



Ohio Administrative Code

Rule 4733-19-01 Application, examination, registration and renewal fees.

Effective: August 1, 2014

(A) The board shall establish and publish a fee schedule which will be available for all applicants and registrants.

(B) The appropriate nonrefundable application fee must accompany each examination or reexamination request.

(C) Make all checks payable to: Treasurer, State of Ohio and submit to the board office.

(D) If an applicant is not eligible or does not schedule for the applied examination, the application fee will be retained to cover the cost of processing the application.

(E) Unless otherwise stipulated by the board the payment of the registration fee will constitute payment of the license fee for the remainder of the licensing period in which the certificate of registration was issued. Upon successfully passing both examinations a certificate of registration will be issued by the board authorizing applicant to practice as a professional engineer or professional surveyor.

(F) A nonrefundable renewal fee for all certificates of registration is due and payable on or before December thirty-first of each licensing period for the ensuing licensing period (See section 4733.15 of the Revised Code).

(G) Use of the UserID and password issued for electronic renewals is solely the responsibility of the licensee to whom it is issued and may not be transferred, distributed, or shared with any other person. The licensee assumes responsibility for all entries and user of the UserID and password. The UserID and password shall constitute the legally recognized signature for the purpose of this rule.

(H) Completion of the paper application for renewal shall be signed by the licensee.



(I) Any person who knowingly makes a false statement on the renewal application form is guilty of falsification under section 4733.20 of the Revised Code.

(J) The renewal applicant shall demonstrate in a manner prescribed by the board that the applicant has met the continuing professional development requirements for the license that the applicant holds.

(K) A licensee is exempt from the continuing professional development requirement during the first calendar year of registration. If the licensee obtains registration during the first calendar year of the biennial renewal period, the licensee must complete fifteen hours of continuing professional development before the end of the current renewal cycle.

(L) If a registrant fails to renew a certificate of registration by December thirty-first of the licensing period, the fee to be paid for renewal after December thirty first, but within the following twelve months, shall be increased by fifty percent. A registrant who fails to renew a certificate of registration for a period greater than twelve months shall be assessed a reinstatement fee which shall equal the number of renewal fees that have not been paid multiplied by three times the current renewal fee. The registrant shall submit proof of completion of fifteen hours of continuing professional development for each lapsed year.

(M) As permitted by the provisions of section 4733.15 and section 4733.151 of the Revised Code, the board may upon request waive the payment of the renewal fees and/or the continuing professional development requirement of a registrant during the time the registrant is on active duty in connection with any branch of the armed forces of the United States.