

Veterans Executive Order

Proposed Rule Changes

Executive Order 2013-05K requires that the Board establish the following rules regarding Active Duty Service Members, Veterans, and Spouses:

Evaluating Equivalence:

- 4758-17-01 is a new rule which identifies which military programs of training, primary specialties and lengths of service are substantially equivalent to or exceed the educational and experience requirements for a certification or license with the Board per the requirements of ORC 5903.03.

Issuing Temporary Credentials for Spouses:

- 4758-17-02 is a new rule which allows for the issuance of a temporary license or certification to the spouse of an active duty service member per the requirements of ORC 4743.04.
- 4758-3-01 is a rule revision which adds fess associated with the issuing of a temporary license.

Renewing Beyond Established Grace Period:

- 4758-13-05 is a rule revision which allows a service member or spouse who was unable to renew due to military service the ability to renew without penalty or re-examination per the requirements of ORC 5903.10.

Extended Time to Complete CEUs:

- 4758-13-01 & 4758-13-02 are rule revisions which allow a service member who is called to active duty extended time to complete continuing education requirements by the amount of time the licensee was on active duty. per the requirements of ORC 5903.12.

CEU Credit for Military Hours:

- 4758-13-01 & 4758-13-02 are rule revisions which require the Board to consider relevant military education, training or service for fulfillment of continuing education requirements per the requirements of ORC 5903.121.

4758-17-01

Evaluating Military Training, Experience and Specialty Equivalence.

The Board recognizes that certain military programs of training and military specialties are substantially equivalent to and therefore meet training and work experience requirements for certification/licensure with the Board.

(A) Military programs of training and military specialties which demonstrate substantially equivalent training and work experience for board certification/licensure are as follows:

(1) Chemical Dependency Counselor Assistant (CDCA)

(a) Individuals who have completed an IC&RC ADC Credentialing program offered by the US Navy or US Airforce substantially meet:

(i) 40 hours of chemical dependency specific education required for Phase I of the CDCA application, and

(ii) 30 hours of chemical dependency specific education required for Phase II of the CDCA application.

(2) Licensed Chemical Dependency Counselor II (LCDC II)

(a) Individuals who hold an IC&RC ADC Credential offered by the US Navy or US Airforce substantially meet:

(i) 180 hours of chemical dependency specific education

(ii) 2,000 hours of work experience

(iii) 220 hours of practical experience, and

(iv) ADC Examination requirements

(3) Licensed Chemical Dependency Counselor III (LCDC III)

(a) Individuals who hold an IC&RC ADC Credential offered by the US Navy or US Airforce substantially meet:

(i) 180 hours of chemical dependency specific education

(ii) 2,000 hours of work experience

(iii) 220 hours of practical experience, and

(iv) ADC Examination requirements

(4) Licensed Independent Chemical Dependency Counselor (LICDC)

(a) Individuals who hold an IC&RC ADC Credential offered by the US Navy or US Airforce substantially meet:

(i) 180 hours of chemical dependency specific education

(ii) 2,000 hours of work experience

(iii) 220 hours of practical experience, and

(iv) ADC Examination requirements

(5) Licensed Independent Chemical Dependency Counselor-Clinical Supervisor (LICDC-CS)

(a) Individuals who hold an IC&RC CCS Credential offered by the US Navy substantially meet:

(i) 180 hours of chemical dependency specific education

(ii) 30 hours of supervisory education

(iii) 4,000 hours of counseling work experience

(iv) 2,000 hours of clinical supervisory work experience

(v) 220 hours of practical experience, and

(vi) ADC & CCS Examination requirements

(6) Ohio Certified Prevention Specialist Assistant (OCPSA)

(a) Individuals who hold an IC&RC CPS Credential offered by the US Navy and US Army substantially meet:

(i) 45 hours of prevention specific education, and

(ii) 100 hours of work experience

(7) Ohio Certified Prevention Specialist I (OCPS I)

(a) Individuals who hold an IC&RC CPS Credential offered by the US Navy and US Army substantially meet:

(i) 100 hours of prevention specific education

(ii) 2,000 hours of work experience

(iii) 120 hours of practical experience, and

(iv) CPS Examination requirements

(8) Ohio Certified Prevention Specialist II (OCPS II)

(a) Individuals who hold an IC&RC CPS Credential offered by the US Navy and US Army substantially meet:

(i) 100 hours of prevention specific education

(ii) 2,000 hours of work experience

(iii) 120 hours of practical experience, and

(iv) CPS Examination requirements

(B) Individuals who hold one of the military credentials identified in sections 1-8 may submit documentation of the military credential along with their application for certification/license with the Board to replace the Board prescribed forms for that application per the equivalencies identified in sections 1-8.

