



# Master's Degree Accreditation Manual & Application

Chemical Dependency Professionals Board  
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# Master's Degree Accreditation Manual & Application

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## 1. INTRODUCTION

The Chemical Dependency Professionals Board (hereafter referred to as Board) is a state licensing board that certifies and licenses individuals who provide chemical dependency prevention and treatment services to individuals, families, groups, organizations and communities. The Board is committed to quality alcohol and other drug treatment and prevention services for Ohio. One of the most important aspects of promoting quality services is the certification and licensure of chemical dependency counselors and prevention professionals.

Individuals qualify for certification/licensure by meeting requirements in formal education, chemical dependency training, work experience, and by having success on international examinations.

The formal education requirement for our top level of licensed independent chemical dependency counselors (LICDC) is a Masters Degree in a qualified behavioral science degree program. In order to qualify, the Masters Degree program must include specific content areas and a specific number of contact hours in each area.

The Board recognizes that many education institutions have designed degree curricula specifically to prepare students to be professional counselors. The Board recognizes these efforts and has developed accreditation standards for these programs. These standards represent an opportunity for the partnership of education institutions and the Board to assure high quality training.

## 2. PURPOSE OF ACCREDITATION

The Board's accreditation is an official endorsement of counselor training based upon published standards and criteria. Accreditation assures that persons entering the field of chemical dependency counseling through an accredited education program have met the minimum requirements for formal education necessary for the LICDC level.

## 3. BENEFITS OF ACCREDITATION

**FOR THE EDUCATION INSTITUTION** - Assurance that the program meets an acceptable level of standards and is applicable toward Board licensure will increase the program's ability to attract students interested in working in chemical dependency. Accreditation by the Board may be included in the education institution's promotional material.

**FOR THE STUDENT** - Students will be assured that the education that they are pursuing will meet the formal education/Masters Degree requirements for Board licensure at the LICDC level.

**FOR THE PROFESSION** - Accreditation will promote an increased level of competence in the chemical dependency treatment profession.

**FOR THE COMMUNITY** - Accreditation will provide assurance that there will be a source of

professionals who have received training necessary for competent practice in chemical dependency treatment.

#### 4. ELIGIBILITY REQUIREMENTS

The education institution must be accredited by an accrediting agency accepted by the Ohio Board of Regents. Please contact the Board office for questions regarding acceptable accrediting agencies.

#### 5. REQUIRED MASTERS DEGREE CONTENT AREAS AND REQUIRED CONTACT HOURS

The Masters Degree program must provide the following subject content and the following number of contact hours in each content area. The content and related hours can be provided in any combination of courses. One semester hour equals fifteen contact hours; one quarter hour equals ten contact hours.

##### Theories of Counseling and Psychotherapy - 80 contact hours required

Courses which examine the theoretical foundations of counseling and psychotherapy which may include introductory or advanced survey courses as well as specific theoretical orientations such as Reality Therapy, Cognitive Therapy, Brief Psychotherapy, etc.

##### Counseling Procedures – 40 contact hours required

Courses which review specific techniques and skills used in counseling and psychotherapy and offer students opportunities to practice these skills through role play, exercises, and/or work with live clients.

##### Group Process and Techniques – 40 contact hours required

Courses which utilize didactic and experiential methods to review the dynamics of therapy and/or task groups and the techniques which are utilized in facilitating such groups.

##### Relationship Therapy – 40 contact hours required

Courses which review the dynamics of intimate relationships which are typically founding couple and family systems and the techniques which are used in counseling and psychotherapy within these systems. Introductory courses providing an overview of this area as well as courses focused on specific theoretical and/or technical perspectives are appropriate.

##### Research Methods/Statistics – 40 contact hours required

Courses which review the basic components or research in the behavioral sciences including types of research, data collection, research design, basic elements and procedures used in statistical analysis, interpretive methods, and qualitative analysis.

##### Fundamentals of Assessment and Diagnosis, including Measurement and Appraisal - 80 contact hours required

Courses which utilize didactic and experiential methods to review assessment and diagnostic procedures including interviewing, conducting a mental status examination and obtaining

relevant data from collaborative sources and the procedures necessary for the appropriate utilization of individual and group instruments of measurement which may include neuropsychological tests, instruments evaluating intelligence and/or cognitive functioning, projective testing, instruments assessing personality, and specialized instruments evaluating particular disorders.

