



## CONVERSION APPLICATION INSTRUCTIONS AND CHECKLIST

Individuals who have completed the AODA written examination, the CPM oral examination and are now licensed with the Board as an LCDC II or LCDC III may convert their license to a higher level when applicable. Individuals must fulfill all eligibility requirements for the level to which they are applying.

### To Convert to the LCDC III:

- \_\_\_ Individual must currently hold the LCDC II credential
- \_\_\_ Individual must document completion of a bachelor's degree or higher in a behavioral science. Documentation shall be in the form of college transcripts or college diploma.
- \_\_\_ Individual must complete 40 hours of diagnostic training and document these hours on the Diagnostic Training Grid. Verification of coursework must be submitted with this form and may include certificates of completion, letters of verification and/or transcripts.
- \_\_\_ Individual must submit the conversion application, appropriate forms and the \$35 Non-refundable Conversion application fee. Check or money order should be made payable to Treasurer, State of Ohio.

### To Convert to the LICDC:

- \_\_\_ Individual must currently hold the LCDC II or LCDC III credential
- \_\_\_ Individual must document completion of a master's degree or higher in a behavioral science. Completion of the Master's Degree Grid is required along with submission of transcripts of master's or higher coursework.
- \_\_\_ Individual must document two years (4,000 hours) of clinical supervisory work experience in the AODA field, including two hundred hours of face-to-face clinical supervision. Completion of the Clinical Supervision: Supervisor Reference Form is required along with submission of a job description signed by the individual's supervisor.
- \_\_\_ Individual must complete 30 hours of clinical supervision education and document these hours on the Clinical Supervision Education Grid. Verification of coursework must be submitted with this form and may include certificates of completion, letters of verification and/or transcripts.
- \_\_\_ Individual must submit the conversion application, appropriate forms and the \$35 Non-refundable Conversion application fee. Check or money order should be made payable to Treasurer, State of Ohio.
- \_\_\_ Once conversion application is approved, individual must take and pass the Clinical Supervisor Written Examination. This examination is offered four times a year and requires a testing fee of \$80 to be submitted to the board office.

**All requirements must be met in order for an individual to be approved for conversion. All necessary forms for conversion can be accessed on the Board's website at [www.ocdp.ohio.gov](http://www.ocdp.ohio.gov) or by calling the board office at 614-387-1110. Upon submission and approval of the above items, the Board will convert an individual's license to the appropriate level and issue an approval letter. Additionally, the Board will issue a new credential that verifies that the individual is now authorized to practice at this new level.**