(C) Individuals who hold one of the military credentials identified in sections 1-8 shall be required to meet any additional application requirements not met through military equivalence for the level of certification/licensure to which they are applying.

(D) Individuals who have military training, specialty or experience not identified above may submit documentation of that military training, specialty or experience to the Board along with a letter identifying the certification/license they seek and requesting the review of this information to determine any equivalence.

(1) The Board will determine if this military training, specialty or experience is substantially equivalent to the certification/license the individuals seeks and will notify the individual of any requirements that have been found to be substantially met by the military training, specialty or experience.

(2) The Board will not require that individuals complete Board prescribed forms associated with the certification/license the individual seeks if equivalency is determined.

4758-17-02

Temporary License or Certification of Active Duty Service Member Spouses.

Pursuant to Section 4743.04 of the Ohio Revised Code the Board may issue a temporary license or certificate to a person whose spouse is on active military duty in this state.

(A) The spouse of the active duty service member shall provide the Board with all of the following:

- (1) A letter requesting a temporary license or certificate from the Board.
- (2) A filing fee for the temporary license or certificate.
- (3) Satisfactory evidence of the service member's active duty status in this state and documentation of the projected length of the active duty service.
- (4) A copy of the service member and spouse's marriage license.
- (5) A copy of the license or certificate authorizing the spouse to provide services in alcohol or other drug prevention or treatment in another jurisdiction.
- (6) The licensee or certificate holder's scope of practice in the jurisdiction where they are licensed or certified.
- (7) The requirements which were in place in that jurisdiction at the time the license or certificate was issued.

(B) The Board shall determine an equivalent level of temporary certificate or license to issue the spouse.

(C) The Board shall award a temporary certificate or license with an expiration date not to exceed the date the jurisdictional license or certificate expires.

(D) If the temporary certificate or license expires prior to the completion of the active duty status, the spouse may renew the temporary certificate or license with the Board by one of the following methods:

- (1) Providing documentation that the jurisdictional license or certificate has been renewed, or
- (2) Renewing the temporary certificate or license with the Board by providing:
 - (a) The required number of continuing education hours, and
 - (i) The Board will assess the amount of time the spouse has held the temporary certificate or license and will pro-rate continuing education hours based on that time frame.

(b) The temporary certificate or license renewal fee.

(E) The spouse shall return the temporary certificate or license to the Board when the active duty status expires.

4758-13-05

Lapsed license or certificate/restoration process.

- (A) A license or certificate that has not been renewed lapses on its expiration date.
- (B) Except in the case of the registered applicant (RA) certification ~~and~~, the first two year, renewable chemical dependency counselor assistant (CDCA) certification, and certain military personnel and their spouses, a license or certificate that has lapsed may be restored if the individual applies for restoration no later than two years after the license or certificate has expired.
- (1) The registered applicant certification is not renewable and shall not be restored. An individual whose registered application expires may not reapply for the registered applicant certification.
- (2) In order to be issued the first two year, renewable CDCA certification an individual whose initial CDCA certification has lapsed shall meet the requirements in paragraph (D) of rule 4758-5-01 of the Administrative Code not later than one year after the initial CDCA certification lapses. Individuals whose initial CDCA certification is lapsed beyond one year shall be required to reapply and meet all requirements for certification as a CDCA.
- (3) Military personnel and their spouses shall be granted the renewal or restoration of a certification or license without penalty and without re-examination if either of the following applies:
- (a) The license or certificate was not renewed because of the holder's service in the armed forces of the United States or a reserve component of the armed forces of the United States, including the Ohio national guard or the national guard of any other state.
- (b) The license or certificate was not renewed because the holder's spouse served in the armed forces of the United States or a reserve component of the armed forces of the United States, including the Ohio national guard or the national guard of any other state, and the service resulted in the holder's absence from this state.
- (4) A renewal shall not be granted under division (3) of this section unless the holder or the holder's spouse, whichever is applicable, has presented satisfactory evidence of the service member's discharge under honorable conditions or release under honorable conditions from active duty or national guard duty within six months after the discharge or release.
- (C) The board shall issue a restored license or certificate to an applicant upon payment of any renewal fees and completion of all continuing education requirements which are currently in effect at the time of restoration.

- (D) An individual shall not be required to take an examination as a condition of having a lapsed license or certificate restored if it is restored within two years of the date in which it lapsed.