Psychopathology- 40 contact hours required

Courses which survey human psychopathology including the etiology and prognosis of mental, behavioral, and emotional disorders. Such courses may review abnormal psychology, consider the historical development of the conceptualization of psychiatric disorders, and/or focus on specific disorders or categories of disorders.

Human Development – 40 contact hours required

Courses which survey the process of human growth and development which may include reviews of the major theoretical perspectives on growth and development, life stage development, variables which affect development and processes which enhance or inhibit development.

Cultural Competence in Counseling – 40 contact hours required

Courses which offer opportunities for students to acquire knowledge, engage and explore their affective responses, and develop the basic awareness and skills necessary to appreciate the cultural diversity encountered in counseling and psychotherapy.

Ethics – 30 contact hours required

Courses which review the ethical foundations and parameters of professional standards and practice.

Supervised Professional Experience (internship, practicum, field experience) – 400 contact hours required

Supervised professional experience which requires delivery of clinical services.

## 6. CHEMICAL DEPENDENCY SPECIFIC TRAINING ENDORSEMENT

In addition to the required Master's Degree, the Board also requires LICDC applicants to obtain 180 hours of chemical dependency specific training in the following subjects: Theories of Addiction, Counseling Procedures and Strategies with Addicted Populations, Group Process and Techniques Working with Addicted Populations, Assessment and Diagnosis of Addiction, Relationship Counseling with Addicted Populations, Pharmacology, Prevention Strategies, Treatment Planning, and Legal and Ethical Issues Pertaining to Chemical Dependency. Please refer to the appendix for a detailed list of hours required in each subject.

The Board does not require that education institutions include chemical dependency specific training in order to be an approved master's degree program. We do, however, offer an added endorsement for inclusion of chemical dependency specific education in your master's degree program. If a course includes chemical dependency specific content we would allow the course to qualify both for our master's degree subject content requirements for master's degree

accreditation of education institutions as well as the chemical dependency specific training required for individuals' licensure.

By obtaining the chemical dependency specific endorsement in addition to the master's degree accreditation, education institutions can assure their students that both formal education and chemical dependency specific training requirements will be met upon completion of your master's degree program. Please see the appendix for further details on how to seek this endorsement.

## 7. ACCREDITATION PROCESS

In order to be recognized as a Board approved master's degree program, the degree program must successfully complete the accreditation process. The Educational Committee of the Board has the responsibility of accrediting chemical dependency counselor degree programs in Ohio. The Committee consists of persons who are members of the Board as well as training specialists and educators. Committee members who might have a relationship with a degree program will exempt themselves from the accreditation process of that program.

The following steps must be completed for the issuance of Accreditation:

Application – A completed written application shall be submitted to the Board along with the filing fee. The application form includes a grid that allows the applicant institution to indicate how individual courses meet content areas and contact hours. Course descriptions or syllabi are required with the application.

Screening – Upon receipt of the application, Board staff will review the materials for completeness and correctness. If necessary, corrections and additions will be requested.

Committee Review and Evaluation – The Educational Committee will perform a review and evaluation of all information included in the application within 90 days of receipt. The review and evaluation is limited to information provided about the education institution's regional or national accreditation and to information about the program curricula. Once the application is deemed acceptable, the education institution will then receive confirmation of application acceptance. Education institutions will then be requested to submit the accreditation fee and schedule a site visit.

### Site Visit

A site visit will be conducted prior to the accreditation of an education institution. Site visits will be scheduled by the Board upon successful acceptance of the accreditation application and payment of the accreditation fee.

The visiting team will include members of the Education Committee and staff of the Board. The site visit will take approximately one business day and will include interviews with administrators, faculty, advisors, students and internship program representatives of the degree program and review of various documents to verify details included in the application regarding course content.

The Education Committee's review and evaluation of the site visit will result in one of the following options:

- 1) Accreditation – If the committee finds that the degree program includes all of the required content areas and required contact hours and the education institution does have an appropriate regional or national accreditation, accreditation will be provided.
- 2) Provisional – If the committee finds that the degree program has some minor deficiencies in the required content areas or required contact hours and that these deficiencies can be corrected within six months, provisional accreditation may be granted. The corrections must be made within six months.
- 3) Denial – If the committee finds that the degree program does not include a significant number of the required content areas and required contact hours or the education institution does not have an appropriate regional or national accreditation, accreditation will be denied.

