse Anesthetist;"
- (4) "Advanced Practice Registered Nurse Application Clinical Nurse Specialist;"
- (5) "Advanced Practice Registered Nurse License Reactivation and Reinstatement Application;"
- (6) "Alternative Program for Substance Use Disorder Admission Application;"
- (7) "Application for Initial Approval/Reapproval of a Testing Organization that Conducts an Examination of Dialysis Technicians;"
- (8) "Certified Doula by Endorsement Application;"
- (9) "Certified Doula Reactivation and Reinstatement Application;"
- (10) "Certified Doula Renewal Application;"
- (11) "Certified Registered Nurse Anesthetist Renewal Application;"
- (12) "Certified Nurse Midwife Renewal Application,"
- (13) "Certified Nurse Practitioner Renewal Application;"
- (14) "Clinical Nurse Specialist Renewal Application,"
- (15) "Community Health Worker Application;"
- (16) "Community Health Worker Reactivation and Reinstatement Application;"
- (17) "Community Health Worker Renewal Application;"
- (18) "Community Health Worker Training Program Application. Approval and Re-Approval;"
- (19) "Dialysis Technician Application;"
- (20) "Dialysis Technician Reactivation and Reinstatement Application;"
- (21) "Dialysis Technician Renewal Application;"
- (22) "Dialysis Technician Training Program Application.Approval and Re-Approval ;"



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- (23) "Doula Application;"
- (24) "Education Program PN Presurvey Visit Report Form," for licensed practical nursing education programs;
- (25) "Education Program RN Presurvey Visit Report Form," for registered nursing education programs;
- (26) "LPN Reactivation and Reinstatement Application;"
- (27) "LPN Renewal Application;"
- (28) "Medication Aide Application;"
- (29) "Medication Aide Reactivation and Reinstatement Application;"
- (30) "Medication Aide Renewal Application;"
- (31) "Medication Aide Training Program Application. Approval and Re-Approval;"
- (32) "Nursing Licensure by Endorsement Application;"
- (33) "NEGP Annual Report Year 1;"
- (34) "NEGP Annual Report Year 2;"
- (35) "NEGP Quarterly Progress Report;"
- (36) "NEGP RFP;"
- (37) "Nursing Licensure by Endorsement Application, LPN;"
- (38) "Nursing Licensure by Endorsement Application, RN;"
- (39) "Nursing Licensure by Examination Application, LPN;"
- (40) "Nursing Licensure by Examination Application, RN;"
- (41) "OBN Approver Application;"
- (42) "Ohio Annual Report Survey," for registered nursing education programs and licensed practical nursing education programs;
- (43) "PN New Program Proposal Application;"
- (44) "RN New Education Program Proposal Application;"



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- (45) "RN Reactivation and Reinstatement Application;"
- (46) "RN Renewal Application;"
- (47) "Verification Form Organizations Certifying Advanced Practice Registered Nurses: Certified Nurse Midwives (CNMs), Certified Nurse Practitioners (CNPs), Clinical Nurse Specialists (CNSs), and Certified Registered Nurse Anesthetists (CRNAs);"
- (48) "Volunteer's Certificate Application;"
- (49) "Volunteer's Certificate Reactivation and Reinstatement Application;"
- (50) "Volunteer's Certificate Renewal Application."