

4761-5-04

**License application procedure.**

(A) An applicant for licensure by recognition of another state or jurisdiction's license shall:

- (1) File an initial license application form ([form rcb-0002, revised 4/2013](#)) approved by the board and shall pay the initial application fee prescribed by the board.
- (2) Provide, in accordance with the license application form and as set forth in paragraph (A) of rule 4761-5-01 of the Administrative Code, verification of respiratory care licensure status from any state or jurisdiction in which the applicant holds or has ever held a respiratory care license. Acceptable methods of providing verification of licensure status from another state or jurisdiction are:
  - (a) A letter of license verification containing the official seal of the state or jurisdiction of origin; or
  - (b) An electronic license verification from an official state website, if the state or jurisdiction of origin validates the authenticity and accuracy of the electronic verification through a secure validation process.
  - (c) Documentation of the number of contact hours of continuing education completed in the state or jurisdiction of origin in accordance with paragraph (A)(1)(b) of rule 4761-5-01 of the Administrative Code.

(B) A letter of licensure verification or electronic license verification must contain the following to be acceptable:

- (1) Name of the state or jurisdiction of origin.
- (2) Name of the licensee.
- (3) Initial issuance date of the license.
- (4) Current status of the license.
- (5) Expiration date of the license.
- (6) Examination basis upon which the license was issued. If the examination basis is not obtainable from the state or jurisdiction of origin, the applicant is

responsible for obtaining an official credential verification letter from the national board for respiratory care, inc. (NBRC) to verify that the license was issued based on the successful completion of an examination recognized by the board.

(C) An applicant for licensure by successful completion of an examination recognized by the board shall:

- (1) File an initial license application form ([form rcb-0002, revised 4/2013](#)) approved by the board and shall pay the initial application fee prescribed by the board.
- (2) Provide, in accordance with the license application form and as set forth in paragraph (B) of rule 4761-5-01 of the Administrative Code, verification of successful completion of any examination recognized by the board.

(D) Licensure by examination:

An applicant for licensure by examination who filed a preliminary application for licensure and who qualified for the educational waiver provided for in Section 6 of Sub. House Bill 111 of the 118th General Assembly and who has passed the Ohio licensure examination in accordance with paragraph (B) of rule 4761-5-01 of the Administrative Code shall file with the board a signed application on forms approved by the board, and shall pay the fee prescribed by the board.

(E) Incomplete 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 [form](#), including fee.

(F) [Application forms are available on the board's website at www.respiratorycare.ohio.gov.](#)