Changes or Revisions in Courses – The applicant education institution must agree to provide the Board with any information about changes or revisions in courses identified as meeting required content areas and content hours.

Accreditation Period – Accreditation will be provided for a period of five years.

Application & Accreditation Fee – An application fee of \$300.00 must be submitted with the application for accreditation. This fee is a non-refundable fee which provides for the review of the application packet.

An accreditation fee of \$3,000.00 must be submitted prior to the scheduling of a site visit. This fee is a non-refundable fee which provides for the site visit and the first five years of accreditation.

Site Visit – A follow-up site visit may be requested during the five year accreditation period. The visiting team will include members of the Education Committee and staff of the Board. The purpose of the site visit will be to meet with administrators and faculty of the degree program and to review details included in the application regarding course content.

Renewal of accreditation – The education institution will be notified at least three months prior to the expiration of the current accreditation. A renewal application for accreditation will be provided. An accreditation fee of \$3,000 will be required at the time of renewal.

Appeal – If the education institution does not accept the decision of the Education Committee regarding its application, an appeal may be requested. The request for an appeal should be submitted in writing and addressed to the Executive Director of the Board within thirty days of receipt of the committee's decision. The request for appeal will be processed in accordance to Ohio Revised Code section 119.

## 8. ANNUAL REPORT TO THE EDUCATION INSTITUTION

The accredited education institution may request that the Board provide an annual report to the accredited education institution. The report will include the number of applicants for licensure that the Board has received from students from the education institution as well as a summary of results on the Board administered examinations for the students from the education institution. A processing fee of \$100 will be charged for each report requested.



## CHEMICAL DEPENDENCY PROFESSIONALS BOARD MASTERS DEGREE ACCREDITATION APPLICATION

Name of Institution: \_\_\_\_\_

Master/Doctoral Degree College: \_\_\_\_\_

Degree Program/Focus: \_\_\_\_\_

Faculty Person Responsible for Program: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email address \_\_\_\_\_

Web address \_\_\_\_\_

Regional/National Accreditation: \_\_\_\_\_

Specialty Accreditation: \_\_\_\_\_

Items to include with the application:

- Application fee - \$300.00 non-refundable, payable to: Treasurer, State of Ohio
- Completed Accreditation Agreement
- Completed grid of content areas and contact hours
  - 1. If applicable, completion of chemical dependency specific endorsement grid
- Course description and syllabus for each course
- Course Catalog

Are all students who graduate from your program required to meet the requirements outlined in the attached grid?

YES       NO

If these courses are not required, will your institution certify that specific students have met the requirements?

YES       NO

**Please return completed application, including required documentation and fee, to:**

**Ohio Chemical Dependency Professionals Board  
Vern Riffe Center ♦ 77 South High Street, 16th Floor  
Columbus, OH 43215**

**(614) 387-1110 phone**

**(614) 387-1109 fax**

**[www.ocdp.ohio.gov](http://www.ocdp.ohio.gov)**



## ACCREDITATION AGREEMENT

Upon approval of my Accreditation Application, I agree to abide by all of the following terms set forth by the Board. I understand that the Board reserves the right to request additional information and may deny the request for accreditation if it is not deemed appropriate or acceptable. I understand that, upon approval, my accreditation status date will be the first day of the month my application is approved by the Board and will run until the first day of the month at the end of my five year accreditation period. I further understand that I may renew my accreditation status when I reach the end of my five year accreditation period.

I agree to open applicable classes to the Board or a Board designated individual to allow them to monitor the class. I further agree to cooperate with the Board should an official monitoring be required.

I agree to submit curriculum changes to the Board as they occur and understand that the curriculum changes will be reviewed by the Board to ensure that our curriculum remains in line with accreditation standards.

I agree to provide to students who complete this accredited program a letter or certificate indicating that they have completed a Board accredited program. This letter will then be submitted with the student's application in place of education material.

