



## LICENSED INDEPENDENT CHEMICAL DEPENDENCY COUNSELOR FORMAL APPLICATION

This application must be returned to the Chemical Dependency Professionals Board. It will not be considered complete until all related documents, transcripts, reference forms and fees have been received by the Board. Applicant and supervisor 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.**

**Please type or print legibly.**

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

**Maiden Name** (if applicable) \_\_\_\_\_ **SSN** \_\_\_\_\_

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

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

**County** \_\_\_\_\_ **Is this a change of address?** \_\_\_\_ Yes \_\_\_\_ No

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

**Fax Number** \_\_\_\_/\_\_\_\_-\_\_\_\_ **Email Address** \_\_\_\_\_

### I. PERSONAL HISTORY INFORMATION

If you have ever been licensed/certified to practice in the profession for which you are now making application, or held any other professional license/certification, complete the table below. You must identify the current status of your credential(s) – ie. Active, Lapsed, Revoked, Suspended, etc. Failure to disclose all licenses/certifications held may result in denial of your application or other appropriate action.

| State | License/Certification Type | License/Certificate Number | Date of Issuance | License Status |
|-------|----------------------------|----------------------------|------------------|----------------|
|       |                            |                            |                  |                |
|       |                            |                            |                  |                |
|       |                            |                            |                  |                |
|       |                            |                            |                  |                |

**Have you ever been convicted of a felony?** \_\_\_\_ Yes \_\_\_\_ No

## II. CHEMICAL DEPENDENCY COUNSELING WORK EXPERIENCE

Supervisor references are required as part of this application. The supervisor reference form must provide at least three years (6,000 hours) of knowledge of the applicant's chemical dependency counseling work experience of which two years (4,000 hours) must be in clinical supervisory experience. One year of full time work experience equals 2,000 hours. Additionally, a verification of tasks form must be completed documenting a minimum of 330 practical experience hours in the 12 core functions. If there was more than one supervisor during these times, forms should be duplicated so that each may have an appropriate form to complete. Completed reference forms and verification of tasks forms must be returned with this application.

Please record your chemical dependency counseling work experience below. To meet the Chemical Dependency Professionals Board work experience requirements, a minimum 20 percent of employment must have been spent in the counseling portion of the 12 core functions as it relates to the alcohol and/or other drug-addicted client. Final determination of the acceptability of work experience shall be at the discretion of the Board. Duplicate this page as needed to account for the required minimum amount of work experience. Your supervisor-signed job description(s) covering this time must be included with this application. Please list most recent experience first.

|  |
|--|
| Employer: _____  |
| Name and Title of Supervisor: _____                        |
| Length of Employment (month and year): From _____ To _____ |
| Job Title: _____ Number of hrs worked per week: _____      |
| Employer: _____  |
| Name and Title of Supervisor: _____                        |
| Length of Employment (month and year): From _____ To _____ |
| Job Title: _____ Number of hrs worked per week: _____      |
| Employer: _____  |
| Name and Title of Supervisor: _____                        |
| Length of Employment (month and year): From _____ To _____ |
| Job Title: _____ Number of hrs worked per week: _____      |

### III. FORMAL ACADEMIC EDUCATION

Applicants must hold at least a master's degree in a behavioral science. Enter all requested information for each institution you list. A transcript from each must be included with this application. Please list in order, starting with the most recently attended institution.

|   |
|---|
| <p>Institution: _____</p> <p>Dates Attended: From _____ To _____ Total Hours Earned: _____</p> <p>Major or Core of Study: _____</p> <p>Degree Awarded: _____ Date Degree Awarded: _____</p> |
| <p>Institution: _____</p> <p>Dates Attended: From _____ To _____ Total Hours Earned: _____</p> <p>Major or Core of Study: _____</p> <p>Degree Awarded: _____ Date Degree Awarded: _____</p> |
| <p>Institution: _____</p> <p>Dates Attended: From _____ To _____ Total Hours Earned: _____</p> <p>Major or Core of Study: _____</p> <p>Degree Awarded: _____ Date Degree Awarded: _____</p> |
| <p>Institution: _____</p> <p>Dates Attended: From _____ To _____ Total Hours Earned: _____</p> <p>Major or Core of Study: _____</p> <p>Degree Awarded: _____ Date Degree Awarded: _____</p> |





