

4758-3-01

**Fees.**

(A) License fees shall be established by the board in amounts not to exceed the maximum allowable under Chapter 4758. of the Revised Code. Fees are subject to change by action of the board, the controlling board, and/or the general assembly.

(1) Fees shall be paid by check, credit card, cash or money order. Checks and money orders shall be made payable to the treasurer, state of Ohio.

(2) Fees shall be submitted to the board office at the time of the initial application.

(3) Fees are non-refundable.

(4) The fees are as follows:

## Application Fees

<del>Formal Application for CDCA, LCDC II, LCDC III, LICDC, LICDC-CS, OCPSA, OCPS I or OCPS II</del>	\$50.00
Conversion Application	\$35.00
Temporary Credential of Active Duty Service Member Spouses Application	\$25.00
Reciprocal Certificate Application	\$50.00
Registered Applicant	\$10.00
Renewal Application	\$150.00
Renewal Application submitted after the license or certificate lapse date	\$175.00
Senior Citizen Renewal Application	\$55.00
Senior Citizen Renewal Application submitted after the license or certificate lapse date	\$80.00
Renewal Application if both Prevention and Counselor Credentialed	\$100.00 per credential
Renewal Application, if both Prevention and Counselor Credentialed, submitted after the license and/or certificate lapse date	\$125.00 per credential

Renewal Application for Temporary Credential of Active Duty Service Member Spouses	\$50.00
<del>RCHCEU</del> Program Sponsor Application	\$5.00 per contact hour up to a maximum of \$60.00
<del>RCHCEU</del> Provider Status Application	\$400.00 per one year or \$700.00 per two years
Master's Accreditation Application	\$300.00
Master's Accreditation	\$3,000.00
Master's Accreditation Renewal	\$3,000.00

## Examination Fees

<del>IC&amp;RC Alcohol &amp; Drug Counselor (ADC) Written Examination</del>	\$100.00
IC&RC Alcohol & Drug Counselor (ADC) Computer Based Test (CBT)	\$150.00
<del>IC&amp;RC Clinical Supervisor (CS) Written Examination</del>	\$100.00
IC&RC Clinical Supervisor (CS) Computer Based Test (CBT)	\$150.00
<del>IC&amp;RC Prevention Specialist (PS) Written Examination</del>	\$100.00
IC&RC Prevention Specialist (PS) Computer Based Test (CBT)	\$150.00
Substance Abuse Professional (SAP) Examination	\$120.00
Examination Rescheduling Fee	\$25.00

## Other Fees

Inactive Status Holding Fee	\$15.00
Replacement/Duplicate Certificate/License	\$10.00

- (5) A twenty dollar late fee shall be charged for any program sponsor application not received by the board at least thirty days before the event.
- (6) There shall be a twenty dollar return check fee for all checks not accepted for deposit.

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Five Year Review (FYR) Dates: 09/28/2016

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Certification

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Date

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5/6/13, 7/7/14, 3/22/15

4758-5-01

**Requirements for certification of chemical dependency counselor assistants (CDCA).**

To be certified as a chemical dependency counselor assistant (CDCA), an individual shall complete the following:

(A) Forty hours of approved chemical dependency specific education of which fifty per cent shall have been obtained in the last two years. The required content areas with the specified contact hours are as follows:

- (1) Addiction knowledge (five hours)
- (2) ~~Treatment knowledge~~ Counseling procedures and strategies with addicted populations (~~nine~~ fourteen hours)
- (3) ~~Professionalism~~ Group process and techniques working with addicted populations (~~six~~ five hours)
- (4) ~~Evaluation~~ Assessment and diagnosis of addiction (three hours)
- (5) ~~Service coordination~~ Treatment Planning (~~four~~ seven hours)
- (6) ~~Documentation~~ Legal and ethical issues pertaining to chemical dependency (~~three~~ six hours)
- (7) ~~Individual counseling~~ (five hours)
- (8) ~~Group counseling~~ (five hours)

(B) Submit a signed statement agreeing to practice by the code of ethical standards adopted by the board.

(C) An initial CDCA certification will be granted for thirteen months.

(D) Each individual who holds an initial CDCA certification shall complete, during the first twelve months that the initial certificate is in effect, at least thirty additional hours of approved training in chemical dependency specific education ~~counseling~~ that meets the following requirements:

- (1) Addiction knowledge (five hours)
- (2) ~~Treatment knowledge~~ Counseling procedures and strategies with addicted populations (~~three~~ eight hours)

- (3) ~~Professionalism~~ Group process and techniques working with addicted populations (~~three~~five hours)
  - (4) ~~Evaluation~~ Assessment and diagnosis of addiction (three hours)
  - (5) ~~Service coordination~~ Treatment Planning (~~three~~ six hours)
  - (6) ~~Documentation~~ Legal and ethical issues pertaining to chemical dependency (three hours)
  - (7) ~~Individual counseling~~ (~~five~~ hours)
  - (8) ~~Group counseling~~ (~~five~~ hours)
- (E) Each individual meeting the requirements in paragraph (D) of rule 4758-5-01 of the Administrative Code shall be issued a two year, renewable CDCA certification.
- (F) Failure to complete the requirements in paragraph (D) of rule 4758-5-01 of the Administrative Code shall result in a lapse of the individuals initial CDCA certification. In order to be issued a two year, renewable CDCA certification an individual whose initial CDCA has lapsed shall meet the requirements in paragraph (D) of rule 4758-5-01 of the Administrative Code not later than one year after the initial CDCA certification lapses. Individuals whose initial CDCA certification is lapsed beyond one year shall be required to reapply and meet all requirements for certification as a CDCA.

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Certification

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4758-5-03

**Requirements for licensure of chemical dependency counselors II (LCDC II).**

(A) To be licensed as a chemical dependency counselor II (LCDC II) the applicant shall ~~complete~~ submit a formal application which shall include the following:

~~(1) Submission of formal application.~~

~~(2)~~(1) Original transcripts verifying ~~An~~ an associate's degree in a behavioral science, nursing or a non-related bachelor's degree from an accredited school or university.

~~(3)~~(2) Two thousand hours of documented chemical dependency counseling related compensated work or supervised internship experience of which a minimum of twenty per cent must be in chemical dependency counseling. Experience shall be documented on the form prescribed by the board. Experience forms shall further be accompanied by a job description signed by the supervisor.

