



**Ohio Board of Dietetics**  
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OHIO BOARD OF DIETETICS

## YOUR CURRENT LICENSE EXPIRES ON JUNE 30, 2012..... ARE YOU READY TO RENEW ON-LINE?

Attached is the link to the previous Communique' which will answer some of your questions about online renewal.

<http://dietetics.ohio.gov/newsletters/FY12%20Fall%20Communique.pdf>

### WHAT ELSE DO I NEED TO KNOW ABOUT ON-LINE RENEWAL?

Licensees will no longer receive a renewal application in the postal mail because the renewal process will now be on-line. Licensees will receive an instructional letter in the postal mail prior to May 1, 2012, which will contain the link to the application and your user ID and password needed to access the online renewal system. The on-line renewal application will be open beginning **May 1, 2012**. The contents of the application will remain consistent with the previous paper application, but will only be payable with VISA or MasterCard. On-line renewal applications must be completed by 11:59 p.m. on June 30, 2012 to ensure processing before your current license expires. Applications submitted after 11:59 p.m., June 30, 2012, will automatically incur a late fee of \$47.50. To assist with the on-line renewal process, a PDF tutorial will be posted on the OBD website. It consists of screen shots of the on-line renewal application, so licensees can preview the process and know what to expect. A certificate for Jurisprudence will be available at the end of the tutorial. For licensees choosing this Jurisprudence option, print and sign the certificate.

The online renewal process is designed to minimize the number of incomplete applications, but cannot ensure it. We ask that you review your application for completeness prior to submission. If we need to contact you, we will contact you by email, then by phone, and a final attempt via postal mail. We respectfully request a prompt response to enable the Boards efficiency. **Reminder, your current license expires June 30, 2012 even if your renewal application is pending.**

Expired licenses are considered "lapsed" after August 15, 2012 and you must contact the Board office to reinstate your license.

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Vice-Chairman, Public Member  
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## **WHAT IF I AM UNABLE TO RENEW ON-LINE?**

There may be circumstances which preclude renewing on-line. If you do not have a VISA or MasterCard, you may print a copy of the renewal application from the OBD website and mail it in with a check or money order. Credit card payments cannot be processed with the mailed paper application or over the phone. Please allow 2-3 weeks for processing. For circumstances in which there is no access to a home computer or a local library computer, please contact the Board office to request a renewal application be mailed to you. Applications mailed to the Ohio Board of Dietetics must be postmarked on or before June 30, 2012 so as not to incur a late fee.

## **WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?**

Upon receipt of your on-line application, the Board of Dietetics staff will begin the review process. Once the application has been deemed complete, the status will be changed from ACTIVE IN RENEWAL to ACTIVE. Licensees will receive a confirmation of renewal via email, but not a license card. It was previously planned that the system could generate a license card via email for licensees to print out. The system does not have the capability to do this. Licenses can also be verified through the OBD website. Instructions will be provided in the renewal confirmation email for this. If further information is needed for license verification, please contact the Board office in writing. Please allow 2-3 weeks for processing.

## **IS JURISPRUDENCE REQUIRED THIS YEAR?**

Jurisprudence is not due this renewal year. Prior-approved activities earned from July 1, 2011 to June 30, 2013 will be counted for your jurisprudence credit for 2013 renewal (FY 2014).

## **I AM NOT RENEWING THIS YEAR, WHAT DO I DO?**

The on-line renewal application does not support status changes to Inactive or Expired.

If you are requesting to place your license in Inactive or Expired status, you must notify the Board in writing before June 30, 2012. If you wish to have your license placed in Inactive status and do not notify the Board prior to June 30, 2012, your license will be placed in Expired status.

## **LICENSE I.D. CARDS UPDATE**

Since licensees renewing their license will not receive a license I.D. card, as of July 1, 2012, applicants for an initial license will not receive a license I.D. card either. Initial license holders will continue to receive a wall certificate. Limited Permit holders will continue to receive an I.D. card since they may be under supervision, which is reflected on the license I.D. card.

## **ODB TURNS 25**

The Ohio Board of Dietetics celebrates 25 years on July 1st! The Dietetic Practice Act became a law on July 1, 1987. Thank you to all who helped make this possible and continue to support it!