



## Ohio Administrative Code

### Rule 4723-14-06 Proof of completion of continuing education.

Effective: February 1, 2015

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(A) A licensee or certificate holder must keep proof of completion of continuing education for six years.

(B) Upon board request, the licensee or certificate holder shall immediately provide the board proof of completion of continuing education, including the following:

- (1) A copy of the certificate issued by the provider that meets the requirements set forth in this rule;
- (2) A school transcript or grade report that meets the requirements set forth in this rule; or
- (3) Other documentation that meets the requirements set forth in this rule.

(C) The certificate issued by the provider shall include the following:

- (1) The authorized OBN approver number;
- (2) Information about the accreditation system, if any;
- (3) Space for the name of the attendee;
- (4) Title of the program;
- (5) Date of the program;
- (6) Name and address of the provider;
- (7) The number of contact hours earned; and



(8) When applicable, a statement that includes the number of category A hours and any other specific continuing education hours required under Chapter 4723. of the Revised Code and this chapter for certain licensees or certificate holders.

(D) The certificate issued by an approval body that meets the criteria of this chapter, but that is not an OBN approved provider, shall include the following:

(1) Space for the name of the attendee;

(2) Title of the program;

(3) Date of the program;

(4) Name of the provider;

(5) The number of contact hours earned; and

(6) The name of the authorized approver or the name of the approval body.

(E) For a course completed for academic credit, the school transcript or grade report shall include the following:

(1) The name of the student;

(2) The name of the school attended;

(3) The dates attended; and

(4) The credit hours awarded.

(F) Individuals seeking continuing education credit for first time presentation of a course for which contact hours were awarded, as referenced in paragraph (A)(8) of rule 4723-14-05 of the Administrative Code, shall supply the following:



- (1) Original date of the activity;
  - (2) Length of the presentation;
  - (3) Title of the activity;
  - (4) The authorized OBN approver number, or name of the authorized approver if not OBN;
  - (5) Name of the provider;
  - (6) Outcomes for the activity; and
  - (7) Number of contact hours awarded for the presenter's presentation.
- (G) If the information required by this rule is not included on the certificate, transcript, or grade report, the licensee or certificate holder shall obtain from the provider or academic institution a letter or other documentation satisfactory to the board that supplies the required information.