



Ohio Administrative Code Rule 4755:1-1-05 Biennial renewal of license.

Effective: November 9, 2023

(A) Renewal of an occupational therapist or occupational therapy assistant license happens in accordance with section 4755.10 of the Revised Code.

(1) The following shall be completed to satisfy the requirements of license renewal:

(a) The entire renewal application, including any required forms;

(b) Compliance with the continuing education requirement specified in rule 4755:1-3-01 of the Administrative Code; and

(c) Payment of the renewal fee prescribed by rule 4755-4-01 of the Administrative Code.

(2) The licensure renewal notice is sent to the e-mail address on file with the board.

(B) All persons licensed as an occupational therapist shall renew their license by the thirtieth day of June in each odd-numbered year. When a license to practice as an occupational therapist is issued by the board on or after March first of an odd-numbered year, that license is valid through the thirtieth day of June of the next odd-numbered year.

(C) All persons licensed as an occupational therapy assistant shall renew their license by the thirtieth day of June in each even-numbered year. When a license to practice as an occupational therapy assistant is issued by the board on or after March first of an even-numbered year, that license is valid through the thirtieth day of June of the next even-numbered year.

(D) Persons who fail to submit the renewal fee, completed application, any other required information, and/or comply with the continuing education requirement specified in rule 4755-9-01 of the Administrative Code by the thirtieth day of June of the appropriate year shall have their license automatically expire.



(1) A license holder whose license expires for failure to renew shall submit a reinstatement application in accordance with rule 4755:1-1-07 of the Administrative Code. The occupational therapy section shall approve the reinstatement application before the person may legally practice as an occupational therapist or occupational therapy assistant in Ohio.

(2) A license holder who continues to practice occupational therapy with an expired license is subject to disciplinary action pursuant to section 4755.11 of the Revised Code or is guilty of a misdemeanor pursuant to section 4755.99 of the Revised Code.

(E) For the purposes of filing an electronic renewal application via eLicense Ohio or its successor licensing system, the applicant shall create log-in credentials. The use of these credentials is solely the responsibility of the license holder who created it. The credentials constitute the legally recognized signature for the purposes of this rule and may not be transferred, distributed, or shared with any other person.