



Ohio Administrative Code Rule 4101:16-2-07 Renewal of license.

Effective: May 13, 2022

(A) Notwithstanding the exception provided in rule 4101:16-1-08 of the Administrative Code, the appropriate specialty section, upon receipt of a completed application, shall renew a license if the person holding a valid license renews such license in accordance with rule 4101:16-2-06 of the Administrative Code, the licensee demonstrates that the licensee continues to meet the qualifications set forth in section 4740.06 of the Revised Code, and the licensee meets all the following renewal requirements:

(1) Certifies that the licensee has maintained at least five hundred thousand dollars in contractor liability insurance;

(2) Pays the renewal fee as set forth in rule 4101:16-2-09 of the Administrative Code; and

(3) Complies with the continuing education requirements as set forth in rule 4101:16-2-08 of the Administrative Code. If the licensee fails to meet the renewal requirements, the license shall automatically be suspended without the taking of any action by the appropriate specialty section or the board's secretary. A suspended license may be reactivated upon application within one calendar year from the expiration date of the license and approval of the appropriate specialty section, provided that the renewal fee plus a late fee, certification of the required contractor liability insurance, and completion of the required hours of continuing education are completed within the time frame set by the appropriate specialty section.

(B) In accordance with section 4740.06 of the Revised Code, if the individual has been convicted of or pleaded guilty to a misdemeanor that is not a crime of moral turpitude or a disqualifying offense less than one year prior to making the renewal application, the section may use its discretion in granting or denying the individual a license or may issue a conditional license. If any individual has been convicted of or pleaded guilty to a felony that is not a crime of moral turpitude or a disqualifying offense less than three years prior to making the renewal application, the section may use its discretion in granting or denying the individual a license, or may issue a conditional license.



(C) Within one calendar year after the expiration of the license, a licensee who fails to timely renew his/her license may file an application for a late renewal to the appropriate specialty section. The appropriate specialty section may allow a licensee to renew late if the licensee demonstrates that the licensee continues to meet the requirements of division (B) of section 4740.06 of the Revised Code and complies with all of the following:

- (1) Pays the renewal fee and any late fee assessed pursuant to rule 4101:16-2-09 of the Administrative Code;
- (2) Certifies that the licensee maintains at least five hundred thousand dollars in contractor liability insurance;
- (3) Complies with the continuing education requirements as set forth in rule 4101:16-2-08 of the Administrative Code; and
- (4) Complies with the time frame set by the appropriate specialty section.

If the specialty sections grant a late renewal, the license will not become valid until the licensee has complied with the terms and conditions established by the appropriate specialty section.

(D) If the appropriate specialty section denies the renewal or late renewal request of a licensee under Chapter 4740. of the Revised Code, the appropriate specialty section shall notify the person in writing of the denial and of the right to request an adjudication hearing pursuant to rule 4101:16-1-07 of the Administrative Code and section 119.07 of the Revised Code.