



## Ohio Administrative Code

### Rule 4765-8-02 Application for certificate to practice.

Effective: April 1, 2011

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(A) The applicant for a certificate to practice or renewal of a certificate to practice must submit to the division an application in the manner approved by the board.

(B) No later than sixty days prior to its expiration the division, shall notify each person who has been issued a certificate to practice of the certificate's scheduled expiration date and a mechanism for renewal.

(C) There shall be no fee required for an application for a certificate to practice.

(D) A fee may be imposed for an application for reinstatement of a certificate to practice or an application for a certificate to practice via reciprocity.

(E) An application that is not filled out in the manner as specified on the application will be deemed incomplete. Incomplete applications will not be considered and will be returned to the applicant with the notation that the application is incomplete.

(F) An applicant who has pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for any offense listed in rule 4765-8-01 of the Administrative Code must, at the applicant's expense, submit with the application a certified copy of the judgment entry from the court in which the conviction occurred, a civilian background check from the bureau of criminal identification and investigation (BCI&I), and a certified copy of the police report or law enforcement agency report, if applicable. Subject to the discretion of the division, failure to submit this documentation will render the application incomplete.

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