



Chemical Dependency Professionals Board
37 W. Broad Street, Suite 785 ♦ Columbus, Ohio 43215-4132

Dear Applicant:

Thank you for your recent application for credentialing from the Ohio Chemical Dependency Professionals Board. In your application you indicated that you have been charged or convicted of a felony offense. Please complete the enclosed Felony Charge/Conviction Questionnaire and return it as soon as possible. Additional items that should be included with this questionnaire are:

- 1) Verification of completion of probation and/or parole.
- 2) Verification of completion of prison sentence.
- 3) Character references which document positive changes in your life.

The review of your application will be completed when we receive the completed questionnaire. The Board reserves the right to refuse to approve an applicant based on a history of felony charge or conviction. However, the Board also recognizes that people and circumstances do change. Consequently, a history of a felony charge or conviction does not rule out the possibility that an application will be approved. The authority to make this decision rests solely with the Board.

If you have any questions, please feel free to contact the OCDP Board office at 614-387-1110.

Sincerely,

Amanda J. Ferguson
Deputy Director

Ohio Chemical Dependency Professionals Board

37 West Broad Street, Suite 785

Columbus, OH 43215

614-387-1110 phone

614-387-1109 fax

www.ocdp.ohio.gov

credentialing@ocdp.state.oh.us

FELONY CHARGE/CONVICTION QUESTIONNAIRE

Please complete this form if you have been charged or convicted of a felony.

NAME: _____ Applying for: _____

Felony Charge(s) and date(s): _____

Felony Conviction(s) and date(s): _____

Sentence(s) received for conviction(s), including any probation or parole: _____

Dates sentence(s) served and date(s) completed: _____

Are you presently on probation or parole? _____ If so, expected completion date: _____

Provide any details related to your felony charge(s)/conviction(s), including any connection to chemical dependency: _____
