

4779-6-01

**Temporary license application procedure.**

(A) The following requirements apply to all applicants seeking licensure under section 4779.18 of the Revised Code.

(1) An applicant shall submit a completed application on a form prescribed by the board together with an appropriate fee in accordance with rule 4779-12-01 of the Administrative Code.

(a) An applicant for a temporary license in orthotics, prosthetics, or prosthetics-orthotics shall utilize the form designated as "application for licensure in orthotics and/or prosthetics 2013 revision" document identification "O-P.App.2013" as posted to the agency website at <http://opp.ohio.gov/forms>. The form referenced in this rule shall be used on or after the effective date of this rule and no other forms will be accepted after the effective date of this rule.

(b) An applicant for a temporary license in pedorthics shall utilize the form designated as "application for licensure in pedorthics 2013 revision" document identification "Ped.App.2013" as posted to the agency website at <http://opp.ohio.gov/forms>. The form referenced in this rule shall be used on or after the effective date of this rule and no other forms will be accepted after the effective date of this rule.

(2) If an application is received which appears to ~~be incomplete~~ lack the documentation or other information required under section 4779.18 of the Revised Code, the board shall send the applicant within thirty days a notice of incomplete application by email and/or regular first class mail stating that the application appears to be incomplete and stating the elements or criteria that appear to be missing or insufficient. If an application remains incomplete more than thirty days after the board issues a notice of incomplete application, the board shall send the applicant a notice informing that the application, unless withdrawn, is subject to the board's proposal to deny by issuance of a notice of opportunity for hearing pursuant to section 119.07 of the Revised Code.

(3) The application shall contain an attestation that the applicant is at least eighteen years old, of good moral character in accordance with section 4779.09 of the Revised Code, and meets the requirements of section 4779.18 of the Revised Code.

(4) An applicant seeking his or her first license issued by the state board of orthotics, prosthetics, and pedorthics shall comply with the criminal record check requirements of section 4779.091 of the Revised Code and rule 4779-5-05 of the Administrative Code.

- (5) An applicant may withdraw an application by submitting a request in writing. No refund of application fee will be made by the board.
- (B) In addition, an application for a temporary license to practice orthotics must document compliance with the **following** requirements [of division \(A\) of section 4779.18 as follows](#):
- (1) A post-secondary educational credential of at least a bachelors of arts degree;
  - (2) A certificate of completion of a post-graduate certificate program in orthotics, unless the applicant's post-secondary educational credential is a bachelors or masters degree specifically in orthotics and prosthetics;
  - (3) Completion of a residency program in orthotics consisting of nineteen hundred hours supervised by a practitioner certified in orthotics;
  - (4) A statement co-signed by the applicant and the current or prospective Ohio-licensed supervisor affirming that both are aware of and will abide by the law and rules governing supervision for a temporary license;
  - (5) If the applicant does not already hold a license issued by this board, proof of submission of fingerprints for criminal record checks by the Ohio bureau of criminal identification and investigation (BCII) and the federal bureau of investigation (FBI).
- (C) In addition, an application for a temporary license to practice prosthetics must document compliance with the **following** requirements [of division \(A\) of section 4779.18 as follows](#):
- (1) A post-secondary educational credential of at least a bachelors of arts degree;
  - (2) A certificate of completion of a post-graduate certificate program in prosthetics, unless the applicant's post-secondary educational credential is a bachelors or masters degree specifically in orthotics and prosthetics;
  - (3) Completion of a residency program in prosthetics consisting of nineteen hundred hours supervised by a practitioner certified in prosthetics;
  - (4) A statement co-signed by the applicant and the current or prospective Ohio-licensed supervisor affirming that both are aware of and will abide by

the law and rules governing supervision for a temporary license;

- (5) If the applicant does not already hold a license issued by this board, proof of submission of fingerprints for criminal record checks by the Ohio bureau of criminal identification and investigation (BCII) and the federal bureau of investigation (FBI).
- (D) In addition, an application for a temporary license to practice orthotics and prosthetics must document compliance with the **following** requirements [of division \(A\) of section 4779.18 as follows](#):
- (1) A post-secondary educational credential of at least a bachelors of arts degree;
  - (2) A certificate of completion of post-graduate certificate programs in prosthetics and orthotics, unless the applicant's post-secondary educational credential is a bachelors or masters degree specifically in orthotics and prosthetics;
  - (3) Completion of a residency program in prosthetics and orthotics, consisting of nineteen hundred hours supervised by a practitioner certified in prosthetics, and nineteen hundred hours supervised by a practitioner certified in orthotics;
  - (4) A statement co-signed by the applicant and the current or prospective Ohio-licensed supervisor affirming that both are aware of and will abide by the law and rules governing supervision for a temporary license;
  - (5) If the applicant does not already hold a license issued by this board, proof of submission of fingerprints for criminal record checks by the Ohio bureau of criminal identification and investigation (BCII) and the federal bureau of investigation (FBI).
- (E) In addition, an application for a temporary license to practice pedorthics must document compliance with the **following** requirements [of division \(A\) of section 4779.18 as follows](#):
- (1) A high school diploma or a certificate of high school equivalence;
  - (2) A statement co-signed by the applicant and the current or prospective Ohio-licensed supervisor affirming that both are aware of and will abide by the law and rules governing supervision for a temporary license;

- (3) Completion of the training, education, and/or experience requirements necessary to sit for the certification in pedorthics (~~C.Ped.~~ examination, known generally as "the C.Ped. exam", conducted by the American board for certification in orthotics, prosthetics, and pedorthics (ABC);
- (4) If the applicant does not already hold a license issued by this board, proof of submission of fingerprints for criminal record checks by the Ohio bureau of criminal identification and investigation (BCII) and the federal bureau of investigation (FBI).
- (F) When the board approves a temporary license to practice orthotics, prosthetics, or prosthetics-orthotics, the board shall notify the American board for certification in orthotics, prosthetics, and pedorthics that the applicant is approved for exam in the specific profession. When the board receives a report of passing scores on the exam, the board shall issue the applicant a full profession-specific practitioner license in accordance with section 4779.10, 4779.11, or 4779.12 of the Revised Code.
- (G) When the board approves a temporary license to practice pedorthics, the board shall notify the American board for certification in orthotics, prosthetics, and pedorthics that the applicant is approved for exam in pedorthics if the applicant has not already received certification in pedorthics. When the board receives a report of passing scores on the exam and the successful completion of eight months of practice under the supervision of a licensee of this board, the board shall issue the applicant a full pedorthist practitioner license in accordance with section 4779.13 of the Revised Code.