- (E) All licenses or certificates are the property of the board and shall be surrendered by the chemical dependency counselor or prevention specialist upon request by the board.

4758-13-01

Continuing education requirements for CDCA, LCDCII, LCDC III, LICDC, LICDC-CS.

(A) The following steps are required for renewal of a license or certificate to practice as a CDCA, LCDC II, LCDC III, LICDC, LICDC-CS within each two-year period of licensure or certification.

(1) Completion of a renewal application documenting the following:

- (a) A minimum of forty recognized clock hours of continuing education credit within the two year renewal period. Documentation of these hours does not need to be submitted with the renewal application. If selected in a random audit process, documentation shall be required;
- (b) A minimum of six hours of the total forty hours shall be in chemical dependency specific education;
- (c) A minimum of three hours of the total forty hours shall be in ethics education; and
- (d) For renewal of a LICDC-CS license, a minimum of six hours shall be in clinical supervision education within the following areas: assessment/evaluation, counselors' professional development, management/administration and professional responsibility.
- (e) The remaining hours must be field related.

(2) Chemical dependency counselors may be granted up to a maximum of twenty RCHs for authoring alcohol and other drug related publications at the board's discretion.

(3) A maximum of ten RCHs may be granted for presenting a workshop or teaching chemical dependency related courses. One RCH is given for each contact hour of training. Credit is not granted for preparation time.

(4) A maximum of ten RCHs may be granted for special language courses or workshops.

(5) A maximum of twenty RCHs may be granted for participation in in-service training programs. An in-service is one in which only agency staff participate. If the agency's in-service is open to individuals from outside the agency, there is no limit to the number of RCHs that can be earned.

(6) The Board shall consider relevant education, training, or service completed during the current renewal period by a licensee or certificate holder who is a member of or spouse of a member of the armed forces of the United States or reserve components thereof, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state in determining whether a licensee has fulfilled required continuing education for that renewal period.

(B) The renewal application shall be completed, signed and filed with required fee to the board no less than thirty days prior to the license or certificate lapse date.

(1) A member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state, or a reserve component of the armed forces of the United States who has served on active duty, whether inside or outside the United States, for a period in excess of thirty-one days may submit an application to the Board stating that the licensee or certificate holder requires an extension of the current reporting period because the licensee or certificate holder has served on active duty during the current or a prior reporting period . The licensee or certificate holder shall submit proper documentation certifying the active duty service and the length of that active duty service.

(a) a) Upon receiving the application and proper documentation, the Board shall extend the current reporting period by an amount of time equal to the total number of months that the licensee spent on active duty during the current reporting period. For purposes of this division, any portion of a month served on active duty shall be considered one full month.

(C) The board shall send renewal reminders ninety days prior to the lapse date.

4758-13-02

Continuing education requirements for § OCPSA, OCPS I and OCPS II.

(A) The following steps are required for renewal of a certificate to practice as an § OCPS I or OCPS II.

(1) Completion of a renewal application documenting the following:

- (a) A minimum of forty hours of continuing education credit within the two year renewal period. Documentation of these hours does not need to be submitted with the renewal application. If selected in a random audit process, documentation shall be required;
- (b) A minimum of ten hours from foundation two: foundation in prevention of alcohol and other drug use/abuse/dependency. This includes current research, historical perspectives, theoretical approaches and current program models;
- (c) A minimum of three hours of the total forty hours shall be in ethics education; and
- (d) The remaining hours must be prevention related.

(2) Prevention specialists may be granted up to a maximum of twenty RCHs for authoring alcohol and other drug related prevention publications at the board's discretion.

(3) A maximum of ten RCHs may be granted for special language courses or workshops.

(4) A maximum of twenty RCHs may be granted for participation in in-service training programs. An in-service is one in which only agency staff participate. If the agency's in-service is open to individuals from outside the agency, there is no limit to the number of RCHs that can be earned.

(5) A maximum of ten RCHs may be granted for presenting a workshop or teaching alcohol and other drug prevention related courses.

(6) The Board shall consider relevant education, training, or service completed during the current renewal period by a licensee or certificate holder who is a member of or spouse of a member of the armed forces of the United States or reserve components thereof, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state in

[determining whether a licensee has fulfilled required continuing education for that renewal period.](#)

(B) The following steps are required for renewal of a certificate to practice as an OCPSA.