I understand that my accreditation status may be revoked due to falsification of forms, failure to remain in compliance with the Board's accreditation criteria and policies, investigation and verification by the Board of written complaints or charges by consumers or others and refusal to comply with an investigation by the Board. If my accreditation is revoked, I agree to cease using my accreditation status and remove it from publicity materials distributed after the effective date of the revocation. I further understand that my application fee and accreditation fee are non-refundable fees.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date Commission Expires

FOR OFFICE USE ONLY		
Date Received:	Fee Paid:	Check/M.O. #:

**Chemical Dependency Professionals Board – Master’s Degree Training Grid – Page 11 of 17**

**Courses may cover more than one content area. One semester hour equals 15 clock hours. One quarter hour equals 10 clock hours**

<b>CONTENT AREA</b>	<b>COURSE #</b>	<b>TITLE OF COURSE</b>	<b>CLASS HRS COVERING THIS AREA</b>	<b>REQUIRED OR ELECTIVE</b>
Theories of Counseling & Psychotherapy  80 clock hours required	1.	1.	1.	1.
	2.	2.	2.	2.
	3.	3.	3.	3.
Counseling Procedures  40 clock hours required	1.	1.	1.	1.
	2.	2.	2.	2.
	3.	3.	3.	3.
Group Process & Techniques  40 clock hours required	1.	1.	1.	1.
	2.	2.	2.	2.
	3.	3.	3.	3.

**Chemical Dependency Professionals Board – Master’s Degree Training Grid – Page 12 of 17**

**Courses may cover more than one content area. One semester hour equals 15 clock hours. One quarter hour equals 10 clock hours**

<b>CONTENT AREA</b>	<b>COURSE #</b>	<b>TITLE OF COURSE</b>	<b>CLASS HRS COVERING THIS AREA</b>	<b>REQUIRED OR ELECTIVE</b>
Relationship Therapy  40 clock hours required	1.	1.	1.	1.
	2.	2.	2.	2.
	3.	3.	3.	3.
Research Methods/Statistics  40 clock hours required	1.	1.	1.	1.
	2.	2.	2.	2.
	3.	3.	3.	3.
Fundamentals of Assessment & Diagnosis, including Measurement & Appraisal  80 clock hours required	1.	1.	1.	1.
	2.	2.	2.	2.
	3.	3.	3.	3.

**Chemical Dependency Professionals Board – Master’s Degree Training Grid – Page 13 of 17**

**Courses may cover more than one content area. One semester hour equals 15 clock hours. One quarter hour equals 10 clock hours**

<b>CONTENT AREA</b>	<b>COURSE #</b>	<b>TITLE OF COURSE</b>	<b>CLASS HRS COVERING THIS AREA</b>	<b>REQUIRED OR ELECTIVE</b>
Psychopathology  40 clock hours required	1.	1.	1.	1.
	2.	2.	2.	2.
	3.	3.	3.	3.
Human Development  40 clock hours required	1.	1.	1.	1.
	2.	2.	2.	2.
	3.	3.	3.	3.
Cultural Competence in Counseling  40 clock hours required	1.	1.	1.	1.
	2.	2.	2.	2.
	3.	3.	3.	3.

**Chemical Dependency Professionals Board – Master’s Degree Training Grid – Page 14 of 17**

**Courses may cover more than one content area. One semester hour equals 15 clock hours. One quarter hour equals 10 clock hours**

<b>CONTENT AREA</b>	<b>COURSE #</b>	<b>TITLE OF COURSE</b>	<b>CLASS HRS COVERING THIS AREA</b>	<b>REQUIRED OR ELECTIVE</b>
Ethics  30 clock hours required	1.	1.	1.	1.
	2.	2.	2.	2.
	3.	3.	3.	3.
Supervised Professional Experience (Practicum, Internship, etc)  400 contact hours required	1.	1.	1.	1.
	2.	2.	2.	2.
	3.	3.	3.	3.



