



Ohio Administrative Code

Rule 4101:16-3-02 Continuing education requirements - reporting.

Effective: [May 13, 2022](#)

(A) An approved training agency shall provide to the appropriate specialty section a roster of all individuals holding a license pursuant to Chapter 4740. of the Revised Code that attended an approved continuing education course or program of instruction and the fees required by rule 4101:16-2-09 of the Administrative Code. The roster and the required fees must be submitted within fourteen calendar days of the date of completion of the course or program of instruction. The roster shall be provided to the board on the form prescribed by the appropriate specialty section or via any other means of electronic transmission that the appropriate specialty section deems appropriate. The roster shall contain any information the appropriate section deems appropriate. The training agency shall maintain a copy of every roster for a period of three years after each course is held. Failure to properly report may result in disapproval or non-renewal of a training agency's approval.

(B) An individual holding a license pursuant to Chapter 4740. of the Revised Code that falsifies information pertaining to the completion of the continuing education requirements may be subject to disciplinary action against their license pursuant to section 4740.10 of the Revised Code and rule 4101:16-1-06 of the Administrative Code.

(C) An approved training agency that fails to notify the board of the date, time, and place of the continuing education course/program or falsely reports attendance, the number of hours attended by a licensee, or completion of an approved continuing education course/program by a licensee may be removed from the approved training agency list maintained by the administrative section or the board's secretary pursuant to rule 4101:16-3-01 of the Administrative Code.