## LICENSED INDEPENDENT CHEMICAL DEPENDENCY COUNSELOR FORMAL APPLICATION CHECKLIST

To facilitate the review of your LICDC formal application and to avoid unnecessary delays in processing, please use the following checklist when completing the application. All items on this checklist must be included for your formal application to be complete and acceptable to the Board. Incomplete or inappropriately completed applications will be returned and will result in a delay of processing.

### Check each item when completed:

- \_\_\_\_\_ Application is complete, signed and notarized
- \_\_\_\_\_ \$50.00 application fee enclosed. All fees must be made payable to Treasurer, State of Ohio.
- \_\_\_\_\_ Felony question has been answered. If you have been previously convicted of a felony, you will need to complete a felony questionnaire and submit it with your formal application.
- \_\_\_\_\_ Supervisor Reference Form enclosed.
- \_\_\_\_\_ A job description, signed by your supervisor, has been enclosed with this application.
- \_\_\_\_\_ Verification of Tasks Form completed documenting 330 practical experience hours in the 12 core functions.
- \_\_\_\_\_ Clinical Supervision Reference Form enclosed.
- \_\_\_\_\_ Completion of Education Grid and verification of education hours in the form of transcripts, certificates and/or letters of completion have been submitted with this application.
- \_\_\_\_\_ Verification of completion of a Master's degree in a behavioral science and completion of the Master's Degree Grid.

All forms are available at [www.ocdp.ohio.gov](http://www.ocdp.ohio.gov) or by calling (614) 387-1110.







**CHEMICAL DEPENDENCY PROFESSIONALS BOARD  
VERIFICATION OF REQUIRED TASKS**

Applicant Name: \_\_\_\_\_

File # \_\_\_\_\_

This form is provided to document the 330 hours of practical experience completed during an applicant's chemical dependency counseling work experience. This requirement is based on the International Certification and Reciprocity Consortium (ICRC) International Standards.

This is actual experience in each core function. If an applicant cannot obtain any of the required practical experience at his/her employment, arrangements may need to be made in order to accomplish this requirement (i.e., the applicant does not perform screening, therefore must make arrangements to perform this function for a minimum of 10 hours).

The applicant must complete the minimum hours (indicated below) in each core function. These total 220 hours. The remaining 110 hours may be spent in any areas as determined necessary by the supervisor and applicant.

This form must be completed and returned with the Formal Application.

| <b>CORE FUNCTION</b>               | <b>MINIMUM HOURS<br/>REQUIRED</b> | <b>HOURS COMPLETED</b> |
|------------------------------------|-----------------------------------|------------------------|
| <b>Screening</b>                   | 10 hours                          |                        |
| <b>Intake</b>                      | 10 hours                          |                        |
| <b>Orientation</b>                 | 10 hours                          |                        |
| <b>Assessment</b>                  | 10 hours                          |                        |
| <b>Treatment Planning</b>          | 25 hours                          |                        |
| <b>Counseling: Individual</b>      | 30 hours                          |                        |
| <b>Group</b>                       | 30 hours                          |                        |
| <b>Family</b>                      | 20 hours                          |                        |
| <b>Case Management</b>             | 15 hours                          |                        |
| <b>Crisis Intervention</b>         | 10 hours                          |                        |
| <b>Client Education</b>            | 10 hours                          |                        |
| <b>Referral</b>                    | 10 hours                          |                        |
| <b>Consultation</b>                | 10 hours                          |                        |
| <b>Reports &amp; Recordkeeping</b> | 20 hours                          |                        |

**TOTAL HOURS COMPLETED \_\_\_\_\_ (must be at least 330 hours)**

The supervisor signature verifies that the above named individual has completed the required 330 hours of practical experience.

