



**Department
of Commerce**

Division of Industrial Compliance
& Labor

John Kasich, Governor
David Goodman, Director

**ACTIVE STATUS REQUEST FORM
(Re-activate from escrow)**

In accordance with Section 4101:16-1-13 of the Ohio Administrative Code, and pursuant to Chapter 4740 of the Ohio Revised Code, an individual may have a license returned to active status upon the following conditions:

- The individual notifies the Ohio Construction Industry Licensing Board (OCILB) on this form.
- The individual completes the cumulative continuing education requirements for the period of time that the license was in inactive status (escrow). An individual seeking to have a license returned to active status shall be required to complete no more than 30 hours of continuing education classes. (Please check with OCILB for confirmation of the number of hours you need.)
- The individual pays a reactivation fee of \$60. However, if you are in your renewal period you are not required to submit a re-activation fee. You will only be required to pay your \$60 renewal fee. Either way, the fee is required prior to OCILB re-activating your license. (Your renewal period is considered the period of time from when you are invoiced for the renewal of your license up through the expiration date of your license.)
- The individual submits updated proof of contractor liability insurance in the minimum amount of \$500,000.

NOTE: Please complete the bottom portion of this form (make a copy for the license holder) and submit to OCILB at the above address with proof of insurance, the \$60 fee and any applicable continuing education hours.

Please place state license ID # _____ into **ACTIVE Status**.

You must specify the trade: ELECTRICAL, HVAC, HYDRONICS, PLUMBING, REFRIGERATION
Circle all that apply

Signature _____ **Date** _____