~~Individuals may apply volunteer work experience hours toward the work experience requirement until one year beyond the effective date of this rule.~~

~~(4) Completed supervisor reference form(s).~~

~~(5)~~(3) One hundred eighty hours of approved chemical dependency specific education of which fifty per cent shall have been obtained in the last five years. The required number of hours in the specific content areas with the specific contact hours are as follows:

(a) Theories of addiction (~~clinical evaluation, counseling, client, family and community education~~IC&RC domains I and III) (twenty-four hours)

(b) Counseling procedures and strategies with addicted populations (~~clinical evaluation, counseling, treatment planning, referral, service coordination, documentation, client, family and community education, professional responsibility~~IC&RC domain III) (thirty hours)

(c) Group process and techniques working with addicted populations (~~counseling, client, family and community education, documentation, professional responsibility~~IC&RC domain III) (eighteen hours)

(d) Assessment and diagnosis of addiction (~~clinical evaluation, treatment planning, referral, service coordination, counseling, documentation~~IC&RC domain I) (twenty-four hours)

- (e) Relationship counseling with addicted populations (~~counseling, client, family and community education, documentation, professional responsibility~~IC&RC domain III) (twenty-four hours)
- (f) Pharmacology (~~clinical evaluation, client, family and community education~~IC&RC domains I and III) (eighteen hours)
- (g) Prevention strategies (~~counseling, service coordination, client, family and community education~~IC&RC domains II and III) (twelve hours)
- (h) Treatment planning (~~counseling, treatment planning, service coordination, documentation~~IC&RC domain II) (eighteen hours)
- (i) Legal and ethical issues pertaining to chemical dependency (~~clinical evaluation, counseling, service coordination, client, family and community education, documentation, professional responsibility~~IC&RC domain IV) (twelve hours)

~~(6)~~(4) Completion of practical experience totaling two hundred twenty hours.

- (a) The number of hours to be spent in practical experience in the twelve core function areas shall, at a minimum include:

Practical Experience Hours

Screening	Ten Hours
Intake	Ten Hours
Orientation	Ten Hours
Assessment	Ten Hours
Treatment Planning	Twenty-five Hours
Individual Counseling	Thirty Hours
Group Counseling	Thirty Hours
Family Counseling	Twenty Hours
Case Management	Fifteen Hours
Crisis Intervention	Ten Hours

Client Education	Ten Hours
Referral	Ten Hours
Reports and Record Keeping	Twenty Hours
Consultation with Other Professionals	Ten Hours

(b) The supervisor shall provide verification on a form prescribed by the board that the applicant has obtained the required two hundred twenty practical experience hours in the twelve core functions. ~~A verification of tasks form shall be completed and signed by the supervisor.~~

(5) Payment of the application fee.

~~(7)~~

~~(8)~~

~~(9) Successful completion of the IC&RC alcohol and drug counselor (ADC) examination.~~

~~(10)~~(6) Submit a signedProvide an attestation statement agreeing to practice by the code of ethical standards adopted by the board.

(B) Upon review and approval of the application by the board, the applicant shall obtain a passing score on the IC&RC alcohol and drug counselor (ADC) examination

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Certification

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4758-5-04

**Requirements for licensure of chemical dependency counselors III (LCDC III).**

(A) To be licensed as a chemical dependency counselor III (LCDC III) the applicant shall ~~complete~~ submit a formal application which shall include the following:

~~(1) Submission of formal application.~~

~~(2)(1) Original transcripts verifying~~ A ~~a~~ bachelor's degree in a behavioral science or nursing from an accredited school or university.

~~(3)(2) Two thousand hours of documented paid chemical dependency counseling related compensated work or supervised internship experience of which a minimum of twenty per cent must be in chemical dependency counseling. Experience shall be documented on the form prescribed by the board. Experience forms shall further be accompanied by a job description signed by the supervisor.~~

~~(4) Completed supervisor reference form(s).~~

~~(5)(3) One hundred eighty hours of approved~~ chemical dependency specific education of which fifty per cent shall have been obtained in the last five years. The required number of hours in the specific content areas ~~with the specific contact hours~~ are as follows:

(a) Theories of addiction (~~clinical evaluation, counseling, client, family and community education~~IC&RC domains I and III) (twenty-four hours)

(b) Counseling procedures and strategies with addicted populations (~~clinical evaluation, counseling, treatment planning, referral, service coordination, documentation, client, family and community education, professional responsibility~~IC&RC domain III) (thirty hours)

(c) Group process and techniques working with addicted populations (~~counseling, client, family and community education, documentation, professional responsibility~~IC&RC domain III) (eighteen hours)

(d) Assessment and diagnosis of addiction (~~clinical evaluation, treatment planning, referral, service coordination, counseling, documentation~~IC&RC domain I) (twenty-four hours)

(e) Relationship counseling with addicted populations (~~counseling, client, family and community education, documentation, professional responsibility~~IC&RC domain III) (twenty-four hours)

- (f) Pharmacology (~~clinical evaluation, client, family and community education~~IC&RC domains I and III)(eighteen hours)
- (g) Prevention strategies (~~counseling, service coordination, client, family and community education~~IC&RC domains II and III)(twelve hours)
- (h) Treatment planning (~~counseling, treatment planning, service coordination, documentation~~IC&RC domain II) (eighteen hours)
- (i) Legal and ethical issues pertaining to chemical dependency (~~clinical evaluation, counseling, service coordination, client, family and community education, documentation, professional responsibility~~IC&RC domain II)(twelve hours)

~~(6)~~(4) Completion of practical experience totaling two hundred twenty hours.

- (a) The number of hours to be spent in practical experience in the twelve core function areas shall, at a minimum include:

Practical Experience Hours

Screening	Ten Hours
Intake	Ten Hours
Orientation	Ten Hours
Assessment	Ten Hours
Treatment Planning	Twenty-five Hours
Individual Counseling	Thirty Hours
Group Counseling	Thirty Hours
Family Counseling	Twenty Hours
Case Management	Fifteen Hours
Crisis Intervention	Ten Hours
Client Education	Ten Hours
Referral	Ten Hours

Reports and Record Keeping	Twenty Hours
Consultation with Other Professionals	Ten Hours

(b) The supervisor shall provide verification on a form prescribed by the board that the applicant has obtained the required two hundred twenty practical experience hours in the twelve core functions. ~~A verification of tasks form shall be completed and signed by the supervisor.~~

(5) Payment of the application fee.

~~(7)~~

~~(8)~~

~~(9) Successful completion of the IC&RC alcohol and drug counselor (ADC) examination or documentation of a valid license, registration, certificate, or credentials issued under another chapter of the Revised Code that authorizes the individual to engage in a profession whose scope of practice includes chemical dependency counseling and diagnosing and treating chemical dependency conditions.~~

~~(10)(6) Submit a signed~~ Provide an attestation statement agreeing to practice by the code of ethical standards adopted by the board.

