



Ohio Administrative Code

Rule 4757-9-07 Documentation of continuing professional education required for renewal of a license or certificate of registration.

Effective: August 18, 2025

Each licensee or registrant shall provide, in a manner prescribed by the board, evidence that the licensee or registrant has satisfied the continuing professional education requirements for renewal of a license or certificate of registration.

(A) Courses taken for credit at accredited educational institutions shall be verified by transcripts. Completion of non-credit and audited courses shall be verified by transcripts.

(B) All other continuing professional education shall be documented by a copy of certificates of completion furnished by the provider, or by upload by the provider of completion information to an online system required by the board for reporting completed continuing education. Such certificates or uploaded submissions shall contain the information required by paragraph (B)(2)(j) of rule 4757-9-05 of the Administrative Code. In addition, the licensee or registrant shall record his/her license or certificate number in the appropriate place on the certificate of completion.

(C) Copies of publications presented for continuing professional education shall be furnished to the board. In the case of journal articles, a copy of the journal's page showing the names of its editorial review board shall be included to document that the journal is referred.

(D) Licensees and registrants may not attend the same program twice within a two-year renewal period. If a program has multiple parts, the title of the program shall specify part numbers or letters for a multi-part series of programs, e.g. "Title" part 1, "Title" part 2, etc. Licensees may attend and count/include eligible continuing education hours earned through programs that are required annually by national accreditation, state certification(s) and/or adherence to evidence based practice models, programs, and curriculums during the two year renewal cycle.