



## Department of Commerce

Division of Industrial Compliance &  
Labor  
John Kasich, Governor  
David Goodman, Director

### ***THINGS YOU SHOULD KNOW ABOUT YOUR LICENSE***

- Your license can only be assigned to one company.
- If you do not submit your renewal form and renewal fee by your expiration date, a late fee will be applied. If you have not completed your continuing education by your renewal date, you must submit a letter to the appropriate section of the board requesting additional time.
- If your license has been expired more than one year, you must start over and apply to the appropriate section to take the test.
- A CERTIFICATE OF LIABILITY INSURANCE form from your Insurance Company **MUST** be submitted with your renewal notice **EVERY YEAR**. **DO NOT** have your insurance company mail it or fax it to this office. Your liability insurance must be in the same name assigned to your license. There can be only one company name per license on your insurance. For example, it cannot read John's Heating and Plumbing DBA Rader Heating and Plumbing. That is clearly two company names and your license will not be processed.
- Be sure to complete **BOTH** sides of your renewal each year and attach a copy of your liability insurance. If any part of the renewal is missing, it will be returned to you and may cause a delay in your license.
- This license is for commercial contractors in the 5 specialty trades (Electrical, HVAC, Refrigeration, Plumbing and Hydronics). H.B. 434 also allows local building departments to require this license for residential at their level.
- This is a License. It is non-transferable to someone else. You obtained this license based on your qualifications.
- You cannot use your license to pull permits for your unlicensed competitors.
- If you use your license to pull a permit, you must be the contractor in charge of the project and be readily available to speak with OCILB investigators if necessary.
- If you pay your help who perform any of the 5 specialty trades by a 1099, then they are designated as independent contractors and they must be licensed.
- Always keep us informed of an address change to make sure renewal notices and licenses are sent to the proper address. When possible, provide us with an email address. That is a quick and easy way for us to contact you if there is a problem with your license.

**(OVER)**

- Your license is processed and mailed within two days of receipt of your renewal notice. If you do not receive your license within a few days, please contact us.
- Your license number must be displayed on all advertisements, i.e., vehicle, business cards, letterhead, telephone directory ad, internet ads, newspaper ads, etc. (If your company name is not on your vehicle, then it is not an advertisement and does not have to be displayed).
- If you leave the company your license is assigned to, you must wait 90 days from the date OCILB is notified in writing to reassign your license to another company. Please note, the reassignment does not start when you leave the company. It starts the date OCILB is notified. Or, if you obtain a letter from the previous company releasing you of the 90 days, you may reassign your license immediately.
- You may place your license in “Inactive Status” (Escrow) if you are still current and within your renewal period. You may remain in escrow indefinitely. While in escrow, you do not need to take 10 hours continuing education every year or show proof of liability insurance. However, you must pay the \$60 renewal fee each year.
- To come out of escrow and be active, you must take up to 30 hours continuing education and show proof of liability insurance.
- Ohio contractors now have reciprocity with the following states. Reciprocity is only offered to those who have taken the state recognized test. If you grandfathered in, you are not eligible to reciprocate.  
 West Virginia – Electrical  
 Kentucky – Electrical, HVAC and Refrigeration  
 North Carolina – Electrical  
 Louisiana – Electrical, HVAC, Refrigeration and Hydronics  
 Tennessee – Electrical, HVAC, Refrigeration and Plumbing (will allow grandfathered applicants)
- You may renew your license or retrieve any forms mentioned above by visiting our web site at <http://www.com.ohio.gov/dico/OCILB.aspx>
- The ten hours in approved continuing education is a requirement for the renewal of your license. This also pertains to persons who passed the exam and were issued their first license.
- The continuing education hours are due each year on your expiration date. Electrical license holders must take five hours in electrical code out of the ten required hours. All other license holders can complete the ten hours in any combination of approved courses. If you hold multiple licenses the continuing education requirement is still ten hours each year.
- Please note that the OCILB does not approve any online courses.