



Ohio Administrative Code

Rule 1301:3-10-03 Applications for license or government certification for out-of-state applicants.

Effective: July 12, 2024

(A) In order to obtain a license or government certification as an out-of-state applicant under section 4796.03 through 4796.05 of the Revised Code, an applicant shall submit an application on a form approved by the licensing authority or the licensing authority's designee, as well as the following:

(1) Any fees required by rules 1301:3-10-06 of the Administrative Code;

(2) Proof that the applicant satisfies any financial responsibility requirements as set forth in section 4796.08 of the Revised Code;

(3) Proof of the following:

(a) If the license or government certification that the applicant is seeking would be issued under section 4796.03 of the Revised Code, that the applicant is in good standing in all jurisdictions in which the applicant holds an out-of-state occupational license or government certification to practice the same profession, occupation, or occupational activity for which the applicant is applying in this state; or

(b) If the license or government certification that the applicant is seeking would be issued under section 4796.04 of the Revised Code, that the applicant is in good standing with the private organization that issued the private certification;

(4) Proof that the applicant meets any applicable licensing and work experience requirements to obtain a license or government certification as provided in section 4796.03, 4796.04, or 4796.05 of the Revised Code;

(5) A record of the applicant's disciplinary history with the entity that regulates the applicant's license, out-of-state occupational license, or government certification as provided in section 4796.13 of the Revised Code; and



(6) Any additional information the licensing authority may require.

(B) Upon receipt of an application submitted in accordance with paragraph (A) of this rule, the licensing authority or the licensing authority's designee shall make a determination as to whether additional information, records, or documentation is needed in order to determine the qualifications of the applicant or the applicant's eligibility to obtain a license or government certification as an out-of-state applicant under section 4796.03, 4796.04, or 4796.05 of the Revised Code. Upon that determination, the licensing authority or licensing authority's designee may request the applicant provide additional information in a manner the licensing authority or licensing authority's designee deems appropriate. Subject to divisions (A) and (B) of section 4796.20 of the Revised Code, the sixty-day period described in division (A) of section 4796.20 of the Revised Code shall not be deemed to commence until receipt of all additional information requested in accordance with this paragraph has been received.

(C) If the applicant is seeking a license or government certification under section 4796.03 of the Revised Code, the licensing authority or licensing authority's designee shall then make a determination as to whether the applicant was required to satisfy minimum education, training, or experience requirements or pass an examination to receive the out-of-state occupational license or government certification as set forth in division (D) of section 4796.03 of the Revised Code. If the licensing authority or licensing authority's designee determines that the applicant has not met such requirements, the licensing authority or licensing authority's designee shall notify the applicant in writing.

(D) Upon approval of the applicant's qualifications, the licensing authority shall notify the applicant in writing, which may be sent electronically, that the applicant has been approved to take the examination on this state's laws and rules, if such an examination is required under the law applicable to the profession, occupation, or occupational activity for which the applicant is seeking a license or government certification, as set forth in section 4796.08 of the Revised Code, pending the receipt of an acceptable criminal background check as set forth in this rule. The notice shall instruct the applicant on how to submit to a criminal records check, if such a check is required, as set forth in Chapter 4776. of the Revised Code, section 4796.10 of the Revised Code, and applicable law.



(E) Upon the receipt of an acceptable criminal records check, or upon a finding that the applicant may qualify to obtain a restricted or limited license or government certification in accordance with rule 1301:3-10-05 of this chapter of the Administrative Code, the licensing authority shall notify the applicant in writing of its approval to take the examination for a license or government certification. The notification shall include a schedule of test dates and information pertaining to the third party authorized to administer the test, if any. The notification shall be sent to the applicant in such a manner that the applicant will receive the notification within a reasonable time prior to the scheduled date of examination.

(F) An applicant, upon notification by the licensing authority of the approval of the application, shall register to take the examination with the licensing authority, or the third-party testing administrator designated on the notification, if any. The licensing authority shall be notified of the results of the examination by the party responsible for administering the examination.

(G) upon receiving a passing score on the licensing examination, or when no examination is required, the applicant shall pay the required license fee, if any, to the licensing authority. Upon receiving notice that the applicant received a passing score, if an examination is required, and upon receipt of the requisite fee, if any, the licensing authority shall then issue a license to the applicant.

An applicant whose application has been denied by the licensing authority shall be notified in writing of the denial in accordance with laws and rules governing the profession, occupation, or occupational activity for which the applicant is seeking a license or government certification.