



Ohio Administrative Code Rule 4755:3-1-04 Reinstatement of licensure.

Effective: [October 1, 2023](#)

(A) Pursuant to Chapter 4755. of the Administrative Code, the athletic training license of a person who fails to comply with the renewal requirements shall automatically expire on the thirtieth day of September of the appropriate year.

(B) All applicants for reinstatement shall submit a completed application on the forms specified by the section. All applications shall:

(1) Be submitted electronically via eLicense Ohio or its successor electronic licensing system;

(2) Be electronically signed via eLicense Ohio or its successor electronic licensing system;

(3) Contain the fee prescribed by Chapter 4755. of the Administrative Code;

(4) Contain proof that the applicant met the appropriate continuing education requirement:

(a) For reinstatement applications submitted on or after November first of the year in which the applicant's license expired, the applicant shall complete twenty-five contact hours of continuing education in accordance with rule 4755:3-3-01 of the Administrative Code within the two year period immediately preceding the application for reinstatement. Contact hours used to meet the requirements of this paragraph may be used to renew the reinstated license; or

(b) Notwithstanding paragraph (B)(4)(a) of this rule, for reinstatement applications submitted before November first of the year in which the applicant's license expired, the applicant shall complete the number of contact hours of continuing education that were required to renew the expired license. All contact hours used to reinstate the license shall be earned in accordance with rule 4755:3-3-01 of the Administrative Code. Contact hours used to meet the requirements of this paragraph shall not be used to renew the reinstated license.



(5) Contain proof that the applicant holds current certification by the board of certification, inc. if the reinstatement application is submitted on or after December first of the year in which the applicant's license expired.

(6) Be accompanied by such evidence, statements, or documents as specified on the application, including viewing a required presentation about the board's safe haven program.

(C) In addition to the information required in paragraph (B) of this rule, the athletic trainers section may also require:

(1) Appearance before the section for a reinstatement interview.

(2) Taking or retaking the laws and rules examination.

(3) Taking or retaking the examination specified in Chapter 4755. of the Administrative Code.

(D) The athletic trainers section may reinstate a license and may waive payment of late fees for reinstatement when the section determines that a person demonstrates good cause why the person was unable to submit the renewal fee by the prescribed renewal date. In no instance shall the normal renewal fee be waived.

(E) For the purposes of filing an electronic application via the eLicense Ohio or its successor licensing system, the applicant will create log-in credentials. The use of these credentials is solely the responsibility of the person who created it. The credentials constitute the legally recognized signature for the purposes of this rule and may not be transferred, distributed, or shared with any other person.

(F) Any application received in accordance with this rule that remains incomplete one year after the initial application filing is considered to be abandoned and no further processing shall be undertaken with respect to that application.

(1) If the application process extends for a period longer than one year, the board may require updated information as it deems necessary.



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(2) No application for licensure may be withdrawn without approval of the board.