

4761-8-01

Renewal of license or permits.

(A) Renewal applications:

At least one month prior to the license or limited permit expiration date established under paragraphs (D) and (E) of rule 4761-7-01 of the Administrative Code, the board shall send each license and limited permit holder a renewal application by first class mail to the holder's last known address of record.

(B) License renewal:

On or before June thirtieth of every even year, persons holding a license to practice respiratory care shall apply for renewal in accordance with section 4761.06 of the Revised Code, complete the prescribed electronic or paper renewal form (form rcb-049, revised 12/12/2012), submit the renewal fee established in rule 4761-12-02 of the Administrative Code, and complete the required continuing education in accordance with rule 4761-9-02 of the Administrative Code.

- (1) Any license renewal application that is post-marked after the June thirtieth expiration date shall, in addition to the renewal fee, include a late renewal fee equal to one-half the renewal fee established in rule 4761-12-02 of the Administrative Code.
- (2) Initial license holders that have held a license for less than six months before the June thirtieth biennial expiration date will not be required to file a renewal application or renewal fee for the following biennial term.

(C) Limited permit renewal.

On or before June thirtieth of each year, persons holding a limited permit shall apply for renewal in accordance with section 4761.06 of the Revised Code, complete the prescribed paper renewal form (form rcb-004, revised 12/2012), submit the renewal fee established in rule 4761-12-02 of the Administrative Code, and complete the following, as applicable:

- (1) Any limited permit renewal application that is post-marked after the June thirtieth expiration date shall, in addition to the renewal fee, include a late renewal fee equal to one-half the renewal fee established in rule 4761-12-02 of the Administrative Code.
- (2) Initial limited permit holders that have held a limited permit for less than six months before the annual June thirtieth expiration date will not be required to file a renewal application or renewal fee for the following year.

- (3) Holders of a limited permit issued in accordance with paragraphs (A)(1)(a) and (A)(1)(b) of rule 4761-6-01 of the Administrative Code shall resubmit proof of meeting the requirements of those paragraphs.
- (4) Holders of limited permits issued in accordance with paragraph (A)(1)(c) of rule 4761-6-01 of the Administrative Code shall submit proof of current employment as a provider of respiratory care and proof of meeting the continuing education requirements specified in paragraph (C)(2) of rule 4761-9-02 of the Administrative Code.
- (D) The board shall provide an electronic license or limited permit verification website to allow the public, a license holder or limited permit holder to search for and verify the current authorization status, initial issue date and expiration date of a license or limited permit. Additionally, the electronic license or limited permit verification website shall inform the public if any administrative action has been taken against the license or limited permit holder.
- (E) A license or permit holder who fails to renew in accordance with the schedule established under paragraphs (A) and (B) of this rule shall have the license or permit placed on lapsed or expired status thirty days after the expiration date of the license or limited permit. In such cases, the expiration date recorded by the board will be the actual date of expiration in accordance with paragraphs (D) and (E) of rule 4761-7-01 of the Administrative Code, not the date the action is posted on the board's records.
- (F) A license or limited permit holder who continues to practice respiratory care in Ohio for more than thirty days after the actual date of expiration in accordance with paragraphs (D) and (E) of rule 4761-7-01 of the Administrative Code shall be subject to disciplinary action under section 4761.09 of the Revised Code.
- (G) A lapsed license or license placed in an inactive status in accordance with rule 4761-8-02 of the Administrative Code may be reinstated to active status by completing the following:
- (1) A complete license reinstatement application (form rcb-023, revised 4/17/2013) available on the board's website www.respiratorycare.ohio.gov.
 - (2) If the license is lapsed or inactive less than five years, the applicant must provide a license verification letter from any state in which a license is or was held, if applicable, and notarized proof of respiratory care continuing education (RCCE) in accordance with paragraph (K) of this rule.

