

*** DRAFT – NOT FOR FILING ***

4734-7-01 **Chiropractic license renewal requirements.**

- (A) Each chiropractic physician who receives a license to practice chiropractic shall thereafter apply to the board for renewal of such license on ~~an annual~~ a biennial basis and pay a non-refundable ~~two five~~ hundred ~~fifty~~-dollar renewal fee made payable to the treasurer, state of Ohio on or before the first day of ~~January~~ April of each ~~succeeding~~ even numbered year. Such renewal shall be made on forms prescribed by the board.
- (B) Each licensee shall attest on the ~~annual~~ application for license renewal to having achieved twenty-four hours of continuing education within the current renewal period. Each licensee shall have completed a minimum of twelve hours in category 1 and/or 2. All of the twenty-four hours of required continuing education credit may be earned in category 1 and/or 2. A maximum of twelve hours of continuing education credit may be earned in category 3. All continuing education credit earned shall be in accordance with rule 4734-7-02 of the Administrative Code. Each licensee shall be responsible for ascertaining from the continuing education sponsor or cosponsor the categorization of a program.
- (C) At least sixty days prior to the ~~annual~~ expiration of a chiropractic license, the executive director shall send notice and application for renewal via ordinary mail to every licensee for whom a license was issued or renewed during the current license year. Such notice and application shall be mailed to the business or residence address of record as reported by the licensee.
- (D) It is the licensee's responsibility to contact the board to obtain a license renewal application if the licensee fails to receive a renewal application from the board due to a change of address, incorrect address, loss of mail by the united states postal service, or any other reason. Failure to receive or obtain a license renewal application shall not exonerate the licensee from the board's license renewal requirements.
- (E) The licensee shall complete the license renewal application and supply all information necessary to process the application. Such application and non-refundable ~~two five~~ hundred ~~fifty~~-dollar renewal fee made payable to the treasurer, state of Ohio shall be filed with the board postmarked no later than ~~January~~ April first of each even numbered year.
- (F) Any incomplete renewal will be returned to the licensee with a statement from the board indicating the reason for such return. If such renewal is not received postmarked by ~~January~~ April first of the even numbered year, the license shall be considered forfeited. The license may be restored upon receipt of the ~~two five~~ hundred ~~and fifty~~-dollar renewal fee and a one hundred fifty-dollar penalty fee made payable to the treasurer, state of Ohio.

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- (G) If a check for license renewal is returned for insufficient funds, the board shall notify the licensee promptly. The licensee must submit a certified check or money order in the amount of ~~two~~ five hundred ~~and fifty~~ dollars within ten days of the date of notification from the board. If such payment is not received postmarked by ~~January - April~~ first of the even numbered year, the license shall be considered forfeited. The license may be restored upon receipt of the ~~two~~ five hundred ~~and fifty~~-dollar renewal fee and a one hundred fifty-dollar penalty fee.
- (H) Failure to renew a license results in the forfeiture of the licensee's right to practice chiropractic in the state of Ohio as outlined in section 4734.25 of the Revised Code.