



## Ohio Administrative Code

### Rule 4701-15-12 Continuing education verification.

Effective: September 6, 2024

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(A) The board annually conducts a verification of continuing education programs claimed for continuing education credit by selected Ohio permit holders. Consequently, an Ohio permit holder must retain evidence to support fulfillment of the continuing education requirement until the end of the next reporting period.

(B) An Ohio permit holder who fails to verify or document completion of the continuing education required at the time of renewal will be assessed a noncompliance fine of one hundred dollars for each full month or part of a month until the continuing education requirements have been met. This fee will be assessed at the time of submission.

(C) An Ohio permit holder who completes a continuing education program taken from an unregistered sponsor may be required to submit the following documentation to the board:

(1) Qualifications of course instructors or course developers;

(2) Continuing education program course materials;

(3) Official lists of persons attending or completing the continuing education program.

(D) During the board's annual verification of reported continuing education, programs taken from registered sponsors may be verified by contact with either the sponsor or the Ohio permit holder. Programs taken from unregistered sponsors may be verified by contact with the Ohio permit holder.

(E) A licensee who renews an Ohio permit after the board's posted renewal deadline must submit to the board documentation verifying completion of the continuing education requirement in effect at the time of renewal.

(F) Failure to comply with the provisions of this rule shall be a violation of division (A)(4) of



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OHIO LEGISLATIVE SERVICE  
COMMISSION  
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section 4701.16 of the Revised Code.