(B) Upon review and approval of the application by the board, the applicant shall obtain a passing score on the IC&RC alcohol and drug counselor (ADC) examination or provide documentation of a valid license, registration, certificate, or credentials issued under another chapter of the Revised Code that authorizes the individual to engage in a profession whose scope of practice includes chemical dependency counseling and diagnosing and treating chemical dependency conditions.

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4758-5-05

**Requirements for licensure of independent chemical dependency counselors (LICDC).**

(A) To be licensed as an independent chemical dependency counselor (LICDC) the applicant shall ~~complete~~ submit a formal application which shall include the following:

~~(1) Submission of formal application.~~

~~(2)~~(1) Original transcripts verifying ~~At~~ least a master's degree in a behavioral science or nursing from an accredited school or university that shall, at a minimum, include forty semester hours in the designated content areas.

(a) The following hours in the specific content areas ~~and specific clock hours~~ must be completed at the graduate level in the master's degree:

(i) Theories of counseling and psychotherapy (eighty clock hours)

(ii) Counseling procedures (forty clock hours)

(iii) Group process and techniques (forty clock hours)

(iv) Relationship therapy (forty clock hours)

(v) Research methods and statistics (forty clock hours)

(vi) Fundamentals of assessment and diagnosis, including measurement and appraisal (eighty clock hours)

(vii) Psychopathology (forty clock hours)

(viii) Human development (forty clock hours)

(ix) Cultural competency in counseling (forty clock hours)

(x) Ethics (thirty clock hours)

(xi) Supervised professional experience which may be completed as part of an internship, practicum, or field experience (four hundred contact hours)

~~(3)~~(2) Two thousand hours of documented chemical dependency counseling related compensated work or supervised internship experience of which a minimum of twenty percent must be in chemical dependency counseling. Experience shall be documented on the form prescribed by the board. Experience forms shall further be accompanied by a job description signed by the supervisor.

~~(4) Completed supervisor reference form(s).~~

~~(5)~~(3) One hundred eighty hours of approved chemical dependency specific education of which fifty percent shall have been obtained in the last five years. The required number of hours in the specific content areas with the specific contact hours are as follows:

- (a) Theories of addiction (~~clinical evaluation, counseling, client, family and community education~~IC&RC domain I and III) (twenty-four hours)
- (b) Counseling procedures and strategies with addicted populations (~~clinical evaluation, counseling, treatment planning, referral, service coordination, documentation, client, family and community education, professional responsibility~~IC&RC domain III) (thirty hours)
- (c) Group process and techniques working with addicted populations (~~counseling, client, family and community education, documentation, professional responsibility~~IC&RC domain III) (eighteen hours)
- (d) Assessment and diagnosis of addiction (~~clinical evaluation, treatment planning, referral, service coordination, counseling, documentation~~IC&RC domain I) (twenty-four hours)
- (e) Relationship counseling with addicted populations (~~counseling, client, family and community education, documentation, professional responsibility~~IC&RC domain III) (twenty-four hours)
- (f) Pharmacology (~~clinical evaluation, client, family and community education~~IC&RC domains I and III) (eighteen hours)
- (g) Prevention strategies (~~counseling, service coordination, client, family and community education~~IC&RC domains II and III) (twelve hours)
- (h) Treatment planning (~~counseling, treatment planning, service coordination, documentation~~IC&RC domain II) (eighteen hours)

- (i) Legal and ethical issues pertaining to chemical dependency (~~clinical evaluation, counseling, service coordination, client, family and community education, documentation, professional responsibility~~ IC&RC domain IV) (twelve hours)

~~(6)~~(4) Completion of practical experience totaling two hundred twenty hours.

- (a) The number of hours to be spent in practical experience in the twelve core function areas shall, at a minimum include:

Practical Experience Hours

Screening	Ten Hours
Intake	Ten Hours
Orientation	Ten Hours
Assessment	Ten Hours
Treatment Planning	Twenty-five Hours
Individual Counseling	Thirty Hours
Group Counseling	Thirty Hours
Family Counseling	Twenty Hours
Case Management	Fifteen Hours
Crisis Intervention	Ten Hours
Client Education	Ten Hours
Referral	Ten Hours
Reports and Record Keeping	Twenty Hours
Consultation with Other Professionals	Ten Hours

- (b) The supervisor shall provide verification on a form prescribed by the board that the applicant has obtained the required two hundred twenty practical experience hours in the twelve core functions. ~~A verification of tasks form shall be completed and signed by the supervisor.~~

(5) Payment of the application fee.

~~(7)~~

~~(8)~~

~~(9) Successful completion of the IC&RC alcohol and drug counselor (ADC) examination or documentation of a valid license, registration, certificate, or credentials issued under another chapter of the Revised Code that authorizes the individual to engage in a profession whose scope of practice includes chemical dependency counseling and diagnosing and treating chemical dependency conditions.~~

~~(10)~~

~~(11)~~(6) Submit a signed Provide an attestation statement agreeing to practice by the code of ethical standards adopted by the board.

(B) Upon review and approval of the application by the board, the applicant shall obtain a passing score on the IC&RC alcohol and drug counselor (ADC) examination or provide documentation of a valid license, registration, certificate, or credentials issued under another chapter of the Revised Code that authorizes the individual to engage in a profession whose scope of practice includes chemical dependency counseling and diagnosing and treating chemical dependency conditions.

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Certification

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4758-5-06

**Requirements for licensure of independent chemical dependency counselors-clinical supervisor (LICDC)-CS.**

(A) To be licensed as an independent chemical dependency counselor-clinical supervisor (LICDC-CS) the applicant shall ~~complete~~ submit a formal application which shall include the following:

~~(1) Submission of formal application.~~

~~(2)~~(1) At Original transcripts verifying at least a master's degree in a behavioral science or nursing from an accredited school or university that shall, at a minimum, include forty semester hours in the designated content areas.