(1) Completion of a renewal application documenting the following:

(a) A minimum of twenty hours of continuing education credit within the two year renewal period. Documentation of these hours does not need to be submitted with the renewal application. If selected in a random audit process, documentation shall be required;

(b) A minimum of five hours from foundation two: foundation in prevention of alcohol and other drug use/abuse/dependency. This includes current research, historical perspectives, theoretical approaches and current program models.

(c) A minimum of one and a half hours of the total twenty hours shall be in ethics education; and

(d) The remaining hours must be prevention related.

(2) Prevention specialist assistants may be granted up to a maximum of twenty RCHs for authoring alcohol and other drug related prevention publications at the board's discretion.

(3) A maximum of ten RCHs may be granted for special language courses or workshops.

(4) A maximum of twenty RCHs may be granted for participation in in-service training programs. An in-service is one in which only agency staff participate. If the agency's in-service is open to individuals from outside the agency, there is no limit to the number of RCHs that can be earned.

(5) A maximum of ten RCHs may be granted for presenting a workshop or teaching alcohol and other drug prevention related courses.

(C) Renewal applications shall be completed, signed and filed with required fee to the board no less than thirty days prior to the certificates lapse date.

[\(1\) A member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other](#)

state, or a reserve component of the armed forces of the United States who has served on active duty, whether inside or outside the United States, for a period in excess of thirty-one days may submit an application to the Board stating that the licensee or certificate holder requires an extension of the current reporting period because the licensee or certificate holder has served on active duty during the current or a prior reporting period . The licensee or certificate holder shall submit proper documentation certifying the active duty service and the length of that active duty service.

(a) Upon receiving the application and proper documentation, the Board shall extend the current reporting period by an amount of time equal to the total number of months that the licensee spent on active duty during the current reporting period. For purposes of this division, any portion of a month served on active duty shall be considered one full month.

(D) The board shall send renewal reminders ninety days prior to the lapse date.

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4758-3-01

Fees.

(A) License fees shall be established by the board in amounts not to exceed the maximum allowable under Chapter 4758. of the Revised Code. Fees are subject to change by action of the board, the controlling board, and/or the general assembly.

(1) Fees shall be paid by check, credit card, cash or money order. Checks and money orders shall be made payable to the treasurer, state of Ohio.

(2) Fees shall be submitted to the board office at the time of the initial application.

(3) Fees are non-refundable.

(4) The fees are as follows:

Application Fees

Application for CDCA, LCDC II, LCDC III, LICDC, LICDC-CS, OCPSA, OCPS I or OCPS II	\$50.00
Conversion Application	\$35.00
<u>Temporary Credential of Active Duty Service Member Spouses Application</u>	<u>\$25.00</u>
Reciprocal Certificate Application	\$50.00
Registered Applicant	\$10.00
Renewal Application	\$150.00
Renewal Application submitted after the license or certificate lapse date	\$175.00
Senior Citizen Renewal Application	\$55.00
Senior Citizen Renewal Application submitted after the license or certificate lapse date	\$80.00
Renewal Application if both Prevention and Counselor Credentialed	\$100.00 per credential
Renewal Application, if both Prevention and Counselor Credentialed, submitted after the license and/or certificate lapse date	\$125.00 per credential

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<u>Renewal Application for Temporary Credential of Active Duty Service Member Spouses</u>	<u>\$50.00</u>
RCH Program Sponsor Application	\$5.00 per contact hour up to a maximum of \$60.00
RCH Provider Status Application	\$400.00 per one year or \$700.00 per two years
Master's Accreditation Application	\$300.00
Master's Accreditation	\$3,000.00
Master's Accreditation Renewal	\$3,000.00

Examination Fees

IC&RC Alcohol & Drug Counselor (ADC) Written Examination	\$100.00
IC&RC Alcohol & Drug Counselor (ADC) Computer Based Test (CBT)	\$150.00
IC&RC Clinical Supervisor (CS) Written Examination	\$100.00
IC&RC Clinical Supervisor (CS) Computer Based Test (CBT)	\$150.00
IC&RC Prevention Specialist (PS) Written Examination	\$100.00
IC&RC Prevention Specialist (PS) Computer Based Test (CBT)	\$150.00
Substance Abuse Professional (SAP) Examination	\$120.00
Examination Rescheduling Fee	\$25.00

Other Fees

Inactive Status Holding Fee	\$15.00
Replacement/Duplicate Certificate/License	\$10.00

- (5) A twenty dollar late fee shall be charged for any program sponsor application not received by the board at least thirty days before the event.
- (6) There shall be a twenty dollar return check fee for all checks not accepted for deposit.