

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

Define “staggered renewal”:

“Staggered renewal” is 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 to cover the cost of processing the application and issuing a certificate. 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.

Continuing Cosmetic Therapy Education (CCTE) requirements:

The table below summarizes the CCTE cycle and the number of CCTE hours required along with a prorated table example for those licenses issued within the cycle.

First initial of licensee's last name	Date Renewal Reminder Notice Generated	License expiration date	CCTE cycle	CCTE hours needed
A-B	1/1/17	7/1/17	7/2/15 - 7/1/17	25 hours
C-D	10/1/16	4/1/17	4/2/15 - 4/1/17	25 hours
E-G	7/1/16	1/1/17	1/2/15 - 1/1/17	25 hours
H-K	4/1/16	10/1/16	10/2/14 - 10/1/16	25 hours
L-M	1/1/16	7/1/16	7/2/14 - 7/1/16	25 hours
N-R	10/1/17	4/1/18	4/2/16 - 4/1/18	25 hours
S	7/1/17	1/1/18	1/2/16 - 1/1/18	25 hours
T-Z	4/1/17	10/1/17	10/2/15 - 10/1/17	25 hours

Prorated Table Example

Newly issued CT license or Restoration occurs:	Total Required CCTE Credit Hours
12 months before expiration	12.5
18 months before expiration	6
6 months or less before	0