



## Ohio Administrative Code

### Rule 4757-7-03 Inactive status of license; restoration.

Effective: August 18, 2025

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(A) A licensee or registrant may, at the time of biennial renewal, apply for inactive-escrow status of his/her license if the licensee or registrant does not plan to engage in active practice for one or more renewal cycles. The application for inactive status shall be accompanied by the fee prescribed by rule 4757-1-05 of the Administrative Code and by a signed statement that the licensee will not engage in active practice as defined in section 4757.01 of the Revised Code, while the license is inactive.

(B) A licensee in an inactive status may request a return to active status at any time by submitting a restoration application to the board. Applications shall:

- (1) Be submitted electronically via the Ohio e-license system; and
- (2) Be signed by the applicant electronically via the Ohio e-license system; and
- (3) Be accompanied by the fee prescribed by rule 4757-1-05 of the Administrative Code; and
- (4) Contain proof that the applicant completed at least thirty clock hours of continuing education per rule 4757-9-01, 4757-9-02 or 4757-9-03 of the Administrative Code as applicable within the two year period immediately preceding the application for restoration and additionally include six hours of ethics within the thirty hours instead of three required by the rules. Clock hours used to meet the requirements of this paragraph shall not be used to renew the restored license; and
- (5) Other minor information required by the board approved form.

(C) Inactive-escrow licenses restored shall be for two years as of the date the applicant has completed all requirements of the restoral process. In most cases that date will not be the same as the original license first issuance date.

(D) In addition to the requirements contained in paragraphs (A) and (B) of this rule, applicants for



restoration of an inactive-escrow license who have not engaged in the practice of counseling, social work, marriage and family therapy, art therapy, or music therapy for more than five years prior to the date the individual applies to the board for restoration, are required to complete forty-five hours of continuing education, six hours of which must be in ethics learning or training options.

(E) In addition to the requirements contained in paragraphs (A), (B), and (D) of this rule, unless otherwise waived by the appropriate professional standards committee upon a request by a licensee, applicants for restoration of an inactive-escrow license who have not engaged in the practice more than ten years prior to the date the individual applies to the board for restoration are required to propose a professional development plan that may include, but is not limited to the following components:

(1) Competency based performance appraisals;

(2) Mentorship;

(3) Additional continuing education;

(4) Extended coursework; and/or

(5) Other learning or training options.