(a) The following hours in the specific content areas ~~and specific clock hours~~ must be completed at the graduate level in the master's degree:

(i) Theories of counseling and psychotherapy (eighty clock hours)

(ii) Counseling procedures (forty clock hours)

(iii) Group process and techniques (forty clock hours)

(iv) Relationship therapy (forty clock hours)

(v) Research methods and statistics (forty clock hours)

(vi) Fundamentals of assessment and diagnosis, including measurement and appraisal (eighty clock hours)

(vii) Psychopathology (forty clock hours)

(viii) Human development (forty clock hours)

(ix) Cultural competency in counseling (forty clock hours)

(x) Ethics (thirty clock hours)

(xi) Supervised professional experience which may be completed as part of an internship, practicum, or field experience (four hundred contact hours)

~~(3)~~(2) Six thousand hours of documented chemical dependency counseling related compensated work or supervised internship experience of which a minimum of twenty per cent must be in chemical dependency counseling. Experience shall be documented on the form prescribed by the board. Experience forms shall further be accompanied by a job description signed by the supervisor.

Of this work experience requirement, two thousand hours shall be clinical supervisory experience in the AODA field including two hundred hours of face-to-face clinical supervision.

~~(4) Completed supervisor reference form(s).~~

~~(5)~~(3) One hundred eighty hours of approved chemical dependency specific education of which fifty per cent shall have been obtained in the last five years. The required number of hours in the specific content areas ~~with the specific contact hours~~ are as follows:

(a) Theories of addiction (~~clinical evaluation, counseling, client, family and community education~~IC&RC domains I and II) (twenty-four hours)

(b) Counseling procedures and strategies with addicted populations (~~clinical evaluation, counseling, treatment planning, referral, service coordination, documentation, client, family and community education, professional responsibility~~IC&RC domain III) (thirty hours)

(c) Group process and techniques working with addicted populations (~~counseling, client, family and community education, documentation, professional responsibility~~IC&RC domain III) (eighteen hours)

(d) Assessment and diagnosis of addiction (~~clinical evaluation, treatment planning, referral, service coordination, counseling, documentation~~IC&RC domain I) (twenty-four hours)

(e) Relationship counseling with addicted populations (~~counseling, client, family and community education, documentation, professional responsibility~~IC&RC domain III) (twenty-four hours)

(f) Pharmacology (~~clinical evaluation, client, family and community education~~IC&RC domains I and III) (eighteen hours)

(g) Prevention strategies (~~counseling, service coordination, client, family and community education~~IC&RC domains II and III) (twelve hours)

(h) Treatment planning (~~counseling, treatment planning, service coordination, documentation~~IC&RC domain II) (eighteen hours)

(i) Legal and ethical issues pertaining to chemical dependency (~~clinical evaluation, counseling, service coordination, client, family and community education, documentation, professional responsibility~~IC&RC domain IV) (twelve hours)

~~(6)~~(4) Thirty hours of approved clinical supervision specific education of which fifty percent shall have been obtained in the last five years. The required number of hours in the specific content areas are as follows: (counselor development, professional and ethical standards, program development and quality assurance, performance evaluation, administration, treatment knowledge).

(a) Counselor development (four hours)

(b) Professional and ethical standards (four hours)

(c) Program development and quality assurance (four hours)

(d) Performance evaluation (four hours)

(e) Administration (four hours)

~~(7)~~(5) Completion of practical experience totaling two hundred twenty hours.

(a) The number of hours to be spent in practical experience in the twelve core function areas shall, at a minimum include:

Practical Experience Hours

Screening	Ten Hours
Intake	Ten Hours
Orientation	Ten Hours
Assessment	Ten Hours
Treatment Planning	Twenty-five Hours
Individual Counseling	Thirty Hours
Group Counseling	Thirty Hours

Family Counseling	Twenty Hours
Case Management	Fifteen Hours
Crisis Intervention	Ten Hours
Client Education	Ten Hours
Referral	Ten Hours
Reports and Record Keeping	Twenty Hours
Consultation with Other Professionals	Ten Hours

(b) The supervisor shall provide verification on a form prescribed by the board that the applicant has obtained the required two hundred twenty practical experience hours in the twelve core functions. ~~A verification of tasks form shall be completed and signed by the supervisor.~~

(6) Payment of the application fee.

~~(8) Successful completion of the IC&RC alcohol and drug counselor (ADC) examination or documentation of a valid license, registration, certificate, or credentials issued under another chapter of the Revised Code that authorizes the individual to engage in a profession whose scope of practice includes chemical dependency counseling and diagnosing and treating chemical dependency conditions.~~

~~(9) Successful completion of the IC&RC clinical supervisor (CS) examination or documentation of a valid license, registration, certificate, or credentials issued under another chapter of the Revised Code that authorizes the individual to engage in a profession whose scope of practice includes the clinical supervision of chemical dependency counseling and diagnosing and treating chemical dependency conditions.~~

~~(10)~~(7) Submit a signed Provide an attestation statement agreeing to practice by the code of ethical standards adopted by the board.

(B) Upon review and approval of the application by the board, the applicant shall:

(1) Obtain a passing score on the IC&RC alcohol and drug counselor (ADC) examination or provide documentation of a valid license, registration, certificate, or credentials issued under another chapter of the Revised Code that authorizes the individual to engage in a profession whose scope of practice includes chemical dependency counseling and diagnosing and treating chemical dependency conditions.

(2) Obtain a passing score on the IC&RC clinical supervisor (CS) examination or provide documentation of a valid license, registration, certificate, or credentials issued under another chapter of the Revised Code that authorizes the individual to engage in a profession whose scope of practice includes the clinical supervision of chemical dependency counseling and diagnosing and treating chemical dependency conditions.

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Certification

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4758-6-01

**Scope of practice for chemical dependency counselor assistants (CDCA).**

- (A) An individual holding a valid chemical dependency counselor assistant certificate may do both of the following in addition to practicing chemical dependency counseling:
- (1) Perform treatment planning, assessment, crisis intervention, individual and group counseling, case management, and education services as they relate to abuse of or dependency on alcohol and other drugs;
  - (2) Refer individuals with nonchemical dependency conditions to appropriate sources of help.
- (B) An individual holding a valid chemical dependency counselor assistant certificate may practice chemical dependency counseling and perform the tasks specified in paragraph (A) of this rule only while under the supervision of any of the following:
- (1) An independent chemical dependency counselor-clinical supervisor, independent chemical dependency counselor or chemical dependency counselor III licensed under this chapter;
  - (2) An individual authorized under Chapter 4731. of the Revised Code to practice medicine and surgery or osteopathic medicine and surgery;
  - (3) A psychologist licensed under Chapter 4732. of the Revised Code;
  - (4) A registered nurse licensed under Chapter 4723. of the Revised Code if such supervision is consistent with the scope of practice of the registered nurse, or an individual authorized to practice as a certified nurse practitioner or clinical nurse specialist under Chapter 4723. of the Revised Code.
  - (5) A professional clinical counselor, independent social worker, or independent marriage and family therapist licensed under Chapter 4757. of the Revised Code if such supervision is consistent with the scope of practice of the professional clinical counselor, independent social worker, or independent marriage and family therapist.
- ~~(C) Perform tasks identified and listed in paragraph (KK) of rule 3793:2-1-08 of the Administrative Code as they relate to abuse of or dependency on alcohol and other drugs. These tasks may only be performed while under the supervision of one of those individuals designated in paragraph (K) of rule 3793:2-1-05 of the Administrative Code.~~

~~(D)~~(C) A chemical dependency counselor assistant may not practice as an individual practitioner.

