



Ohio Administrative Code Rule 4101:16-2-12 Inactive status.

Effective: [May 13, 2022](#)

(A) An individual holding a valid and un-expired current license issued pursuant to Chapter 4740. of the Revised Code may request that the license be placed in inactive status. The request shall be in writing on a form prescribed and furnished by the appropriate specialty section. The licensee shall provide any other information the appropriate specialty section deems necessary. A license may remain in inactive status indefinitely.

(B) An individual who places their license in an inactive status shall not engage in specialty contracting or any activity for which the license is required. If the appropriate specialty section determines that the licensee has engaged in specialty contracting or in an activity requiring a valid license under Chapter 4740. of the Revised Code, the appropriate section may suspend or revoke the inactive license, and such notification shall state that the person may request an adjudication hearing pursuant to rule 4101:16-1-07 of the Administrative Code and section 119.07 of the Revised Code.

(C) In order to maintain a license in inactive status, an individual shall apply for a renewal of the inactive license each year in accordance with rule 4101:16-2-07 of the Administrative Code. If an individual fails to apply for renewal of the inactive status of the license pursuant to this rule, the license shall expire at the end of the inactive status period for which the license was granted. An individual whose inactive license has expired due to non-renewal may apply in writing to the appropriate specialty section for a late renewal. The appropriate specialty section may allow the inactive license to be renewed late, pursuant to rule 4101:16-2-07 of the Administrative Code, upon payment of the renewal fee plus a late fee within the time period specified. If the individual fails to comply with the terms imposed by the appropriate specialty section, the license shall automatically expire by operation of law, without the taking of any action by the appropriate section or the board's secretary.

(D) During the period a license is in an inactive status, the licensee is exempt from the continuing education requirements of rule 4101:16-2-08 of the Administrative Code. The licensee is not required to maintain contractor liability insurance during the period the license is in inactive status.



(E) An individual may have a license returned to active status upon the following conditions:

(1) The individual notifies the appropriate specialty section on a form prescribed and furnished by the section;

(2) The individual completes the cumulative continuing education requirements for the period of time that the license was in inactive status. An individual seeking to have a license returned to active status shall be required to complete no more than ten hours of continuing education courses for each year the license was in an inactive status, but not to exceed a total of thirty hours. In the event the individual was in the compliant contractor program, pursuant to rule 4101:16-1-08 of the Administrative Code, at the time the license was placed in inactive status, the individual shall be required to complete no more than eight hours of continuing education courses for each year the license was in an inactive status, but not to exceed a total of twenty-four hours;

(3) The individual pays a reactivation fee of sixty dollars; and

(4) The individual certifies that he or she maintains at least five hundred thousand dollars in contractor liability insurance pursuant to rule 4101:16-2-09 of the Administrative Code.

(F) The specialty section shall maintain an up-to-date list of all licenses in inactive status and shall make such a list available to all building departments upon request.