



Ohio Administrative Code

Rule 1301:3-9-03 Applications for temporary license or certificate for members of the military and their spouses.

Effective: December 14, 2021

(A) In order to obtain a temporary license or certificate to practice a trade or profession under section 4743.041 of the Revised Code, an applicant shall submit an application on a form approved by the superintendent of the division of industrial compliance or the superintendent's designee, and provide the following:

- (1) Proof that the applicant holds an active license, or equivalent, to practice a trade or profession in any other state, territory of the United States, or the District of Columbia;
- (2) Proof that the applicant is in good standing in the state or jurisdiction of licensure or certification;
- (3) Proof that the applicant or the applicant's spouse is on military duty in this state in the following manner:
 - (a) If the applicant is an active duty military member, a copy of the member's current military orders or copy of current military I.D. card; or
 - (b) If the applicant is a spouse of an active duty military member, proof the applicant is married to an active duty military member by providing a notarized copy of a marriage certificate and either of the following:
 - (i) Proof the spouse (not the applicant) is assigned to a duty station in this state by providing a copy of the official active duty military orders; or
 - (ii) Proof the spouse (not the applicant) has been assigned to active duty in a foreign country and the applicant is residing in the state of Ohio during the spouse's deployment.
- (4) If the applicant is seeking a temporary license or certificate to practice a trade or profession governed by Chapter 4740. of the Revised Code, the applicant must submit a criminal records check



in accordance with section 4740.061 of the Revised Code.

(B) An application for a temporary license or certificate to practice a trade or profession submitted by an active duty military member or the spouse of an active duty military member under this chapter of the Administrative Code shall be prioritized and expedited in accordance with section 5903.04 of the Revised Code.

(C) The superintendent or the superintendent's designee shall record, track, and monitor applications for a temporary license or certificate to practice a trade or profession through the eLicense Ohio system or an equivalent electronic licensing system.