



## GRANDPARENTING/CONVERSION APPLICATION

This application must be returned to the Chemical Dependency Professionals Board. It will not be considered complete unless notarized and accompanied by the appropriate fee and requested documentation. Applicant answers should be full and complete. Vague and/or incomplete applications will be returned, causing a delay in the application process. **Intentionally false and/or misleading statements may result in denial or revocation of certification/licensure.**

### Please Type or print legibly

**For which credential are you applying?** (Please check one.)

- CDCA
- CCDC I
- LCDC II
- LCDC III
- LICDC

**Applicant Name** (first, middle, last) \_\_\_\_\_

**SS#** \_\_\_\_\_ **Certification #** \_\_\_\_\_

**Preferred Mailing Address** (Please provide street number, street name, city, state and zip)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**County** \_\_\_\_\_

**Phone Numbers** \_\_\_\_/\_\_\_\_-\_\_\_\_ (home) \_\_\_\_/\_\_\_\_-\_\_\_\_ (work)

**Fax Number** \_\_\_\_/\_\_\_\_-\_\_\_\_ **E-Mail Address** \_\_\_\_\_

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

An individual seeking to be grandparented as a **Chemical Dependency Counselor Assistant (CDCA)** shall meet the following:

- Hold, on December 23, 2002, a certificate to practice as a Registered Candidate

An individual seeking to be grandparented as a **Certified Chemical Dependency Counselor I (CCDC I)** shall meet the following:

- Hold, on December 23, 2002, a certificate to practice as a Certified Chemical Dependency Counselor I (CCDC I)

An individual seeking to be grandparented as a **Licensed Chemical Dependency Counselor II (LCDC II)** shall meet all of the following:

- Hold, on December 23, 2002, a certificate to practice as a Certified Chemical Dependency Counselor II (CCDC II)

An individual seeking to be grandparented as a **Licensed Chemical Dependency Counselor III (LCDC III)** shall meet one of the following:

- Hold, on December 23, 2002, a certificate to practice as a Certified Chemical Dependency Counselor III or III-E (CCDC III or CCDC III-E)
- Have not less than forty clock hours of diagnostic training

OR

- Hold, on December 23, 2002, a certificate to practice as a Certified Chemical Dependency Counselor II (CCDC II)
- Have not less than forty clock hours of diagnostic training
- Hold a bachelor's degree in a behavioral science

An individual seeking to be grandparented as a **Licensed Independent Chemical Dependency Counselor (LICDC)** shall meet the following:

- Hold, on December 23, 2002, a certificate to practice as a Certified Chemical Dependency Counselor III or III-E (CCDC III or CCDC III-E)
- Hold a master's degree in a behavioral science

OR

- Hold, on December 23, 2002, a certificate to practice as a Certified Chemical Dependency Counselor III or III-E (CCDC III or CCDC III-E)
- Have held a CCDC I, II, III or III-E certificate for at least eight consecutive years
- Have not less than forty hours of diagnostic training

**I. VERIFICATION OF CREDENTIAL(S)**

**Please indicate the certification level you held on December 23, 2002:**

- RC
- CCDC I
- CCDC II
- CCDC III
- CCDC III-E
- No Credential Held

**Please indicate the certification level you currently hold:**

- RC
- CCDC I
- CCDC II
- CCDC III
- CCDC III-E
- Other, please specify \_\_\_\_\_

**II. FORMAL ACADEMIC EDUCATION**

Enter all requested information for each degree completed. Please list in order, starting with the most recently attended institution. **A transcript from each must be included with this application.**

**Institution:** \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Hours Earned: \_\_\_\_\_

Major / Core of Study: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_ Date Degree Awarded: \_\_\_\_\_

**Institution:** \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Hours Earned: \_\_\_\_\_

Major / Core of Study: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_ Date Degree Awarded: \_\_\_\_\_

**Institution:** \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Hours Earned: \_\_\_\_\_

Major / Core of Study: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_ Date Degree Awarded: \_\_\_\_\_





## GRANDPARENTING/CONVERSION APPLICATION CHECKLIST

To facilitate the review of your grandparenting application and to avoid unnecessary delays in processing, please utilize the following checklist when completing your application.

