



Ohio Administrative Code Rule 4723-14-07 Continuing education audit.

Effective: February 1, 2014

(A) The board may conduct an audit of any licensee or certificate holder to determine compliance with continuing education requirements. The audit shall be conducted as follows:

- (1) The board will notify the licensee or certificate holder of the audit;
- (2) The audit notice will reference the reporting period for which the licensee or certificate holder is required to provide proof of completion of continuing education;
- (3) Within sixty days after the mailing of the audit notice, the licensee or certificate holder shall submit proof of completion of continuing education for the specified licensure or certification period to the board.

(B) If the documentation submitted to the board by the licensee or certificate holder in response to an audit notice indicates noncompliance with the continuing education requirements, the board shall send notice of noncompliance to the licensee or certificate holder. The notice may indicate any action the licensee or certificate holder is required to take to avoid being ineligible to renew the license or certificate on the next scheduled renewal date.

(C) A licensee or certificate holder who fails to respond to an audit or noncompliance notice, or who fails to provide proof to the board of meeting the required continuing education, will not be provided a renewal application, and is not eligible for renewal, reactivation or reinstatement of the license or certificate until all continuing education requirements are satisfied.

(D) A licensee or certificate holder who is ineligible to renew, reinstate or reactivate due to failure to comply with continuing education requirements is required to provide to the board proof of completion of up to forty-eight hours of continuing education in the forty-eight month period immediately before the application date in order to renew, reinstate, or reactivate their license or certificate.



(E) A licensee or certificate holder cannot use a waiver instead of providing the board proof of completed continuing education after receiving an audit notice.