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Application Process for Ohio Genetic Counseling License for First-Time Applicants

For additional information visit the [State Medical Board of Ohio GC Application Information](#) page.

1. Obtain an FBI/BCI background check. This takes 2-8 weeks to process, so get it done early!
 - a. Use this [link](#) to open the background check instruction packet.
 - b. If able to do so, it is recommended that you complete this step in person in the state of Ohio.
 - c. Use this [link](#) to find a background check facility near you.
 - d. When you arrive at the facility bring:
 - i. A government issued photo ID
 - ii. A form of payment (**cost of background check is around \$80**)
 - e. The background check must be sent directly to the Ohio Medical Board:
 - i. State Medical Board of Ohio
30 East Broad Street, 3rd Floor
Columbus, OH 43215
 - f. Provide the reason for fingerprinting as “Genetic Counselor, required for licensure per ORC 4778.04”
2. Be prepared to provide evidence of any prior or currently held out-of-state licenses, for any healthcare role (ex: CNA, phlebotomy, EMT, etc.)

If you are a new graduate, continue with Step 3. If you are already a certified genetic counselor, skip to Step 4.

3. **Attain Active Candidate Status** with the American Board of Genetic Counseling
 - a. **Start this process as soon as your degree is conferred.**
 - b. **An electronic copy of your graduate transcript is required.**
 - c. Visit [the American Board of Genetic Counseling](#) and follow the steps below
 - i. “Become Certified” > Certification Process (located in the red ribbon, at the top of the page) > “PSI” hyperlink
 - d. On the PSI cite go to the “Test Takers” option and select “Begin Scheduling”.
 - i. 1. “Select a Category” choose “Healthcare” from the dropdown



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- ii. 2. “Select a Program” choose “American Board of Genetic Counseling” from the dropdown
 - iii. 3. “Select an Examination” choose “American Board of Genetic Counseling Examination” from the dropdown
 - iv. Select “Register for this Exam” at the bottom of your screen
 - v. Create an account
 - vi. Follow the instructions to apply for ACS
 1. You will need a method of payment for this step.
 - vii. This process takes at least 7-10 business days.
 - viii. You will get an email stating you have active candidate status (ACS)
 - ix. After you receive that email **IMMEDIATELY** complete this [form](#) and email it to info@abgc.net
 1. This is a request for ABGC to complete an official form confirming you have ACS. **This is the only form the Ohio State Medical Board will accept.** You do **not** need a hardcopy; you may have it sent via email to yourself to upload to your license application.
 2. This process should take 24 hours, so call ABGC at 913-222-8661 if you have had no communication within a day.
4. Apply for your license!
- a. Go to the [State Medical Board of Ohio’s Professional Licensure](#).
 - b. Create an account.
 - c. Apply for a new license.
 - d. Follow the instructions. Read everything carefully!
 - e. **You will need**
 - i. Your ACS official verification document
 - ii. Your graduate school transcript
 - iii. A signed copy of the “Genetic Counselor Supervision Form”
 - iv. Employment history information for the last five years (you can include your graduate school rotations)
 - v. Form of payment (**application fee is \$203.50**).
 - f. Once you submit, you will get an email that it was successfully submitted.
 - g. Allow 7-10 business days for initial review of the application.
5. **Monitor your license review status**
- a. On your eLicense page next to your license, click “Options” and select “Review Status” from the dropdown.



OHIO ASSOCIATION OF
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- i. Review status of your application.
 - ii. Check if they received your background check has been received
 - 1. If it does not say “received” under background checks, send an email to confirm it has been received. Previous applicants have had lost background check results.
 - b. **IF** it has been more than 10 business days send a reminder to license@med.ohio.gov.
 - c. You should receive an email if your application is incomplete. You may be asked for an explanation of how you were hired prior to attaining your license.
 - d. When the review of your license application is complete, it goes to the monthly board meeting for approval.
 - e. The day following board approval, a final review is completed to confirm all requirements are met.
 - f. After 5:00 PM on the Friday after the board meeting, check your email for your license!
 - g. Congratulations! You are a licensed genetic counselor!