



Ohio Administrative Code

Rule 3772-5-02 Key employee license application, license period and provisional license.

Effective: January 3, 2022

- (A) An applicant for a key employee license must complete and submit the appropriate form(s) required by the commission. The applicant must provide the commission with all information and documents that the commission requests.
- (B) A key employee license expires three years after the date of licensure.
- (C) An applicant for a key employee license may request renewal of the license by completing and submitting the appropriate form(s) required by the commission no less than one hundred twenty days before the expiration of the license. An applicant for a renewal license must provide the commission with all information and documents that the commission requests.
- (D) All key employees must undergo a complete investigation at least once every three years to determine whether each remains in compliance with Chapter 3772. of the Revised Code and the rules adopted thereunder.
- (E) The commission may request and the key employee must provide any other information that would affect the key employee's suitability to obtain or maintain a license under Chapter 3772. of the Revised Code or the rules adopted thereunder.
- (F) An individual may apply for a provisional key employee license by completing and filing the appropriate form(s) required by the commission, providing the commission with all information and documents that the commission requests, paying an application fee and license fee as described in rule 3772-5-03 of the Administrative Code, and providing a written account of the exigent circumstances requiring the issuance of a provisional license. Exigent circumstances include conditions that require employment of the individual as a key employee before the issuance of a plenary key employee license. Upon submission of a complete application and a good showing of exigent circumstances, the commission may issue a provisional license. Provisional licenses are valid up to three months and may be renewed one time for up to three additional months.



(G) Pursuant to division (A)(14) and subject to division (C) of section 3772.16 of the Revised Code, information provided in a multijurisdictional personal history disclosure form, including the Ohio supplement, exhibits, attachments, and updates is confidential and not subject to disclosure as a record under section 149.43 of the Revised Code. The applicant should clearly identify those portions of the application that it deems to be confidential, proprietary commercial information, trade secrets, or otherwise not subject to public disclosure. Information provided as part of the application and licensing process is open to public inspection to the extent permitted by Ohio's Public Records Act and section 3772.16 of the Revised Code.