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4758-6-04

**Scope of practice for licensed chemical dependency counselors III (LCDC III).**

(A) In addition to practicing chemical dependency counseling, an individual holding a valid chemical dependency counselor III license may do all of the following:

(1) Diagnose chemical dependency conditions under the supervision of any of the following:

(a) An independent chemical dependency counselor - clinical supervisor licensed under Chapter 4758. of the Revised Code;

(b) An individual authorized under Chapter 4731. of the Revised Code to practice medicine and surgery or osteopathic medicine and surgery;

(c) A psychologist licensed under Chapter 4732. of the Revised Code;

(d) A registered nurse licensed under Chapter 4723. of the Revised Code if such supervision is consistent with the scope of practice of the registered nurse or an individual authorized to practice as a certified nurse practitioner or clinical nurse specialist under Chapter 4723. of the Revised Code.

(e) A professional clinical counselor, independent social worker, or independent marriage and family therapist licensed under Chapter 4757. of the Revised Code if such supervision is consistent with the scope of practice of the professional clinical counselor, independent social worker, or independent marriage and family therapist.

(2) Treat chemical dependency conditions;

(3) Perform treatment planning, assessment, crisis intervention, individual and group counseling, case management, and education services as they relate to abuse of and dependency on alcohol and other drugs;

~~(4) Provide treatment services identified and listed in paragraph (OO) of rule 3793:2-1-08 of the Administrative Code as they relate to abuse of and dependency on alcohol and other drugs.~~

~~(5)~~(4) Provide clinical supervision of chemical dependency counseling under the supervision of any of the following:

(a) An independent chemical dependency counselor-clinical supervisor

licensed under Chapter 4758. of the Revised Code;

(b) An individual authorized under Chapter 4731. of the Revised Code to practice medicine and surgery or osteopathic medicine and surgery;

(c) A psychologist licensed under Chapter 4732. of the Revised Code;

(d) A registered nurse licensed under Chapter 4723. of the Revised Code if such supervision is consistent with the scope of practice of the registered nurse or an individual authorized to practice as a certified nurse practitioner or clinical nurse specialist under Chapter 4723. of the Revised Code.

(e) A professional clinical counselor, or independent social worker, or independent marriage and family therapist licensed under Chapter 4757. of the Revised Code if such supervision is consistent with the scope of practice of the professional clinical counselor, or independent social worker, or independent marriage and family therapist.

~~(6) Supervise treatment services identified and listed in paragraph (OO) of rule 3793:2-1-08 of the Administrative Code under the supervision of one of the individuals in paragraph (K) of rule 3793:2-1-05 of the Administrative Code as they relate to abuse of and dependency on alcohol and other drugs.~~

~~(7)~~(5) Refer individuals with nonchemical dependency conditions to appropriate sources of help.

(B) A chemical dependency counselor III may not practice as an individual practitioner.

Effective:

Five Year Review (FYR) Dates: 09/28/2016

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4758.20  
Rule Amplifies: 4758.56, 4758.561  
Prior Effective Dates: 6/13/04, 8/17/08, 11/15/10, 5/6/13, 3/22/15

4758-6-05

**Scope of practice for licensed independent chemical dependency counselors (LICDC).**

In addition to practicing chemical dependency counseling, an individual holding a valid independent chemical dependency counselor license may do all of the following:

- (A) Diagnose and treat chemical dependency conditions;
- (B) Perform treatment planning, assessment, crisis intervention, individual and group counseling, case management and education services as they relate to abuse of and dependency on alcohol and other drugs;
- ~~(C) Provide treatment services identified and listed in paragraph (OO) of rule 3793:2-1-08 of the Administrative Code as they relate to abuse of and dependency on alcohol and other drugs.~~
- ~~(D)~~(C) Provide clinical supervision of chemical dependency counseling under the supervision of any of the following:
  - (1) An independent chemical dependency counselor-clinical supervisor licensed under Chapter 4758. of the Revised Code;
  - (2) An individual authorized under Chapter 4731. of the Revised Code to practice medicine and surgery or osteopathic medicine and surgery;
  - (3) A psychologist licensed under Chapter 4732. of the Revised Code;
  - (4) A registered nurse licensed under Chapter 4723. of the Revised Code if such supervision is consistent with the scope of practice of the registered nurse or an individual authorized to practice as a certified nurse practitioner or clinical nurse specialist under Chapter 4723. of the Revised Code.
  - (5) A professional clinical counselor, or independent social worker, or independent marriage and family therapist licensed under Chapter 4757. of the Revised Code if such supervision is consistent with the scope of practice of the professional clinical counselor, or independent social worker, or independent marriage and family therapist.
- ~~(E) Supervise treatment services identified and listed in paragraph (PP) of rule 3793:2-1-08 of the Administrative Code under the supervision of one of the individuals in paragraph (K) of rule 3793:2-1-05 of the Administrative Code as they relate to abuse of and dependency on alcohol and other drugs.~~
- ~~(F)~~(D) Refer individuals with nonchemical dependency conditions to appropriate sources

of help.