Supervisor Name (Please print): \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_



## CHEMICAL DEPENDENCY SPECIFIC EDUCATION GRID

Please list, in chronological order, the 270 hours of education/training received in the required chemical dependency specific content areas. The minimum number of hours in each area is identified. These total 174 hours. The remaining 96 hours may be distributed among the areas at the applicant's discretion. Fifty percent (50%) of this training must have been completed within the five (5) year period immediately prior to filing the formal application. Arrange the attached attendance verification in the same order as listed unless the verification is a college transcript.

All education hours must be verified and included with the application. Acceptable forms of verification include: copy of transcripts, copies of certificates of attendance, form letters or lists of workshops signed by agency official or supervisor.

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

- |   |   |
|---|---|
| 1 - Theories of addiction (24 hours)  | 6 - Pharmacology (18 hours)   |
| 2 - Counseling procedures & strategies with addicted populations (24 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)            |   |

| Date of training             | Title of training | Total clock hours | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|------------------------------|-------------------|-------------------|---|---|---|---|---|---|---|---|---|
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| <b>TOTAL HOURS THIS PAGE</b> |                   |                   |   |   |   |   |   |   |   |   |   |

**One semester hour = 15 clock hours**                      **One quarter hour = 10 clock hours**  
  
**DUPLICATE THIS PAGE AS NEEDED AND INCLUDE WITH THE FORMAL APPLICATION**



## Definitions of the 270 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** - (24 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 Professionals Board – Master’s Degree Training Grid – Page 1 of 4**

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>BRIEF DESCRIPTION</b> | <b>CLASS HRS COVERING THIS AREA</b> |
|---|-----------------|------------------------|--------------------------|-------------------------------------|
| Theories of Counseling & Psychotherapy<br><br>80 clock hours required | 1.              | 1.                     | 1.                       | 1.                                  |
|   | 2.              | 2.                     | 2.                       | 2.                                  |
|   | 3.              | 3.                     | 3.                       | 3.                                  |
| Counseling Procedures<br><br>40 clock hours required                  | 1.              | 1.                     | 1.                       | 1.                                  |
|   | 2.              | 2.                     | 2.                       | 2.                                  |
|   | 3.              | 3.                     | 3.                       | 3.                                  |
| Group Process & Techniques<br><br>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 2 of 4**

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>BRIEF DESCRIPTION</b> | <b>CLASS HRS COVERING THIS AREA</b> |
|--|-----------------|------------------------|--------------------------|-------------------------------------|
| Relationship Therapy<br><br>40 clock hours required  | 1.              | 1.                     | 1.                       | 1.                                  |
|  | 2.              | 2.                     | 2.                       | 2.                                  |
|  | 3.              | 3.                     | 3.                       | 3.                                  |
| Research Methods/Statistics<br><br>40 clock hours required   | 1.              | 1.                     | 1.                       | 1.                                  |
|  | 2.              | 2.                     | 2.                       | 2.                                  |
|  | 3.              | 3.                     | 3.                       | 3.                                  |
| Fundamentals of Assessment & Diagnosis, including Measurement & Appraisal<br><br>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 3 of 4**

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>BRIEF DESCRIPTION</b> | <b>CLASS HRS COVERING THIS AREA</b> |
|--|------------------------|------------------------|--------------------------|-------------------------------------|
| Psychopathology<br><br>40 clock hours required                   | 1.<br><br>2.<br><br>3. | 1.<br><br>2.<br><br>3. | 1.<br><br>2.<br><br>3.   | 1.<br><br>2.<br><br>3.              |
| Human Development<br><br>40 clock hours required                 | 1.<br><br>2.<br><br>3. | 1.<br><br>2.<br><br>3. | 1.<br><br>2.<br><br>3.   | 1.<br><br>2.<br><br>3.              |
| Cultural Competence in Counseling<br><br>40 clock hours required | 1.<br><br>2.<br><br>3. | 1.<br><br>2.<br><br>3. | 1.<br><br>2.<br><br>3.   | 1.<br><br>2.<br><br>3.              |

