



Ohio Administrative Code

Rule 4755-3-05 Escrow of license; restoration.

Effective: April 1, 2019

(A) A person whose license is in escrow may renew a license in escrow for no more than two consecutive renewal periods after putting a license in escrow. At the time of the third consecutive renewal period, the person shall either restore the license in accordance with the provisions of this rule or let the license expire. If the license expires, the individual shall submit a reinstatement application in accordance with rule 4755-3-12 of the Administrative Code to return to active practice in the state of Ohio.

(B) A person whose license is in escrow may request a return to active status at any time by submitting a restoration application to the section. Applications shall be:

- (1) Submitted electronically via the Ohio e-license system;
- (2) Electronically signed via the Ohio e-license system;
- (3) Accompanied by the fee prescribed by rule 4755-5-09 of the Administrative Code;
- (4) Accompanied by such evidence, statements, or documents as specified on the application; and
- (5) Contain proof that the applicant completed at least twenty contact hours of continuing education in accordance with rule 4755-9-01 of the Administrative Code within the two year period immediately preceding the application for restoration. Contact hours used to meet the requirements of this paragraph shall not be used to renew the restored license.
 - (a) At least one contact hour shall be in ethics education pursuant to paragraph (A)(5) of rule 4755-9-01 of the Administrative Code.
 - (b) For restored licenses valid for less than twelve months, a license holder shall complete at least ten contact hours of continuing education prior to the expiration of the restored license. The category



limits contained in paragraph (B) of rule 4755-9-01 of the Administrative Code do not apply if the restored license was valid for twelve months or less.

(c) For restored licenses valid for twelve months or more, a license holder shall complete at least twenty contact hours of continuing education prior to the expiration of the restored license.

(C) All persons seeking restoration of a license in escrow shall pass the Ohio occupational therapy jurisprudence examination.

(D) In addition to the requirements contained in paragraphs (B) and (C) of this rule, applicants for restoration of an escrowed license who have not engaged in the practice of occupational therapy for more than five years prior to the date the person applies to the section for escrow restoration may be subject to additional requirements outlined by the occupational therapy section. The section may consider, but is not limited to, the following additional requirements:

- (1) Additional continuing education;
- (2) Competency-based performance appraisals;
- (3) Mentorship;
- (4) Professional development plan;
- (5) Extended coursework; and
- (6) Retaking and passing the NBCOT certification examination.

(E) For the purposes of filing an electronic application via the Ohio e-license system, the applicant will create a "UserID" and password. The use of the "UserID" and password provided by the board is solely the responsibility of the person who created it. The "UserID" and password shall constitute the legally recognized signature for the purposes of this rule and may not be transferred, distributed, or shared with any other person.



(F) Any application received in accordance with this rule that remains incomplete one year after the initial application filing shall be considered to be abandoned and no further processing shall be undertaken with respect to that application.

(1) If the application process extends for a period longer than one year, the board may require updated information as it deems necessary.

(2) No application for licensure may be withdrawn without approval of the board.

(3) Submitted fees shall be neither refundable nor transferable.

(G) If an escrowed license is restored between January first and March thirty-first of the year the escrowed license expires, the restored license will expire on June thirtieth of that year.

(H) If an escrowed license is restored between April first and April thirtieth of the year the escrowed license expires, the restored license will expire on June thirtieth of the following expiration year.

(I) If a completed restoration application is not received by April thirtieth of the expiration year, the escrow license holder shall renew in escrow status and submit a restoration application, which will not be reviewed prior to July first. Failure to renew in escrow status will lead to the expiration of the license on June thirtieth and the license holder would be subject to the reinstatement requirements contained in rule 4755-3-12 of the Administrative Code.