



## LICENSE REINSTATEMENT INSTRUCTIONS

The License Reinstatement application consists of an Application and Blank Forms. Answer all questions on the application. Only complete a form if you have answered a question that relates to that form. If you have more than one incident to disclose on any form, copy the form and complete a form for each incident. You may not provide information pertaining to multiple incidents on one form. You may be charged for any fee the Board incurs for obtaining records to confirm information you disclose on your application. Your application is NOT considered complete until it is filed with the Board and all supporting forms, documents and fees have been received.

You must answer all questions contained in the application and associated forms truthfully and accurately to the best of your knowledge. Failure to provide the information requested and/or to answer the questions truthfully and completely may lead to denial of your application or disciplinary action.

Reinstatement of your license may be delayed until all information disclosed is collected, verified, and reviewed by the Board.

Your application will be processed only after you provide all necessary information. To avoid delays, be sure to:

1. Type or print your answers clearly and legibly.
2. Answer every question.
3. Complete all forms required.
4. Sign and date the bottom of each page of the application.
5. Thoroughly read the Affidavit and Authorization for Release of Information and sign it before a notary public.
6. If you are not sure of dates, places, or other information requested, **it is your responsibility** to consult with the entity involved to obtain accurate and complete information.
7. Where indicated, check the box in front of the word "yes" or "no" to designate your answer. You must answer each question with a "yes" or "no" response.

Upon receipt of your Application for Reinstatement and all supporting documents, the information will be reviewed by the Board. You will receive a license renewal audit card if your license is reinstated. If your application is refused or denied by the Board, you will be afforded an opportunity for hearing before the Board on the matter.

**FAILING TO PROVIDE OR TO ACCURATELY PROVIDE THE REQUESTED INFORMATION ON YOUR APPLICATION AND FORMS AND/OR MAKING A FALSE, FRAUDULENT, OR DECEITFUL STATEMENT ON YOUR APPLICATION AND FORMS MAY RESULT IN THE BOARD REFUSING TO REINSTATE YOUR LICENSE OR IMPOSE DISCIPLINARY ACTION.**

**To apply for reinstatement of your license, you must submit the following:**

- **Completed Application.**
- **Proof of continuing education that verifies you completed 24 hours of continuing education** as described in Ohio Administrative Code Section 4734-7-03 (A). Such continuing education must have been attained within the 12 months immediately preceding the date of your application for reinstatement. If you do not have proof of continuing education, you must contact the sponsoring association or college for a duplicate. The Board office does not maintain your continuing education information.
  - Continuing education credits used to reinstate your license cannot be used to renew your license for the following year.
  - If you reside and practice outside the state of Ohio, you may submit continuing education credits earned outside of the state of Ohio as outlined in Ohio Administrative Code Section 4734-7-03.
- **License verification from all states in which you have ever held a chiropractic license.**
  - License verifications must be sent directly from the state that issued the license. Do not send a copy of your license.
- **Reinstatement fee in the form of a check or money order, made payable to “Treasurer, State of Ohio” or payment via VISA or MasterCard.**
  - If your license is classified as Inactive, the reinstatement fee is \$250.
  - If your license is classified as Forfeited, the reinstatement fee is \$400.

If you are unsure of the status of your license, contact the Board office.

**All reinstated licenses expire on December 31 and must be renewed by January 1 of the following year.**

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For those applicants whose license has been in Inactive or Forfeited status for greater than two years, the Board will consider the length of inactivity, your moral character, and your activities during the inactive or forfeited license period. The Board may impose terms and conditions upon reinstating your license by doing any of the following:

- Require training, which may include passing an examination upon completion of the training;
- Requiring an oral or written examination, or both, to determine fitness to resume practice;
- Restrict or limit the extent, scope, or type of practice of the licensee.

Laws and rules pertinent to License Reinstatement:

Ohio Revised Code Sections 4734.25, 4734.26 and 4734.34  
Ohio Administrative Code Chapter 4734-07

The Board's laws and rules can be accessed through our web site at [www.chirobd.ohio.gov](http://www.chirobd.ohio.gov).

For additional information please visit our website at [www.chirobd.ohio.gov](http://www.chirobd.ohio.gov) or contact the Board office at [oscb.chirobd@chr.state.oh.us](mailto:oscb.chirobd@chr.state.oh.us) or (614) 644-7032.