All of the items on this checklist must be present for your application to be considered complete for the review process to begin. Grandparenting requirements are mandated by state statute and rule. Incomplete and inappropriately completed applications will result in a delay in the processing of your application and possible delays in completion of the grandparenting process.

### Please check each item when completed:

- \_\_\_\_\_ \$25 filing fee made payable to **Treasurer, State of Ohio**. *(This fee is waived if the grandparenting application is submitted with the renewal application.)*
  
- \_\_\_\_\_ Verification of appropriate degree, a copy of a transcript(s) will be sufficient verification, an official transcript is not required. **(Only for individuals who are CCDC III or III-E's grandparenting to the LICDC, or CCDC II's grandparenting to an LCDC III. All other levels are not required to submit a transcript.)**
  
- \_\_\_\_\_ Completion of the Master's Degree Grid. **(Only for individuals who are CCDC III or III-E's who hold a master's degree and are grandparenting to the LICDC.)** The grid should reflect your Master's Degree transcript. At a minimum insert one (1) course per content area. Courses may cover more than one (1) content area.
  
- \_\_\_\_\_ Completion of the Diagnostic Training Grid verifying 40 hours of diagnostic education. **(Only for individuals who are CCDC III or III-E's grandparenting to the LICDC, without a Master's Degree or CCDC II's who hold a bachelor's degree and are grandparenting to an LCDC III. All other levels are not required to submit this information.)** List training dates, titles, number of hours and if applicable a training approval number. Acceptable forms of verification are copies of transcripts, certificates of completion or letters of participation.



## GRANDPARENTING/RENEWAL GUIDELINES

The following is a list of certification levels, eligible grandparenting levels and the documents necessary to grant an individual their new credential. This information will assist individuals in determining items necessary for submission at each particular certification level. Please review these requirements prior to submitting your grandparenting and renewal applications. Grandparenting eligibility is determined by the certification an individual held on 12/23/02 with consideration given to the certification level they currently hold.

### **RC grandparenting to a CDCA (RC's ONLY ELIGIBLE TO GRANDPARENT TO A CDCA)**

- Completion of renewal application documenting 40 hours of continuing education within the two year renewal period.
- Completion of grandparenting application only. GRANDPARENTING INSERTS DO NOT NEED TO BE SUBMITTED.
- Submission of \$150.00 renewal fee. (THE \$25 GRANDPARENTING FEE IS WAIVED IF SUBMITTED WITH THE RENEWAL).

### **CCDC I grandparenting to a CCDC I (CCDC I's ONLY ELIGIBLE TO GRANDPARENT TO A CCDC I)**

- Completion of renewal application documenting 40 hours of continuing education within the two year renewal period.
- Completion of grandparenting application only. GRANDPARENTING INSERTS DO NOT NEED TO BE SUBMITTED.
- Submission of \$150.00 renewal fee. (THE \$25 GRANDPARENTING FEE IS WAIVED IF SUBMITTED WITH THE RENEWAL).

### **CCDC II grandparenting to an LCDC II *WITHOUT* a BACHELOR'S DEGREE in a Behavioral Science.**

- Completion of renewal application documenting 40 hours of continuing education within the two year renewal period.
- Completion of grandparenting application only. GRANDPARENTING INSERTS DO NOT NEED TO BE SUBMITTED.
- Submission of \$150.00 renewal fee. (THE \$25 GRANDPARENTING FEE IS WAIVED IF SUBMITTED WITH THE RENEWAL).