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Five Year Review (FYR) Dates: 09/28/2016

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Certification

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Date

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4758-10-01                    **Disciplinary action against licensees, certificate holders, applicants, or endorsees.**

- (A) The board may refuse to admit for examination, issue, renew, or may suspend, revoke, reprimand or place restrictions on any license, certificate, or endorsement applied for under Chapter 4758. of the Revised Code, or may take other disciplinary action against any licensee, certificate holder, endorsee or applicant for one or more of the following reasons:
- (1) Violation of any provision of Chapter 4758. of the Revised Code or any rules adopted under it.
  - (2) Knowingly making a false statement on an application for a license, certificate, or endorsement or for renewal, restoration or reinstatement of a license, certificate, or endorsement.
  - (3) Acceptance of a commission or rebate for referring an individual to a person who holds a license, certificate, or endorsement issued by, or who is registered with, an entity of state government, including persons practicing chemical dependency counseling, gambling disorder counseling, prevention services, or fields related to chemical dependency counseling, gambling disorder counseling or prevention services.
  - (4) Conviction in this or any other state of any crime that is a felony in this state.
  - (5) Conviction in this or any other state of a misdemeanor committed in the course of practice as ~~an LICDC-CS, LICDC, LCDC III, LCDC II, CDCA, OCPS II, OCPS I, OCPSA RA, or gambling disorder endorsee~~ licensee, certificate holder or endorsee.
  - (6) Inability to practice as an LICDC-CS, LICDC, LCDC III, LCDC II, CDCA, OCPS, II, OCPS I OCPSA RA, or gambling disorder endorsee due to abuse of or dependency on alcohol or other drugs or other physical or mental conditions.
  - (7) Practicing outside the individual's scope of practice.
  - (8) Practicing without complying with supervision requirements specified under section 4758.55, 4758.56, 4758.59, 4758.61 or 4758.63 of the Revised Code.
  - (9) Violation of the code of ethical practice and professional conduct for chemical dependency or gambling disorder counseling, prevention services or clinical supervision outlined in rules 4758-8-01 to 4758-8-03 of the Administrative

Code.

- (10) Revocation of a license or certificate or voluntary surrender of a license or certificate in another state or jurisdiction for an offense that would be a violation of section 4758.30 of the Revised Code.
  - (11) Failure to meet education, experience, examination, and other requirements set forth in Chapter 4758. of the Revised Code;
- (B) Authority of the board to take action against an applicant, licensee, certificate holder or endorsee:
- (1) A violation of any of the rules of conduct or ethical rules may result in one or more of the following disciplinary actions:
    - (a) Refusal to issue a license, certificate, or endorsement
    - (b) Refusal to renew a license, certificate, or endorsement
    - (c) Reprimand of a licensee, certificate holder, or endorsee
    - (d) Suspension of a license, certificate, or endorsement
    - (e) Revocation of a license, certificate, or endorsement
  - (2) Past disciplinary actions taken against a licensee or certificate holder of this board may be considered in the choice of sanctions for a new offense. Section of sanctions to be imposed shall be at the discretion of the board after the licensee has been provided a right to a hearing pursuant to Chapter 119. and as outlined in section 4758.30 of the Revised Code.
- (C) Persons wishing to file a complaint against a licensee or certificate holder of this board or against someone seeking licensure may do so by obtaining and completing a written complaint form or by mailing a letter to the board to the attention of the executive director which details the complaint.
- (D) The board may also initiate an investigation against a licensee or certificate holder without a written complaint, if the board has reason to believe that the licensee or certificate holder is practicing in violation of the laws and rules outlined in Chapter 4758. of the Revised Code or agency 4758 of the Administrative Code.

(E) Pursuant to Chapter 119. and Chapter 4758. of the Revised Code, the board shall give the applicant, licensee or certificate holder written notice by certified mail, return receipt requested, if it intends to propose to reprimand, suspend, revoke, place restrictions on or fail to issue or renew the license, certificate, or endorsement. The notice shall include:

- (1) The standards with which the applicant, licensee or certificate holder was alleged to be in non-compliance or other reason(s) for the action;
- (2) The section(s) of the law or rule(s) involved;
- (3) A statement informing the applicant, licensee or certificate holder that he or she is entitled to a hearing if requested within thirty days of the time of the mailing of the notice;
- (4) A statement that at a hearing, the applicant, licensee or certificate holder may appear in person or be represented by his or her own attorney, at the expense of the applicant, licensee or certificate holder, or may present his or her position, arguments or comments in writing and at the hearing each party may present evidence and examine witnesses appearing for and against the applicant, licensee or certificate holder. A copy of the notice shall be mailed to the attorney of record representing the applicant, licensee or certificate holder, if applicable.

(F) If the applicant, licensee or certificate holder requests a hearing, the board shall set a date, time and place for the hearing within fifteen days, but not earlier than seven days, after the applicant, licensee or certificate holder has requested a hearing unless otherwise agreed upon by the board and by applicant, licensee or certificate holder. The hearing can be continued at the discretion of the board. A copy of the hearing notice shall be mailed to the respondent and attorney of record for the applicant, licensee or certificate holder, if applicable.

- (1) The board shall conduct the adjudication hearing following the procedures in section 119.09 of the Revised Code and among other things may appoint a referee or hearing examiner to conduct the proceedings and make recommendations as appropriate. The referee or examiner shall have the same powers and authority in conducting the hearing as is granted to the board.
- (2) The board shall provide the applicant, licensee or certificate holder a certified copy of its decision by certified mail, return receipt requested.
- (3) If the board's decision after the hearing is to reprimand, suspend or revoke a

license, the applicant, licensee or certificate holder shall be informed of the right to appeal within fifteen days of the mailing of the notice of the board's decision.

- (4) If the applicant, licensee or certificate holder decides to appeal the board's decision, the respondent shall appeal the board's decision to the ~~Franklin county~~ court of common pleas of the county in which the place of business of the licensee is located or the county in which the licensee is a resident. The notice of appeal of the respondent is to be filed with the board and must state the grounds for the appeal. A copy of the appeal shall be filed with the ~~Franklin county~~ court of common pleas of the county in which the place of business of the licensee is located or the county in which the licensee is a resident.
- (5) Within thirty days after receipt of the notice of appeal, the board shall file with the court a complete record of the proceedings in the case by certified mail, return receipt requested, or by hand delivery, if acceptable to the court.
- (G) If the board decides to revoke or deny the issuance of a license, certificate, or endorsement, the applicant, licensee or certificate holder may reapply for the issuance of a license, certificate, or endorsement ~~or apply for reinstatement of a license, certificate, or endorsement one year~~ five years after the denial or revocation of the license, certificate, or endorsement.

Effective:

Five Year Review (FYR) Dates: 09/28/2016

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Certification

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Date

Promulgated Under: 119.03  
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Prior Effective Dates: 6/13/04, 11/15/10, 5/6/13, 3/22/15

4758-13-01

**Continuing education requirements for ~~CDCA, LCDCH, LCDC III, LICDC, LICDC-CS~~ chemical dependency counselors.**

(A) The following steps are required for renewal of a license or certificate to practice as a ~~CDCA, LCDCH, LCDC III, LICDC, LICDC-CS~~ chemical dependency counselor within each two-year period of licensure or certification.

