



## Ohio Administrative Code

### Rule 4751-1-10.1 Timely renewal of certificate of registration.

Effective: January 1, 2020

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(A) A licensee's renewal application is timely if the licensee submits the properly-completed application to the board via the mybeltss system (<http://mybeltss.age.ohio.gov>) or via mail before the expiration date of the licensee's certificate of registration.

(B) The board shall only consider a renewal application to be properly completed if the licensee meets all of the following conditions:

(1) The licensee answered all required questions on the application.

(2) The licensee completed at least twenty continuing education (CE) hours that are approved by the board or the national association of long-term care administrator boards.

(3) The licensee completed at least four additional continuing education hours for the health services executive license renewal.

(4) The licensee listed the complete continuing education course titles and accurate approval numbers in the renewal application.

(5) The licensee attached or uploaded the continuing education certificates.

(6) The licensee has no more than ten continuing education hours from self-study/distance learning/webinars. (All four continuing education hours required for the health services executive license renewal may be from self-study, distance learning, or webinars and do not count toward the limit of ten continuing education hours from self-study, distance learning, or webinars per licensed nursing home administrator renewal.)

(7) The licensee completed the electronic attestation agreement or signed the form and had it notarized.



(8) If renewing and/or paying by mail, the licensee's renewal application and/or payment was postmarked before the expiration date on the licensee's certificate of registration.

(C) The board publishes BELTSS form RA2015 (rev., 2015) as the renewal application. The form may be obtained by calling or emailing the board office. It is the licensee's responsibility to obtain the renewal form and invoice and file a timely renewal if the licensee does not wish to renew online.

(D) Untimely renewals are subject to a penalty of fifty dollars per calendar quarter up to a maximum of two hundred dollars. This is in addition to the annual renewal fee.

(E) Health services executive license renewals are subject to a late penalty fee per calendar quarter, as defined in section 4751.25 of the Revised Code. This is in addition to the annual renewal fee.

(F) A licensee who renews both the nursing home administrator and health services executive licenses late will only be charged the late renewal penalty for the nursing home administrator license, provided both licenses are brought back into good standing at the same time. If the nursing home administrator license is renewed and the health services executive license remains in a late renewal status, the health services executive late renewal penalty will apply going forward until it is brought back into compliance or abandoned.

(G) If the licensee does not meet the conditions in paragraphs (A) to (E) of this rule, the licensee's application is untimely and not valid. The licensee may not practice nursing home administration or health services executive administration until all renewal conditions are met.

(H) The licensee shall renew the certificate of registration with the appropriate number of CE hours and payment of all renewal and penalty fees within one year of the expiration date listed on the certificate of registration, or the license shall be considered abandoned and the licensee shall reapply for licensure and the law in force at the time of such new application shall govern.