



## Ohio Administrative Code

### Rule 4101:16-1-04 Administrative section.

Effective: May 13, 2022

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(A) The officers of the administrative section of the board shall consist of the following:

(1) A chairperson, who shall be elected annually by the members of the administrative section. The chairperson's duties include the following:

(a) To preside over meetings of the administrative section or to designate a member to preside in the chairperson's and vice chairperson's absence; and

(b) To sign all vouchers of the board upon presentation of a signed, itemized, and supported voucher.

(2) A vice chairperson, who shall be elected annually by the members of the administrative section. The vice chairperson's duties shall include performing the duties of the chairperson should the chairperson be absent or incapable of performing the duties required of the chairperson.

(B) The administrative section may do all things necessary to carry out the intent and purpose of Chapter 4740. of the Revised Code, unless such action conflicts with any act or duty specifically assigned to a specialty section pursuant to Chapter 4740. of the Revised Code.

(C) The administrative section shall have the following responsibilities:

(1) Prepare an annual written report to the director of the department of commerce detailing the proceedings had by or before the board during the previous fiscal year, which shall be submitted to the director within thirty days of the end of the previous fiscal year.

(2) Prepare an annual fiscal statement stating all monies received and expended by the board during the previous fiscal year. The annual fiscal statement shall be completed within thirty days of the end of the previous fiscal year.



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DOCUMENT #297496

(3) Issue licenses to individuals who attain a score of at least seventy per cent on both parts of the examination authorized by the appropriate sections of the board and meet the requirements set forth in section 4740.06 of the Revised Code.

(4) Notify individuals whether the individual has passed both parts of the examination or failed one or both parts of the examination, unless the approved testing agency notifies the individual.