## Definitions of the 180 Hours of Chemical Dependency Specific Education

### **Theories of Addiction** - (24 hours)

- Models and theories used to describe addiction, contemporary and historical
- Effects of addiction on individuals including the biological, psychological (cognitive and affective), social and spiritual dimensions of life and functioning; the interaction of the social and cultural contexts with addictive processes
- Differentiation of addiction from other medical and psychological conditions

### **Counseling Procedures and Strategies with Addicted Populations** - (30 hours)

- Theories of counseling and psychotherapy employed in the treatment of psychoactive substance abuse and addiction
- Techniques utilized in the treatment of psychoactive substance abuse and dependence
- Models of treatment utilized in the treatment of psychoactive substance abuse and addiction, contemporary and historical
- Interaction of theories of personality with theories of counseling and psychotherapy; professional issues including counter-transference, boundary setting and characteristics and dynamics which decrease the effectiveness of therapists
- Relapse prevention
- Dual diagnosis

### **Group Process and Techniques Working with Addicted Populations** - (18 hours)

- Models of group therapy
- Dynamics of therapy groups
- Components of group process and analysis; dynamics of facilitation
- Effects of addictive processes on group therapy
- Effects of individual diversity of group process

### **Assessment and Diagnosis of Addiction** - (24 hours)

- Assessment procedures
- Diagnostic interviewing
- Use and interpretation of testing instruments for psychoactive substance abuse and dependence
- Criteria for determining diagnosis; criteria for determining appropriate modality and level of treatment
- Use of collateral data in the assessment process, including professional and nonprofessional material
- Dual diagnosis

### **Relationship Counseling with Addicted Populations** - (24 hours)

- Models and techniques of assessing relationship dysfunction
- Use and interpretation of instruments used in the assessment of relations
- Theories of counseling and psychotherapy employed in the treatment of dysfunctional relationships
- Techniques and strategies utilized in the treatment of dysfunctional relationships

- Effects of addictive processes on relationship systems
- Effects of addictive processes on human growth and development
- Differential assessment of dysfunction resulting from codependency and other medical and psychological conditions

**Pharmacology** - (18 hours)

- Pharmacology of both drugs of abuse and those used in detoxification and the treatment of addiction and mental and emotional disorders including the action of pharmaceuticals and the physiological response, the interaction of pharmaceuticals, tolerance, the appropriate use of psychotropics with addicted persons and the effects of drugs on sensation and perception, learning and memory, human growth and development, sexual functioning and behavior

**Prevention Strategies** - (12 hours)

- Models of prevention of psychoactive substance use, abuse and dependence, contemporary and historical
- Methods and components utilized in the interpretation of a needs assessment
- Function of evaluation instruments; social and cultural influences on the use of psychoactive substances
- Risk factors associated with the use, abuse and dependence on psychoactive substances
- Prevention and intervention strategies used with various groups identified by age, gender, ethnicity, sexual orientation, ability; employee assistance programming, student assistance programming
- Wellness

**Treatment Planning** - (18 hours)

- Models of treatment planning; adapting treatment strategies to individual needs and characteristics including persons with other medical and psychological conditions
- Criteria for admission, continuing care and discharge appropriate to diverse levels of treatment
- Methods of documenting the course of treatment
- Relapse prevention

**Legal and Ethical Issues Pertaining to Chemical Dependency** - (12 hours)

- Principles supporting and informing the ethical codes pertaining to addictions counselors
- Specific knowledge of appropriate ethical codes and laws associated with addictions counseling
- Obligations and procedures which encourage the ethical conduct of counselors

The minimum number of education hours required in each of these areas is specified in the parentheses. These total 174 hours. The remaining 96 hours may be distributed among these areas and other areas at the applicant's discretion.



## CHEMICAL DEPENDENCY SPECIFIC EDUCATION ENDORSEMENT APPLICATION

Please list the 180 hours of coursework that covers the required chemical dependency specific content areas. The minimum number of hours in each area is identified. One semester hour = 15 clock hours. One quarter hour = 10 clock hours.

Indicate the number of hours in each content area for which the course applies. The content areas are as follows:

- |   |   |
|---|---|
| 1 - Theories of addiction (24 hours)  | 6 - Pharmacology (18 hours)   |
| 2 - Counseling procedures & strategies with addicted populations (30 hours) | 7 - Prevention strategies (12 hours)                                    |
| 3 - Group process & techniques working with addicted populations (18 hours) | 8 - Treatment planning (18 hours)                                       |
| 4 - Assessment & diagnosis of addiction (24 hours)                          | 9 - Legal & ethical issues pertaining to chemical dependency (12 hours) |
| 5 - Relationship counseling with addicted populations (24 hours)            |   |

Title of Course & Course #	Total clock hours	1	2	3	4	5	6	7	8	9
<b>TOTAL HOURS THIS PAGE</b>										