



## LICENSE REINSTATEMENT INSTRUCTIONS

The License Reinstatement application consists of an Application and Blank Forms. Answer all questions on the application. Only complete a form if you have answered a question that relates to that form. You may not provide information pertaining to multiple incidents on one form. If you have more than one incident to disclose on any form, copy the form and complete a form for each incident. You may be charged for any fee the Board incurs for obtaining records to confirm information you disclose on your application. Your application is NOT considered complete until it is filed with the Board and all supporting forms, documents and fees have been received.

You must answer all questions contained in the application and associated forms truthfully and accurately to the best of your knowledge. Failure to provide the information requested and/or to answer the questions truthfully and completely may lead to denial of your application or disciplinary action.

Reinstatement of your license may be delayed until all information disclosed is collected, verified, and reviewed by the Board.

Your application will be processed only after you provide all necessary information. To avoid delays, be sure to:

1. Type or print your answers clearly and legibly.
2. Answer every question.
3. Complete all forms required.
4. Sign and date the bottom of each page of the application.
5. Thoroughly read the Affidavit and Authorization for Release of Information and sign it before a notary public.
6. If you are not sure of dates, places, or other information requested, **it is your responsibility** to consult with the entity involved to obtain accurate and complete information.
7. Where indicated, check the box in front of the word "yes" or "no" to designate your answer. You must answer each question with a "yes" or "no" response.

Upon receipt of your Application for Reinstatement and all supporting documents, the information will be reviewed by the Board. You will receive a license renewal audit card if your license is reinstated. If your application is refused or denied by the Board, you will be afforded an opportunity for hearing before the Board on the matter.

**FAILING TO PROVIDE OR TO ACCURATELY PROVIDE THE REQUESTED INFORMATION ON YOUR APPLICATION AND FORMS AND/OR MAKING A FALSE, FRAUDULENT, OR DECEITFUL STATEMENT ON YOUR APPLICATION AND FORMS MAY RESULT IN THE BOARD REFUSING TO REINSTATE YOUR LICENSE OR IMPOSE DISCIPLINARY ACTION.**

**To apply for reinstatement of your license:****If you file your application for reinstatement between April 1 of an even-numbered year and March 31 of an odd numbered year:**

April 1, 2010 – March 31, 2011  
April 1, 2012 – March 31, 2013  
April 1, 2014 – March 31, 2015  
April 1, 2016 – March 31, 2017

- Completed Application;
- Non-refundable fee made payable to the Treasurer, State of Ohio or Visa/MasterCard payment: From Inactive Status= \$500; From Forfeited Status = \$650
- License verification from all states in which you have ever held a chiropractic license. Verifications must be sent directly from the state that issued the license. Do not send a copy of your license;
- Proof of continuing education that verifies you completed 36 hours of CE which must include 1.5 hours of ethics and/or professionalism. This CE must be earned within the 24 months immediately preceding the date of the application. **CE must be earned as follows:**

If you reside AND practice in Ohio, you must earn at least 24 hours of CE in Ohio. The remaining 12 hours of CE may be earned within the state of Ohio, outside the state of Ohio, or via \*supervised self instruction. The required 1.5 hours of CE on the topic of ethics and/or professionalism may be earned within the state of Ohio, outside the state of Ohio, or via supervised self instruction.

If you reside AND practice outside Ohio, you may earn all required 36 hours of CE, including the 1.5 hours on the topic of ethics and/or professionalism, within the state of Ohio, outside the state of Ohio, or via supervised self instruction.

**If you file your application for reinstatement between April 1 of an odd-numbered year and March 31 of an even numbered year:**

April 1, 2011 – March 31, 2012  
April 1, 2013 – March 31, 2014  
April 1, 2015 – March 31, 2016  
April 1, 2017 – March 31, 2018

- Completed Application;
- Non-refundable fee made payable to the Treasurer, State of Ohio or Visa/MasterCard payment: From Inactive Status= \$250; From Forfeited Status = \$400
- License verification from all states in which you have ever held a chiropractic license. Verifications must be sent directly from the state that issued the license. Do not send a copy of your license;
- Proof of continuing education that verifies you completed 18 hours of CE which must include 1.5 hours of ethics and/or professionalism. This CE must be earned within the 24 months immediately preceding the date of the application. **CE must be earned as follows:**

If you reside AND practice in Ohio, you must earn at least 12 hours of CE in Ohio. The remaining 6 hours of CE may be earned within the state of Ohio, outside the state of Ohio, or via \*supervised self instruction. The required 1.5 hours of CE on the topic of ethics and/or professionalism may be earned within the state of Ohio, outside the state of Ohio, or via supervised self instruction.

If you reside AND practice outside Ohio, you may earn all required 18 hours of CE, including the 1.5 hours on the topic of ethics and/or professionalism, within the state of Ohio, outside the state of Ohio, or via supervised self instruction.

### **Period of Inactivity**

If your license has not been active for more than two years, the Board will consider the length of inactivity, your moral character, and your activities during the inactive or forfeited license period. The Board may impose terms and conditions upon reinstating your license by doing any of the following:

- Require training, which may include passing an examination upon completion of the training;
- Requiring an oral or written examination, or both, to determine fitness to resume practice;
- Restrict or limit the extent, scope, or type of practice of the licensee.

### **Laws and Rules Pertinent to License Reinstatement:**

Ohio Revised Code Sections [4734.25](#), [4734.26](#) and [4734.34](#)  
Ohio Administrative Code Chapter [4734-07](#)

The Board's laws and rules can be accessed through our web site at [www.chirobd.ohio.gov](http://www.chirobd.ohio.gov).

For additional information please visit our website at [www.chirobd.ohio.gov](http://www.chirobd.ohio.gov) or contact the Board office at [oscb.chirobd@chr.state.oh.us](mailto:oscb.chirobd@chr.state.oh.us).