



**Chemical Dependency Professionals Board**  
**77 S. High Street, 16<sup>th</sup> Floor ♦ Columbus, Ohio 43215-4132**

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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



