

## State Medical Board of Ohio FACTS about Staggered License Renewal and Continuing Education Requirements

### What is “staggered renewal”?:

“Staggered renewal” is defined as a method of shifting Ohio cosmetic therapist license expiration dates from a single date of expiration for all licensees to variable expiration dates based upon the first letter of the licensee’s last name.

The staggered renewal method provides funding for the Medical Board on a continual basis as contrasted to biennial funding.

### Initial Licensure:

The initial application fee a cosmetic therapist pays is to cover the cost of processing the application and issuing a certificate and wallet card. Once a certificate is issued, a cosmetic therapist may practice without paying a further fee until their renewal group is required to renew. The time period before a cosmetic therapist is required to renew will vary, sometimes significantly, depending on when the license is issued and when your renewal group is required to renew. The chart below indicates when the renewal application is mailed for each renewal group.

### Name Changes:

The licensee’s renewal group will be based upon the first letter of their last name at the time of their initial license. Should there be a name change; the licensee will remain in their originally assigned group for all subsequent license renewals.

### Cosmetic Therapy Continuing Education (CTCE) requirements:

The table below summarizes the CTCE cycle and the number of CTCE hours required.

First initial of licensee's last name	License expiration date	CTCE cycle	CTCE hours needed
JAN 1, 2017- A-B	7/1/17	7/2/13 - 7/1/15	25 hours
OCT 1, 2016- C-D	4/1/17	4/2/13 - 4/1/15	25 hours
JULY 1, 2016- E-G	1/1/17	1/2/12 - 1/1/14	25 hours
APRIL 1, 2016- H-K	10/1/16	10/2/12 - 10/1/14	25 hours
JAN 1, 2016- L-M	7/1/16	7/2/12 - 7/1/14	25 hours
OCT 1, 2015- N-R	4/1/16	4/2/12- 4/1/14	25 hours
JULY 1, 2015- S	1/1/16	1/2/11 - 1/1/13	25 hours
APRIL 1, 2015- T-Z	10/1/15	10/2/13 - 10/1/15	25 hours

**THE MONTH, DAY & YEAR ENTERED BEFORE LETTERS ARE RENEWAL MAILINGS  
RENEWAL NOTICES ARE MAILED SIX MONTHS PRIOR TO THE EXPIRATION DATE**