

OPP License Renewal – Licenses Expiring 1/31/2016

PLEASE TAKE NOTE AND BE AWARE OF THESE ISSUES WHEN PROCESSING YOUR LICENSE RENEWAL DURING THE CURRENT CYCLE (**Browser** compatibility, **Military** questions, **OPPCE** reporting, and **Two Licenses to Renew**)

1. BROWSER COMPATIBILITY

As we are not yet running on the newer eLicense platform, you must have a browser capable of 128 bit encryption that is compatible with the current system. The newest versions of [Microsoft's Internet Explorer](#) (for Windows users) and [Safari](#) (for Mac users) can obtain this high level of encryption and are recommended. *Opera, Chrome and Firefox 5.0 (and up) will not work properly with this website.*

NOTICE - Chrome will not work properly with the online renewal website. You must use a compatible browser such as MS Internet Explorer or Safari.

2. QUESTIONS REGARDING MILITARY SERVICE AND CERTAIN BENEFITS RELATED TO THAT SERVICE

The Board developed rule language establishing certain rights to fee waivers and “forgiveness” for Continuing Education in compliance with recent legislation and executive directive. We are required to ask questions regarding your (and/or your spouse’s) status as active military or veteran, dates of service, and whether you qualify for and wish to claim the limited benefits the Board can provide in this regard.

PLEASE REVIEW THIS INFORMATION IN ADVANCE OF YOUR RENEWAL PROCESSING. Two types of benefits or accommodations are available:

- a. relief from late payment penalty;
- b. extension of time for continuing education compliance

In either case, board staff needs to review your required documentation and statement to determine whether you qualify if you want your fees or compliance requirements adjusted.

Here are the questions you will be asked in the renewal script. **Questions #1 & 2 require an answer from all renewing licensees, whether or not you served or wish to claim benefits:**

1. *Have you served in the military?*
2. *Has your spouse served in the military?*
3. *For which country did you or your spouse serve in the military?*
4. *If your spouse served in the military, please enter your spouse's first name.*
5. *If your spouse served in the military, please enter your spouse's last name.*
6. *If your spouse served in the military, please enter your spouse's social security number.*
7. *Please select the branch of the military in which you or your spouse served.*
8. *Are you or your spouse still serving in the military (active or reserve)?*
9. *Please enter the starting date of your military service.*
10. *Please enter the ending date of your military service. Please leave blank if you are still serving.*
11. *Were you discharged under honorable conditions?*
12. *Please indicate how you are planning on submitting your proof of military service.*

You may proceed in one of three ways (“A” or “B” ARE PREFERRED):

- A. CONTACT THE BOARD IN ADVANCE OF RENEWAL PROCESSING by email or fax to provide the documentation necessary to claim the benefit.

- B. WORK THROUGH YOUR RENEWAL ONLINE ANSWERING ALL RELEVANT QUESTIONS BUT QUITTING THE RENEWAL BEFORE PROCEEDING TO THE PAY SCREEN (system will save information for completion). Submit documentation to board office for advice on how to complete.
- C. Complete your renewal online and request a refund or accommodation after completion (not preferred but OK if necessary).

[OAC 4779-8-01](#) (B) (3) provides, in part:

Any **late renewal penalty fee shall be waived** if the license holder or the license holder's spouse served in the armed forces of the United States or a reserve component of the armed forces ... and the service resulted in the holder's **absence from this state** or the holder was **otherwise prevented from engaging in approved continuing education** activities due to service or location. Such a waiver may not be granted if the service member or veteran was discharged under less than honorable conditions. A licensee requesting a waiver shall **submit a statement and documentation** as required by paragraph (B) of rule [4779-5-05](#) of the Administrative Code.

[OAC 4779-5-05](#) (B) and (C) require submission of the following to support a request:

Proof of honorable or "under honorable conditions" discharge

Submission of any other information necessary to meet requirements for license renewal

3. REPORTING CONTINUING EDUCATION

Ohio license numbers which display with a "**dash-three (- 3)**" tag on the license look-up link to the Ohio eLicense Center will be required to attest to accrual of at least the minimum number of required CE units gained **between January 1, 2013 - December 31, 2015** for the license renewal due January 31, 2016, *unless the license was first issued during calendar year 2015*. For more information on Continuing Education, please visit: <http://www.opp.ohio.gov/Licensees.aspx>.

If you are a "Dash 3" licensee, check your OPPCE records with ABCOP.org or BOCUSA.org now. If you need to utilize the January grace period to complete your OPPCE requirement, you should file an [OPPCE Remediation Worksheet](#) BEFORE 12/31/2015. However, be aware that informal OPPCE Remediation is a one-time-only option.

4. NO MORE BOGO

The Board discontinued its long-held policy allowing renewal of two licenses held by the same individual for a single fee. The agency's current financial standing does not support the policy, and pending changes in licensing database platforms make the policy impractical to implement. Renewing two licenses will require separate license renewal processes and fees. We apologize for any inconvenience or misunderstanding in this regard.

Having reviewed this information, please [click here to continue with your renewal.](#)