- (3) If the license is lapsed or inactive more than five years from the last expiration date on record with the board, the applicant must provide proof of current licensure in another state whose standards for licensure are at least equal to those in effect in the state of Ohio at the time of renewal application, or the applicant must successfully pass a re-examination equivalent to the examination recognized by the board to originally obtain a license in the state of Ohio pursuant to rule 4761-5-01 of the Administrative Code. This provision does not apply to a military service member or spouse of a military service member that was prevented from renewing a lapsed or inactive license within five years of the license expiration date due to active duty military service. If active duty military service applies, the board will extend the filing deadline for a period of time equal to the number of days in active duty military service beyond the five year date.
 - (4) Payment of the appropriate renewal fees and late fees in accordance with rule 4761-12-02 of the Administrative Code. If the applicant is a military service member or spouse of a military service member and was unable to renew the license on or before the license expiration date due to active duty military service, the late fee shall be waived.
 - (5) Incomplete license reinstatement applications will be held open for ninety days following notification of incomplete requirements by regular mail. After sixty days, a final notice of incomplete application will be mailed by certified mail, return-receipt requested. If the final notice is returned as unclaimed by the United States postal service, the board shall mail the final notice to the last address of record by regular mail. The final notice shall be deemed served on the date of mailing by regular mail. If, by the end of the ninety day period, the application remains incomplete, it will be considered abandoned. After ninety days, if desired, the applicant must submit a new application, including fee.
- (H) A lapsed limited permit may be reinstated by completing the following:
- (1) Contact the board to obtain the prescribed paper renewal application (form rcb-004, revised 12/2012).
 - (2) Complete the prescribed paper renewal application.
 - (3) If the limited permit was issued based on enrollment or graduate status under division (B)(1)(a) of section 4761.05 of the Revised Code, proof of meeting the requirements of division (A)(1) of section 4761.06 of the Revised Code.
 - (4) If the limited permit was issued based on employment in the practice of

respiratory care under division (B)(1)(b) of section 4761.05 of the Revised Code, proof of meeting the requirements of division (A)(2) of section 4761.06 of the Revised Code.

- (5) Incomplete limited permit reinstatement applications will be held open for ninety days following notification of incomplete requirements by regular mail. After sixty days, a final notice of incomplete application will be mailed by certified mail, return-receipt requested. If the final notice is returned as unclaimed by the United States postal service, the board shall mail the final notice to the last address of record by regular mail. The final notice shall be deemed served on the date of mailing by regular mail. If, by the end of the ninety day period, the application remains incomplete, it will be considered abandoned. After ninety days, if desired, the applicant must submit a new application, including fee.
- (I) A license reinstated in accordance with paragraph (G) of this rule will expire on the next biennial expiration date.
- (J) A limited permit reinstated in accordance with paragraph (H) of this rule will expire on the next annual expiration date.
- (K) The number of RCCE contact hours required for reactivation of a lapsed license or limited permit issued in accordance with division (B)(1)(b) of section 4761.05 of the Revised Code shall be equal to the amount required of the applicant had the license or limited permit not lapsed. The total number of contact hours required will include the hours due to be reported at the time the license or permit lapsed and any due thereafter until the time of application for reinstatement. The continuing education requirements set forth in Chapter 4761-9 of the Administrative Code shall apply equally to an individual seeking reactivation of a lapsed license or limited permit issued in accordance with division (B)(1)(b) of section 4761.05 of the Revised Code. If a lapsed licensee holds an active license in another state, the board may consider the continuing education requirements of that state for the purposes of determining equivalence with Ohio's requirements. The board may require applicants to complete continuing education contact hours needed to equal the biennial requirement in the state of Ohio under rule 4761-9-02 of the Administrative Code. [If the lapsed licensee is a military service member or spouse of a military service member, the board may consider any applicable waiver of continuing education under rule 4761-9-02 \(G\)\(2\) of the Administrative Code for the purposes of determining the number of RCCE contact hours required for the reactivation of a lapsed license or limited permit.](#)