

TO: CCDC I Professionals  
FROM: Robert C. Field, Executive Director  
DATE: August 2008  
SUBJECT: CCDC I Elimination Final Notice

The CCDC I elimination date is quickly approaching and we wanted to send one final notice regarding the steps needed to either advance to licensure or convert to the CDCA.

### **Advancing to Licensure**

CCDC I professionals who wish to advance to licensure will need to submit a formal application for LCDC II, LCDC III or LICDC and take the new AODA written examination.

There is one remaining examination date for individuals to schedule into prior to the CCDC I elimination. This exam will be offered on December 12, 2008. **Applications for this exam are due no later than September 12, 2008.** Formal applications can be obtained on our website at [www.ocdp.ohio.gov](http://www.ocdp.ohio.gov).

### **Converting to the CDCA**

The OCDP Board will allow individuals who hold the CCDC I certification to convert their CCDC I to the CDCA certification if they are not able to obtain the LCDC II, LCDC III or LICDC licensure by the 12/23/08 elimination deadline.

These individuals will want to complete the CDCA Conversion Form and send it to the Board office via fax or mail by **November 23, 2008**. On 11/23/08, the Board will begin to convert all CCDC I's who submit the CCDC I Conversion Form to the CDCA. This conversion will NOT grant individuals an additional two years from 12/23/08 as a CDCA but will allow them to use the remainder of their current two year renewal period. For example: Current CCDC I renewal period is 11/21/07-12/23/08. When converted to CDCA, renewal period will be 12/24/08-11/21/09.

For individuals who are due to renew their CCDC I prior to 12/2/308, be sure you complete the Conversion Form AND a renewal application. Upon receipt the Board will renew your CCDC I through 12/2/308 and will then convert you to the CDCA when the elimination arrives.

Please feel free to contact the Board office at 614-387-1110 or via email at [credentialing@ocdp.state.oh.us](mailto:credentialing@ocdp.state.oh.us) with any questions or concerns you may have regarding this process.