### **CCDC II grandparenting to an LCDC III *WITH* a BACHELOR'S DEGREE in a Behavioral Science**

- Completion of renewal application documenting 40 hours of continuing education within the two year renewal period.
- Submission of \$150.00 renewal fee. (THE \$25 GRANDPARENTING FEE IS WAIVED IF SUBMITTED WITH THE RENEWAL).
- Completion of Grandparenting application documenting:
  - Transcript verifying completion of Bachelor's Degree (behavioral science).
  - Diagnostic Training Grid completed reflecting 40 hours of diagnostic education.
  - Copies of certificates of completion or transcripts verifying the 40 hours of diagnostic education.

**See reverse side for additional certification levels.**

## **GRANDPARENTING/RENEWAL GUIDELINES continued**

### **CCDC III OR CCDC III-E grandparenting to an LICDC *WITHOUT* a MASTER'S DEGREE**

- Completion of renewal application documenting 40 hours of continuing education within the two year renewal period.
- Submission of \$150.00 renewal fee. (THE \$25 GRANDPARENTING FEE IS WAIVED IF SUBMITTED WITH THE RENEWAL).
- Completion of Grandparenting application documenting:
  - Diagnostic Training Grid completed reflecting 40 hours of diagnostic education.
  - Copies of certificates of completion or transcripts verifying the 40 hours of diagnostic education.
  - Must be certified for 8 consecutive years at any level.

### **CCDC III OR CCDC III-E grandparenting to an LICDC *WITH* a MASTER'S DEGREE in a Behavioral Science**

- Completion of renewal application documenting 40 hours of continuing education within the two year renewal period.
- Submission of \$150.00 renewal fee. (THE \$25 GRANDPARENTING FEE IS WAIVED IF SUBMITTED WITH THE RENEWAL).
- Grandparenting application
  - Transcript verifying completion of Master's Degree or higher (behavioral science).
  - Master's Degree Training Grid completed reflecting Master's Degree or higher coursework.

If an individual is not prepared to grandparent at this time, the individual has the option to submit a request for an extension on their current certification. The request should be submitted in lieu of the renewal and grandparenting applications.

Please utilize additional checklists and informational handouts located in the grandparenting and renewal application packet when completing your applications or requesting an extension. Feel free to contact our office at 614-387-1110 or [credentialing@ocdp.state.oh.us](mailto:credentialing@ocdp.state.oh.us) with any questions you may have.





## CHEMICAL DEPENDENCY PROFESSIONALS BOARD DIAGNOSTIC TRAINING REQUIREMENT INSTRUCTIONS

### **PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THE ATTACHED GRID.**

A CCDC III or CCDC III-E who wishes to grandparent to the LICDC without holding a master's degree in a behavioral science must provide verification of completion of not less than 40 hours of diagnostic education. They must also have been certified as a CCDC at any level for not less than (8) eight consecutive years.

A CCDC II who wishes to grandparent to the LCDC III must hold a bachelor's degree in a behavioral science. They must also provide verification of completion of not less than 40 hours of diagnostic education.

A CCDC I or RC are not eligible to grandparent to the LCDC II, LCDC III or LICDC and therefore do not need to complete the diagnostic training requirement.

**Grandparenting requirements are mandated in state statute and state rule. As such, the board is not permitted to deviate from these guidelines.**

### **I. OVERVIEW**

The purpose of the requirement for education in diagnosis is to assure that LICDCs and LCDC IIIs are properly prepared for the diagnostic functions allowed under the statute establishing those credentials. There are two principle diagnostic functions: the diagnosis of substance use disorders and the recognition of signs, symptoms or indications of other mental or emotional disorders that should prompt referral for further evaluation to professionals qualified to diagnose such disorders. The guiding principle in evaluating educational credits will be the extent to which the educational activity in question contributes to competency in the areas described below.

### **II. REQUIREMENTS**

Individuals must obtain forty (40) hours of training on the version of the diagnostic and statistical manual of mental disorders that is current at the time of the training, including 12 clock hours in substance related disorders or chemical dependency conditions and 12 clock hours in the awareness of other mental and emotional disorders. The training must have been provided by an individual authorized to practice medicine and surgery or osteopathic medicine and surgery, a licensed psychologist, a licensed professional clinical counselor or a licensed independent social worker. A licensed independent chemical

dependency counselor who holds at least a master's degree in a behavioral science may provide the portion of the training on chemical dependency conditions.