(1) Completion of a renewal application documenting the following:

- (a) A minimum of forty ~~recognized-clock~~ hours of approved continuing education credit within the two year renewal period. Documentation of these hours does not need to be submitted with the renewal application. If selected in a random audit process, documentation shall be required;
- (b) A minimum of six hours of the total forty hours shall be in chemical dependency specific education;
- (c) A minimum of three hours of the total forty hours shall be in ethics education; and
- (d) For renewal of a LICDC-CS license, a minimum of six hours shall be in clinical supervision education within the following areas: assessment/evaluation, counselors' professional development, management/administration and professional responsibility.
- (e) The remaining hours must be field related.

(2) Chemical dependency counselors may be granted up to a maximum of twenty ~~RCHs~~ CEUs for authoring alcohol and other drug related publications at the board's discretion.

(3) A maximum of ten ~~RCHs~~ CEUs may be granted for presenting a workshop or teaching chemical dependency related courses. One ~~RCH~~ CEU is given for each contact hour of training. Credit is not granted for preparation time.

(4) A maximum of ten ~~RCHs~~ CEUs may be granted for special language courses or workshops.

~~(5) A maximum of twenty RCHs may be granted for participation in in-service training programs. An in-service is one in which only agency staff participate. If the agency's in-service is open to individuals from outside the agency, there is no limit to the number of RCHs that can be earned.~~

~~(6)~~(5) The board shall consider relevant education, training, or service completed during the current renewal period by a licensee or certificate holder who is a member of or spouse of a member of the armed forces of the United States or reserve components thereof, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state in determining whether a licensee has fulfilled required continuing education for that renewal period.

(B) The renewal application shall be completed, ~~signed~~ and filed with required fee to the board no less than thirty days prior to the license or certificate lapse date.

A member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state, or a reserve component of the armed forces of the United States who has served on active duty, whether inside or outside the United States, for a period in excess of thirty-one days may submit an application to the board stating that the licensee or certificate holder requires an extension of the current reporting period because the licensee or certificate holder has served on active duty during the current or a prior reporting period. The licensee or certificate holder shall submit proper documentation certifying the active duty service and the length of that active duty service.

Upon receiving the application and proper documentation, the board shall extend the current reporting period by an amount of time equal to the total number of months that the licensee spent on active duty during the current reporting period. For purposes of this paragraph, any portion of a month served on active duty shall be considered one full month.

(C) The board shall send renewal reminders ninety days prior to the lapse date.

(D) The board may audit the renewal of a licensee or certificate holder. If selected for an audit, licensee or certificate holders shall be required to provide verification of completion of the hours required for their renewal period.

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Five Year Review (FYR) Dates: 09/28/2016

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Certification

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Date

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4758-13-02

**Continuing education requirements for ~~OCPSA, OCPS I and OCPS II~~ prevention certificate holders.**

(A) The following steps are required for renewal of a certificate to practice as an OCPS I or OCPS II.

(1) Completion of a renewal application documenting the following:

- (a) A minimum of forty hours of approved continuing education credit within the two year renewal period. Documentation of these hours does not need to be submitted with the renewal application. If selected in a random audit process, documentation shall be required;
- (b) A minimum of ten hours from foundation two: foundation in prevention of alcohol and other drug use/abuse/dependency. This includes current research, historical perspectives, theoretical approaches and current program models;
- (c) A minimum of three hours of the total forty hours shall be in ethics education; and
- (d) The remaining hours must be prevention related.

(2) Prevention specialists may be granted up to a maximum of twenty ~~RCHs~~CEUs for authoring alcohol and other drug related prevention publications at the board's discretion.

(3) A maximum of ten ~~RCHs~~CEUs may be granted for special language courses or workshops.

~~(4) A maximum of twenty RCHs may be granted for participation in in-service training programs. An in-service is one in which only agency staff participate. If the agency's in-service is open to individuals from outside the agency, there is no limit to the number of RCHs that can be earned.~~

~~(5)~~(4) A maximum of ten ~~RCHs~~CEUs may be granted for presenting a workshop or teaching alcohol and other drug prevention related courses.

~~(6)~~(5) The board shall consider relevant education, training, or service completed during the current renewal period by a licensee or certificate holder who is a member of or spouse of a member of the armed forces of the United States or reserve components thereof, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state in

determining whether a licensee has fulfilled required continuing education for that renewal period.

(B) The following steps are required for renewal of a certificate to practice as an OCPSA.

(1) Completion of a renewal application documenting the following:

(a) A minimum of twenty hours of approved continuing education credit within the two year renewal period. Documentation of these hours does not need to be submitted with the renewal application. If selected in a random audit process, documentation shall be required;

(b) A minimum of five hours from foundation two: foundation in prevention of alcohol and other drug use/abuse/dependency. This includes current research, historical perspectives, theoretical approaches and current program models.

(c) A minimum of one and a half hours of the total twenty hours shall be in ethics education; and

(d) The remaining hours must be prevention related.

(2) Prevention specialist assistants may be granted up to a maximum of twenty ~~RCHs~~CEUs for authoring alcohol and other drug related prevention publications at the board's discretion.

(3) A maximum of ten ~~RCHs~~CEUs may be granted for special language courses or workshops.

~~(4) A maximum of twenty RCHs may be granted for participation in in-service training programs. An in-service is one in which only agency staff participate. If the agency's in-service is open to individuals from outside the agency, there is no limit to the number of RCHs that can be earned.~~

~~(5)~~(4) A maximum of ten ~~RCHs~~ CEUs may be granted for presenting a workshop or teaching alcohol and other drug prevention related courses.

(C) Renewal applications shall be completed, ~~signed~~ and filed with required fee to the board no less than thirty days prior to the certificate~~certificates~~ lapse date.

(1) A member of the armed forces of the United States, the Ohio national guard, the

Ohio military reserve, the Ohio naval militia, the national guard of any other state, or a reserve component of the armed forces of the United States who has served on active duty, whether inside or outside the United States, for a period in excess of thirty-one days may submit an application to the board stating that the licensee or certificate holder requires an extension of the current reporting period because the licensee or certificate holder has served on active duty during the current or a prior reporting period. The licensee or certificate holder shall submit proper documentation certifying the active duty service and the length of that active duty service.

Upon receiving the application and proper documentation, the board shall extend the current reporting period by an amount of time equal to the total number of months that the licensee spent on active duty during the current reporting period. For purposes of this paragraph, any portion of a month served on active duty shall be considered one full month.

(D) The board shall send renewal reminders ninety days prior to the lapse date.

(E) The board may audit the renewal of a certificate holder. If selected for an audit, certificate holders shall be required to provide verification of completion of the hours required for their renewal period.

