



Ohio Administrative Code Rule 4732-1-06 Biennial registration.

Effective: January 1, 2025

(A) Each psychologist and independent school psychologist shall register with the board on a biennial basis pursuant to section 4732.14 of the Revised Code, including the continuing education (CE) information required by section 4732.141 of the Revised Code and rule 4732-2-01 of the Administrative Code (CE requirements). Registration shall be in a format and manner prescribed by the board and shall include information deemed necessary by the board, including the licensee's area(s) of psychological competence and compliance with legal or ethical regulations. Notice of the registration process and instructions will be mailed to the last known address of each licensee. Failure to register and pay the biennial registration fee by the thirtieth day of September of each even-numbered year after the year of licensure will result in automatic suspension of the license unless the board has excused, in writing, a licensee from all or any part of the CE requirements pursuant to division (F) of section 4732.141 of the Revised Code and paragraph (C)(9) of rule 4732-2-01 of the Administrative Code.

(B) Each licensed school psychologist shall register with the board on a quinquennial basis pursuant to division (D) of section 4732.14 of the Revised Code, including the continuing education (CE) information required by section 4732.141 of the Revised Code and rule 4732-2-01 of the Administrative Code. Registration shall be in a format and manner prescribed by the board and shall include information deemed necessary by the board, including the licensee's compliance with legal or ethical regulations. Notice of the registration process and instructions will be mailed to the last known address of each licensee. Failure to register and pay the quinquennial registration fee by the thirtieth day of September of each year that ends with a zero or a five will result in expiration of the license unless the board has excused, in writing, a licensee from all or any part of the CE requirements pursuant to division (F) of section 4732.141 of the Revised Code and paragraph (C)(9) of rule 4732-2-01 of the Administrative Code. To reduce regulatory burden on licensed school psychologists, the board hereby waives the CE requirement for all licensed school psychologists during the first license registration period following transition of school psychologist licensure from the Ohio department of education and workforce to the board (deadline September 30, 2025).



(C) The board hereby waives the registration fee and CE requirements of a license holder during such time as said licensee is on active duty in the armed forces of the United States, provided the registration form is completed and exemption from the fee and CE requirements is requested and approved by the board.

(D) The board hereby waives the CE requirements of a license holder who chooses to place the license into retired status pursuant to section 4732.142 of the Revised Code.

(E) Any psychologist or independent school psychologist license that expires pursuant to section 4732.14 of the Revised Code may be reinstated by the board within five years after such expiration, on request of the expired license holder. Absent any grounds for denial as set forth in section 4732.17 of the Revised Code, and pursuant to section 4732.18 of the Revised Code, such reinstatement:

(1) Shall be automatic if requested within one year, upon immediate payment of the biennial registration fee plus the penalty fee in effect at the time of the request and:

(a) Upon receipt in the board office of a certified record from the Ohio psychological association or the Ohio school psychologists association of having completed the CE requirements that were in effect at the time of the most recent license renewal deadline; or

(b) Without such evidence if the fees and/or CE requirements are waived or excused, in writing, pursuant to section 4732.14 and/or division (F) of section 4732.141 of the Revised Code; or

(2) After one year following the expiration of a psychologist or independent school psychologist license the board shall require:

(a) Payment of the biennial registration fee in effect at the time of the request for reinstatement plus the penalty fee, unless the board waives the fees pursuant to section 4732.14 of the Revised Code, with no part of these fees being refundable regardless of the outcome of the request for reinstatement; and

(b) Approval by the board of the individual's statement, under oath, describing his/her psychological



activities after the date that the licensed expired pursuant to section 4732.14 of the Revised Code;
and

(c) Acceptance by the board of evidence of having completed, either during the previous two years or during the biennium, the CE requirements that were in effect for the biennium prior to the last regular license renewal anniversary unless the board excuses, in writing, the licensee from all or any part of the CE requirements pursuant to section 4732.14 or division (F) of section 4732.141 of the Revised Code and paragraph (C)(9) of rule 4732-2-01 of the Administrative Code; and

(d) If deemed necessary by the board to determine the current competency of the applicant, passing an examination administered under the direction of the board and described in section 4732.11 of the Revised Code.

(F) Any licensed school psychologist license that expires pursuant to section 4732.14 of the Revised Code may be reinstated by the board within five years after such expiration, on request of the expired license holder. Absent any grounds for denial as set forth in section 4732.17 of the Revised Code, and pursuant to section 4732.18 of the Revised Code, such reinstatement:

(1) Shall be granted upon immediate payment of the quinquennial registration fee plus the penalty fee in effect at the time of the request and:

(a) Upon receipt in the board office of a certified record from the Ohio school psychologists association of having completed the CE requirements that were in effect at the time of the most recent license renewal deadline; or

(b) Without such evidence if the fees and/or CE requirements are waived or excused, in writing, pursuant to section 4732.14 and/or division (F) of section 4732.141 of the Revised Code; or

(G) Any psychologist or independent school psychologist license that is placed into retired status pursuant to section 4732.142 of the Revised Code may be reinstated by the board within five years after the license is placed into retired status, without penalty, on request of the "psychologist-retired," or "independent school psychologist-retired." Absent any grounds for denial as set forth in section 4732.17 of the Revised Code, such reinstatement:



(1) Shall be automatic if requested within one year, upon immediate payment of the biennial registration fee in effect at the time of the request and:

(a) Upon receipt in the board office of a certified record from the Ohio psychological association or the Ohio school psychologists association of having completed the CE requirements that were in effect at the time of the most recent license renewal deadline; or

(b) Without such evidence if the fees and/or CE requirements are waived or excused, in writing, pursuant to section 4732.14 and/or division (F) of section 4732.141 of the Revised Code; or

(2) After one year following placement of the license into retired status the board shall require:

(a) Payment of the biennial registration fee in effect at the time of the request for reinstatement unless the board waives the fees pursuant to section 4732.14 of the Revised Code, with no part of these fees being refundable regardless of the outcome of the request for reinstatement; and

(b) Approval by the board of the individual's statement, under oath, describing his/her psychological activities after the date that the license was placed into retired status pursuant to section 4732.142 of the Revised Code; and

(c) Acceptance by the board of evidence of having completed, either during the previous two years or during the biennium, the CE requirements that were in effect for the last regular license renewal deadline unless the board excuses, in writing, the licensee from all or any part of the CE requirements pursuant to section 4732.14 or division (F) of section 4732.141 of the Revised Code and paragraph (C)(9) of rule 4732-2-01 of the Administrative Code; and

(d) If deemed necessary by the board to determine the current competency of the applicant, passing an oral examination administered under the direction of the board and described in section 4732.11 of the Revised Code.

(H) Any licensed school psychologist license that is placed into retired status pursuant to section 4732.142 of the Revised Code may be reinstated by the board within five years after the license is



placed into retired status, without penalty, on request of the "licensed school psychologist-retired."
Absent any grounds for denial as set forth in section 4732.17 of the Revised Code, such
reinstatement

(1) Shall be granted upon immediate payment of the biennial registration fee in effect at the time of
the request and:

(a) Upon receipt in the board office of a certified record from the Ohio school psychologists
association of having completed the CE requirements that were in effect at the time of the most
recent license renewal deadline; or

(b) Without such evidence if the fees and/or CE requirements are waived or excused, in writing,
pursuant to section 4732.14 and/or division (F) of section 4732.141 of the Revised Code.