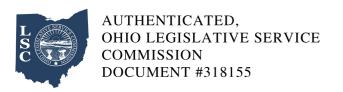# Ohio Administrative Code

Rule 4101:16-2-01 Qualifications to take licensing examination.

Effective: September 6, 2024

In order to qualify to take an examination for a license issued by the appropriate specialty section, an individual must meet all of the following requirements:

(A) Make application with the appropriate specialty section pursuant to rule 4101:16-2-02 of the Administrative Code;

(B) Be at least eighteen years of age;

(C) Be a citizen of the United States of America or provide documentation to demonstrate that the individual is a legal resident alien of the United States;

(D) Successfully pass the criminal background test required by rule 4101:16-2-02 of the Administrative Code;

(E) Not violated any provisions of Chapter 4740. of the Revised Code or any rule adopted pursuant to that chapter;

(F) Not obtained or renewed a license issued pursuant to Chapter 4740. of the Revised Code by fraud, misrepresentation, or deception;

(G) Not engaged in fraud, misrepresentation, or deception in the conduct of business; and

(H) Have been either:

(1) A tradesperson with at least five years of experience in the trade for which the license is being applied immediately prior to the date the application is filed. Credit may be given for time in active military service to meet this requirement. Pursuant to rule 4101:16-3-01 of the Administrative Code, the tradesperson shall provide the appropriate section with documentation demonstrating that the

individual has spent a majority of the required employment period as a tradesperson;

(2) A currently registered professional engineer in the state of Ohio with three years of business experience in the construction industry trade for which they are applying to take the examination;

(3) Have other experience acceptable to the section of the board that authorizes issuance of the type of license sought. Such acceptable experience may include:

(a) Five years of experience in the trade for which the individual is applying, even when such experience is not during the five years preceding the application, under the following conditions:

(i) Three years of the five years of experience must be obtained by performing construction work on commercial or residential projects in the licensed trade for which the individual is applying;

(ii) Education programs, other than an apprentice program approved by the state of Ohio, may be submitted in lieu of work experience by the applicant up to a maximum of one year of the five years of experience necessary;

(iii) An engineer not currently registered in the state of Ohio must have at least five years of business experience in the construction industry in the licensed trade for which application is made;

(iv) The individual shall provide documentation, such as W-2s or IRS Schedule Cs, as well as obtained permits, a journeyman card, a certificate of completion of apprenticeship from an apprentice program approved by the state of Ohio or the United States Department of Labor, or certificates from a training agency approved by the Board demonstrating completion of 40 hours of continuing education in code for the trade for which the individual is applying, as the appropriate specialty section requires to demonstrate that the individual has spent a majority of the required five-year experience period in the licensed trade for which the individual is applying.

(b) Five years experience as an Ohio government inspector in the trade for which the individual is applying.

(c) For the five years immediately prior to the filing of the application, the individual is the full-time

owner, partner, or employee of a licensed commercial contracting company in the trade for which the individual is applying.

(d) Such acceptable experience does not include:

(i) Job experience in the construction industry as an inventory worker, counter salesperson, manufacturer representative, purchasing agent, secretary, clerk, or bookkeeper.

(ii) General contractor experience that is not directly related to the trade for which the individual is applying.