

- (A) Each individual shall file a renewal application on or before the end of the applicable biennial licensing period for each license the individual intends to renew. The renewal application may be paper or electronic as the board deems appropriate and the licensee shall update information as required by the board, answer any compliance questions, verify the continuing education hours of each continuing education course taken during the biennial licensing period for the license(s) being renewed, and pay anon-refundable renewal fee.
- (B) Each individual holding a boutique services registration seeking renewal of the registration shall file a renewal application on or before the end of the biennial licensing period. The renewal application may be paper or electronic as the board deems appropriate and the boutique services registration holder shall update information as required by the board, answer any compliance questions, and verify the continuing education hours completed during the biennial licensing period.
- (C) The board may audit the documentation to verify actual completion of continuing education courses. The licensee, upon request, shall provide satisfactory proof of completion of any applicable continuing education requirement or submit documentation to verify that a waiver or extension was received pursuant to division (C) of section 4713.60 of the Revised Code prior to the renewal of the license.
- (D) This provision does not apply to an active military service member or spouse of an active military service member that was prevented from renewing a lapsed or inactive license due to active duty military service. If active duty military service applies, the board will extend the filing deadline for a period of time equal to the number of days in active duty military service.
- (E) A licensee who does not have their license renewed prior to the end of the applicable biennial licensing period shall have their license status changed to "expired."
- (F) An expired individual license may be restored to active status by meeting the following requirements:
 - (1) Filing a paper or electronic renewal application in accordance with paragraph (A) of this rule;
 - (2) Completing eight hours of continuing education for each renewal period that has

elapsed since the license was last issued or renewed, up to a maximum of twenty-four hours of continuing education, at least four of which shall be in a course pertaining to sanitation and safety methods; and

- (3) Paying the applicable non-refundable restoration fee(s)