



Ohio Administrative Code

Rule 4758-13-03 Special circumstances for the renewal of a license or certificate.

Effective: January 1, 2017

(A) Senior citizen status:

(1) Licensees or certificate holders who are retired from full time employment and sixty years of age or older may request senior citizen status.

(2) Fees are reduced.

(3) To be eligible for senior citizen status, the licensee or certificate holder shall document that he/she has reached sixty years of age and is no longer employed full time.

(4) If the licensee or certificate holder elects to return to full time employment, the senior citizen status is automatically voided and the fact shall be recognized on the next renewal application.

(5) In order for a licensee or certificate holder to qualify for "senior status" they shall work twenty hours or less per week.

(B) Short term inactive status:

(1) Short term inactive status may be granted when there are circumstances in which individuals cannot meet the education requirements for renewal of a license or certificate in a two-year period. The licensee or certificate holder may apply for an extended period of time in which to obtain the needed CEUs.

(2) The maximum period allotted is six months.

(3) To apply for short term inactive status, the licensee or certificate holder shall submit to the board thirty days prior to the lapse date:



- (a) A written request for this status;
- (b) The required inactive status holding fee;
- (c) The original license or certificate (not a copy). If the licensee or certificate holder has lost the original license or certificate, the licensee or certificate holder shall submit a signed and notarized statement to that effect.
- (4) During this period, the licensee or certificate holder shall not practice as a chemical dependency counselor or prevention specialist and shall not use the , license, certificate or endorsement designation.
- (5) The board may reactivate a license or certificate when the board receives documentation of successful completion of the required CEUs, renewal application and the renewal fee in effect at the time of submission.
- (6) The licensee or certificate holder's lapse date will be two years from the date of reinstatement.
- (7) A licensee or certificate holder who is placed on inactive status shall still be subject to the code of ethics as defined in rules 4758-8-01 to 4758-8-03 of the Administrative Code.
- (C) Long term inactive status:
 - (1) A licensee or certificate holder who temporarily leaves the field may request long-term inactive status for up to five years.
 - (2) To apply for long term inactive status, the licensee or certificate holder shall submit to the board thirty days prior to the lapse date:
 - (a) A written request for this status;
 - (b) The required inactive status holding fee;



(c) The original license or certificate (not a copy). If the individual has lost the original license or certificate, the licensee or certificate holder shall submit a signed and notarized statement to that effect.

(3) During this period, the licensee or certificate holder shall not practice as a chemical dependency counselor or prevention specialist and shall not use the license, certificate or endorsement designation.

(4) To reactivate the license or certificate the licensee or certificate holder shall submit an application for reinstatement before the five-year limit expires. The request shall be accompanied by the current renewal fee and documentation of the successful completion of forty CEUs within the inactive status period.

(5) The licensee or certificate holder's lapse date will be two years from the date of reinstatement.

(6) A licensee or certificate holder who is placed on inactive status shall still be subject to the code of ethics as defined in rules 4758-8-01 to 4758-8-03 of the Administrative Code.