**To summarize, of the 40 required diagnostic training hours:**

- **A minimum of 12 of the 40 educational hours must be specific to diagnosing chemical dependency conditions.**
- **A minimum of 12 of the 40 educational hours must be specific to diagnosing general mental health conditions.**
- **The remaining 16 of the 40 educational hours must be diagnostic specific in either chemical dependency or general mental health conditions.**

The forty (40) hours of training do not need to represent a single cause or set of related course offerings. Individual courses that meet only a portion of the requirement will be acceptable. If the 40 hours of diagnostic education also meet the criteria of the 2 year renewal application, those hours may also be used toward renewal hours.

### **III. CONTENT AREAS**

The following will be considered evidence that a course meets the requirements set forth. The Board or those designated by the Board to evaluate may determine the content of a course by examining brochures, outlines, course descriptions, etc. Course content may focus on any of the following areas applied to diagnosis in general or to the diagnosis of any specific condition:

#### **DSM**

This category may include training on the biological basis of the DSM, including the International Classification of Diseases (ICD), the multiaxial system, any specific axis, epidemiology, the history and evolution of the DSM, coding and reporting procedures, DSM classification, and decision tree process.

#### **Dual Diagnosis**

In the field of addictions, this refers to training that studies substance related disorders and co-occurring mental health disorders. In the field of mental health, it can refer to any co-occurring disorders including medical diagnosis as a function of substance related disorders, stress related disorders or medical disorders that exacerbate or influence substance related or mental health disorders.

#### **Assessment & Diagnosis**

This category may include training in differential diagnosis, problem identification and assessment, multi-dimensional assessment, multi-axial

diagnosis, holistic assessment, multicultural assessment and diagnosis, and gender specific diagnostic issues.

### **Diagnostic and Assessment Tools**

This category may include training in SASSI, Addiction Severity Index, Biopsychosocial, MAST, South Oaks Gambling Instrument, various affect and mood disorder scales, personality tests and subscales and statistical analysis of reliability and validity of various instrumentation.

### **Substance Related Disorders/Chemical Dependency Conditions**

This category may include training in substance-induced disorders, specific substance disorders, substance use disorders, including substance abuse disorders, chemical dependency disorders, “other” or unknown substance related disorders and substance misuse.

### **Awareness of Mental & Emotional Disorders**

This category may include training in diagnosis of a number of specific disorders including, but not limited to, depressive disorders, anxiety disorders, psychotic disorders, compulsive behavior disorders, personality disorders, mood disorders, sexual disorders and eating disorders.

## **IV. DOCUMENTATION**

Individuals must log the required diagnostic hours on the Diagnostic Training Grid. Training titles, dates and hours should be listed on the grid form. Individuals must verify completion of these courses. Acceptable forms of verification for these 40 hours include copies of transcripts, certificates of completion or letters of participation. **Additionally, it is the applicant’s responsibility to provide the name of the instructor(s) and the instructor(s) appropriate credential/license if this information is not listed on the transcript or certificate.** Instructor(s) must possess one of the following credentials in order to be authorized to instruct these diagnostic courses: LPCC, LISW, MD or Licensed Psychologist. An LICDC may provide the chemical dependency portion of the requirement only. Coursework that is submitted without documentation of appropriate instructor(s) and credentials will not be accepted.

