

4779-2-03 Board records.

(A) The board shall maintain a register of applicants for licenses and permits to practice orthotics, prosthetics, or pedorthics. It shall include the name, method and date the licenses or permits were issued and any other data the board shall require. If the applicant took the examination, the dates of examination shall be ~~shown~~ recorded and scores attained documented where possible. A computer database system maintained by the board or for the board's use in compliance with state of Ohio information technology policies and procedures may serve as such a register.

(B) The board shall maintain a policy manual, available to the public, explaining the procedures by which complaints are filed with the board, which shall include the complaint procedures, and the name, mailing address, and telephone number of the board.

(C) A change in the name of the licensee, permit holder, or applicant shall not be made on the board's records unless the request meets any documentation standards established as best practices for administration of the eLicense database system maintained for the board by the department of administrative service division of information technology. In the absence of such a protocol, the request shall be ~~is~~ accompanied by one of the following:

(1) A notarized personal affidavit.

(2) A certified copy of a court record.

(3) A certified copy of a marriage certificate.

(4) The board may accept a photocopy or digital image of the documents referenced in (C) (1), (C) (2) and (C) (3) above.

Effective: 11/01/2010

R.C. [119.032](#) review dates: 06/10/2010 and 10/01/2015

Promulgated Under: [119.03](#)

Statutory Authority: [4779.08](#)

Rule Amplifies: [4779.21](#)

Prior Effective Dates: 08/09/2002

RATIONALE

1. In anticipation of the new eLicensing platform, which seeks to focus on external user profiling and access, eliminating redundant processes required of licensees who "touch" the state of Ohio systems at various agency entry points. As regards a name change in the system, the platform is being developed to establish a protocol where a name change verified by one agency is accepted by other agencies without the external user being required to submit similar documentation to more than one agency.
2. To codify OPP Board "easy button" credentialing policies and recognize the widespread adoption of digital imaged documents as valid and verifiable without traditional "signed and sealed" certifications.