



## Ohio Administrative Code Rule 4101:16-2-03 Examinations.

Effective: May 13, 2022

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(A) The administrative section of the board shall schedule the examinations, as directed by the appropriate sections, for individuals seeking a license who have been approved to take an examination by the appropriate sections. The examination for each trade shall be scheduled at least four times a year. The examinations shall be held at various locations throughout the state. The approved applicant shall schedule the date of the examination with the approved testing agency. The administrative section or its designees may monitor the administration of the examination.

(B) The administrative section, in consultation with the appropriate section and the approved testing agency, shall provide an examination consisting of two parts for applicants seeking a license pursuant to Chapter 4740. of the Revised Code. The two parts shall consist of: one part that is specific to the trade to which the applicant has applied, and one part of business and law. The appropriate section may, upon the request of an applicant, permit oral examinations, or other accommodations, if the section determines that an applicant's ability is substantially impaired for any identifiable reason. The appropriate specialty section or the approved testing agency may, upon request of an applicant, permit examinations in a language other than the English language, if the section determines that the applicant's ability to perform is substantially impaired due to lack of fluency in the English language.

(C) Prior to the examination, each applicant will be given printed instructions pertaining to the examination. Failure to comply with those instructions may be cause for expulsion from the examination. Applicants shall not be permitted to communicate with other applicants during the examination.

(D) An applicant that has attained a score of seventy per cent on each part of the examination shall be deemed to have satisfactorily passed the examination. Once an applicant has passed both parts of the examination, the business and law part shall be deemed a passing score for a period of three years from the date the license is issued, in the event that the applicant applies and is approved by the appropriate specialty section to sit for another examination pursuant to Chapter 4740. of the Revised



Code.

(E) The examinations shall be initially scored by the authorized testing agency. After the initial scoring has been completed, the appropriate specialty section shall verify final scores. After verifying the final scores, the appropriate specialty section shall approve the applicants who have successfully passed both parts of the examination.

(F) Within a reasonable amount of time after the completion of the scoring process pursuant to paragraph (E) of this rule, each individual taking the examination shall be notified whether the individual passed or failed one or both parts of the examination.

(G) An applicant that fails to pass any part of the examination may retake the part of the examination that the applicant failed upon payment of the appropriate fee to the authorized testing agency. The approval to take the examination shall automatically expire without the taking of any action by the appropriate section or the board's secretary one calendar year from the date of receipt of a completed criminal records check.