**Chemical Dependency Professionals Board – Master’s Degree Training Grid – Page 4 of 4**

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>BRIEF DESCRIPTION</b> | <b>CLASS HRS COVERING THIS AREA</b> |
|---|-----------------|------------------------|--------------------------|-------------------------------------|
| Ethics<br><br>30 clock hours required   | 1.              | 1.                     | 1.                       | 1.                                  |
|   | 2.              | 2.                     | 2.                       | 2.                                  |
|   | 3.              | 3.                     | 3.                       | 3.                                  |
| Supervised Professional Experience (Practicum, Internship, etc)<br><br>400 contact hours required | 1.              | 1.                     | 1.                       | 1.                                  |
|   | 2.              | 2.                     | 2.                       | 2.                                  |
|   | 3.              | 3.                     | 3.                       | 3.                                  |



# 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.







## CLINICAL SUPERVISION EDUCATION GRID

Please list in chronological order the 30 hours of education received in the required clinical supervision specific content areas. The minimum number of hours in each area is identified. These total 24 hours. The remaining 6 hours may be distributed among the areas at the applicant's discretion. Arrange the attached attendance verification in the same order as listed unless the verification is a college transcript.

All education hours must be verified and included with the application. Acceptable forms of verification include: copy of transcripts, copies of certificates of attendance, form letters of lists of workshops signed by agency official or supervisor.

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

- |                                   |   |
|-----------------------------------|---|
| 1-Assessment/Evaluation (6 hours) | 3-Management/Administration (6 hours)     |
| 2-Counselor Development (6 hours) | 4-Professional Responsibilities (6 hours) |

| Date of training             | Title of training | Total clock hours | 1 | 2 | 3 | 4 |
|------------------------------|-------------------|-------------------|---|---|---|---|
|                              |                   |                   |   |   |   |   |
|                              |                   |                   |   |   |   |   |
|                              |                   |                   |   |   |   |   |
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| <b>TOTAL HOURS THIS PAGE</b> |                   |                   |   |   |   |   |

One semester hour = 15 clock hours

One quarter hour = 10 clock hours

**DUPLICATE THIS PAGE AS NEEDED AND INCLUDE WITH THE FORMAL APPLICATION**



## Definitions of Clinical Supervision Education

The following represent content areas appropriate for clinical supervision education.

### Assessment & Evaluation

- Includes leadership styles, interview techniques, stress management, observation techniques, functional communication skills, public speaking techniques, basic teaching techniques, comprehensive assessment, career development interventions and strategies, and ways to coordinate supervision with appropriate and reasonable work assignment

### Counselor Development

- Includes clinical supervision models; teaching and training methods and strategies; assessment theories, practices and tools; feedback purpose and process; motivational techniques to promote career development; communication processes or techniques; problem solving and conflict resolution models; theories of stress management; appropriate professional boundaries regarding clients or fellow staff; adult learning models; special populations; ethics and ethical problem solving; agency policy regarding appropriate counselor-client and supervisor-supervisee relationships.

### Management & Administration

- Includes monitoring techniques; management practices; orientation procedures and practice; motivational skills; consultation strategies; staff development; program assessment and development methods; deference between consultation and supervision; agency's hiring and termination policies; performance appraisals.

### Professional Responsibility

- Includes public relation techniques; professional organizations, their goals and objectives; government agencies; agency, state and professional codes; route of reporting ethical violations; credentialing requirements; impact of nutrition and exercise on physical and mental well-being; stages of human development; various cultures, values and lifestyles; confidentiality laws; grievance process.