**For questions regarding diagnostic training requirements, please call the OCDP Board office at (614) 387-1110, email our staff at [credenatiling@ocdp.state.oh.us](mailto:credenatiling@ocdp.state.oh.us) or visit our website at [www.ocdp.ohio.gov](http://www.ocdp.ohio.gov).**



## CHEMICAL DEPENDENCY PROFESSIONALS BOARD MASTER'S DEGREE GRID INSTRUCTIONS

CCDC III and CCDC III-E's who are using their master's degree to grandparent to the LICDC must complete the attached Master's Degree Grid. Submission of transcripts alone will not suffice for approval of the degree. **Individuals will need to document at least one master's level or higher course in each of the content areas specified.** Multiple courses in each content area are not required. Courses may cover more than one content area. **Undergraduate level courses and/or workshops may not be used toward this requirement.** Descriptions should explain how each course is relevant to the necessary content area. If the course title is self-explanatory and clearly addresses the content area, a description is not necessary.

For questions regarding the master's degree grid, please call the OCDP Board office at (614) 387-1110, email our staff at [credentialing@ocdp.state.oh.us](mailto:credentialing@ocdp.state.oh.us) or visit our website at [www.ocdp.ohio.gov](http://www.ocdp.ohio.gov).

**Chemical Dependency Professionals Board  
Master's Degree Training Grid for Grandparenting – Page 1 of 4**

**Please document, at a minimum, one (1) course per content area. Courses may cover more than one content area.**

<b>CONTENT AREA</b>	<b>COURSE #</b>	<b>TITLE OF COURSE</b>	<b>BRIEF DESCRIPTION</b>
Theories of Counseling & Psychotherapy			
Counseling Procedures			
Group Process & Techniques			

**Chemical Dependency Professionals Board  
Master's Degree Training Grid for Grandparenting – Page 2 of 4**

**Please document, at a minimum, one (1) course per content area. Courses may cover more than one content area.**

<b>CONTENT AREA</b>	<b>COURSE #</b>	<b>TITLE OF COURSE</b>	<b>BRIEF DESCRIPTION</b>
Relationship Therapy			
Research Methods/Statistics			
Fundamentals of Assessment & Diagnosis, including Measurement & Appraisal			

**Chemical Dependency Professionals Board  
Master's Degree Training Grid for Grandparenting – Page 3 of 4**

**Please document, at a minimum, one (1) course per content area. Courses may cover more than one content area.**

<b>CONTENT AREA</b>	<b>COURSE #</b>	<b>TITLE OF COURSE</b>	<b>BRIEF DESCRIPTION</b>
Psychopathology			
Human Development			
Cultural Competence in Counseling			

**Chemical Dependency Professionals Board  
Master's Degree Training Grid for Grandparenting – Page 4 of 4**

**Please document, at a minimum, one (1) course per content area. Courses may cover more than one content area.**

<b>CONTENT AREA</b>	<b>COURSE #</b>	<b>TITLE OF COURSE</b>	<b>BRIEF DESCRIPTION</b>
Ethics			



# Masters Degree Content Areas

## **Theories of Counseling and Psychotherapy**

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

## **Counseling Procedures**

This category may include 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**

This category may include 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**

This category may include courses which review the dynamics of intimate relationships which are typically found in 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**

This category may include courses which review the basic components of 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**

This category may include 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**

This category may include 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 disorder.

### **Human Development**

This category may include 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**

This category may include courses which offer opportunities for students to acquire knowledge, engage and explore their affective responses and develop basic awareness and skills necessary to appreciate the cultural diversity encountered in counseling and psychotherapy. Such courses may survey the major theoretical perspectives regarding cultural diversity in counseling, engage students in various experiential exercises to heighten cultural awareness and sensitivity, introduce students to the skills and techniques used in addressing culture therapeutically and providing students with the tools necessary to evaluate their appropriateness for engaging in cross-cultural therapy.

### **Ethics**

This category may include courses which review the ethical foundations and parameters of professional standards and practice.

### **Supervised Professional Experience** (internship, practicum, field experience)

Applicants will engage in a supervised professional experience which requires delivery of clinical services by the applicant under the supervision of an appropriately licensed or credentialed person. Such an experience may be completed as part of practicum/internship/field placement course work or off-campus field experiences. This may be counted towards the work experience requirement provided that it meets certification requirements.