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Five Year Review (FYR) Dates: 09/28/2016

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Certification

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Date

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4758-13-03

**Special circumstances for the renewal of a license or certificate.****(A) Senior citizen status:**

- (1) Licensees or certificate holders who are retired from full time employment and sixty years of age or older may request senior citizen status.
- (2) Fees are reduced.
- (3) To be eligible for senior citizen status, the licensee or certificate holder shall document that he/she has reached sixty years of age and is no longer employed full time.
- (4) If the licensee or certificate holder elects to return to full time employment, the senior citizen status is automatically voided and the fact shall be recognized on the next renewal application.
- (5) In order for a licensee or certificate holder to qualify for "senior status" they shall work twenty hours or less per week.

**(B) Short term inactive status:**

- (1) Short term inactive status may be granted when there are circumstances in which individuals cannot meet the education requirements for renewal of a license or certificate in a two-year period. The licensee or certificate holder may apply for an extended period of time in which to obtain the needed RCHsCEUs.
- (2) The maximum period allotted is six months.
- (3) To apply for short term inactive status, the licensee or certificate holder shall submit to the board thirty days prior to the lapse date:
  - (a) A written request for this status;
  - (b) The required inactive status holding fee;
  - (c) The original license or certificate (not a copy). If the licensee or certificate holder has lost the original license or certificate, the licensee or certificate holder shall submit a signed and notarized statement to that effect.

- (4) During this period, the licensee or certificate holder shall not practice as a chemical dependency counselor or prevention specialist and shall not use the ~~CDCA, LCDCH, LCDCH, LICDC, LICDC CS, OCPSA, OCPSI, OCPSH~~ license, certificate or endorsement designation.
- (5) The board may reactivate a license or certificate when the board receives documentation of successful completion of the required ~~RCHs~~CEUs, renewal application and the renewal fee in effect at the time of submission.
- (a) ~~The licensee or certificate holder's anniversary date, and thus the lapse date shall then be two years from the date of reinstatement.~~
- (6) The licensee or certificate holder's lapse date will be two years from the date of reinstatement.
- ~~(6)~~(7) A licensee or certificate holder who is placed on inactive status shall still be subject to the code of ethics as defined in rules 4758-8-01 to 4758-8-03 of the Administrative Code.

(C) Long term inactive status:

- (1) A licensee or certificate holder who temporarily leaves the field may request long-term inactive status for up to five years.
- (2) To apply for long term inactive status, the licensee or certificate holder shall submit to the board thirty days prior to the lapse date:
- (a) A written request for this status;
- (b) The required inactive status holding fee;
- (c) The original license or certificate (not a copy). If the individual has lost the original license or certificate, the licensee or certificate holder shall submit a signed and notarized statement to that effect.
- (3) During this period, the licensee or certificate holder shall not practice as a chemical dependency counselor or prevention specialist and shall not use the ~~CDCA, LCDCH II, LCDCH III, LICDC, LICDC CS, OCPSA, OCPS I or OCPS H~~ license, certificate or endorsement designation.
- (4) To reactivate the license or certificate the licensee or certificate holder shall

submit an application for reinstatement before the five-year limit expires. The request shall be accompanied by the current renewal fee and documentation of the successful completion of forty ~~RCHs~~ CEUs within the ~~twenty-four months immediately preceding the request for reinstatement~~inactive status period.

- (5) The licensee or certificate holder's lapse date will be two years from the date of reinstatement.
- (6) A licensee or certificate holder who is placed on inactive status shall still be subject to the code of ethics as defined in rules 4758-8-01 to 4758-8-03 of the Administrative Code.

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Five Year Review (FYR) Dates: 09/28/2016

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Certification

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Date

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4758-13-04

**Definition of ~~recognized clock hours~~ continuing education units.**

(A) The ~~recognized clock hour (RCH)~~ continuing education unit (CEU) equals one contact hour of participation in an organized educational format.

(B) ~~RCHs~~ CEUs and college courses:

(1) ~~RCHs~~ CEUs may be awarded for college courses that address one or more of the knowledge and skill areas associated with chemical dependency counseling or prevention services

(2) In determining the number of ~~RCHs~~ CEUs to be awarded for college courses, the following conversions shall be used:

(a) One semester hour equals fifteen ~~RCHs~~ CEUs

(b) One quarter hour equals ten ~~RCHs~~ CEUs.

(C) ~~RCHs~~ CEUs may be awarded to programs that address the following knowledge and skill areas:

(1) Counselor areas:

(a) Theories of addiction

(b) Counseling procedures and strategies

(c) Group process and techniques

(d) Assessment and diagnosis of addiction

(e) Relationship counseling

(f) Pharmacology

(g) Prevention strategies

(h) Treatment planning

(i) Ethics

(2) Prevention areas:

- (a) Foundation in chemical use/abuse/dependency
- (b) Foundation in prevention of ATOD use/abuse/dependency
- (c) Ethics
- (d) Education and skill development
- (e) Community organization
- (f) Public policy and environmental change
- (g) Professional growth and responsibility
- (h) Planning and evaluation

(3) Chemical dependency counselor supervisor areas:

- (a) Counselor development
- (b) Professional and ethical standards
- (c) Program development and quality assurance
- (d) Performance evaluation
- (e) Administration
- (f) Treatment knowledge

(4) Gambling disorder areas:

- (a) Knowledge of gambling disorder
- (b) Gambling counseling practice
- (c) Special issues in gambling treatment

(d) Professionalism in gambling treatment

~~(4)~~(5) Prevention administrator / supervisor areas:

- (a) Personnel management
- (b) Financial management
- (c) Program development and planning
- (d) Board development
- (e) Policy development
- (f) Coalition development

(D) Events for which no ~~RCHs~~ CEUs are awarded shall include:

- (1) Programs leading to a high school diploma or equivalency certificate.
- (2) In-service programs that deal with internal organizational affairs such as benefits, organizational structure or policy and procedures.
- (3) Participation in department or committee meetings, delegate assemblies or similar meetings.
- (4) Meetings for policy making or problem solving purposes.
- (5) Business meetings of professional associations or societies.
- (6) Programs delivered through the mass media unless they are an integral part of an educational program, which has prior board approval.
- (7) CPR/first aid classes.

Effective:

Five Year Review (FYR) Dates: 09/28/2016

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Certification

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Date

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Rule Amplifies: 4758.20  
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4758-13-07

**Approval of ~~recognized clock hours~~ continuing education units.**

(A) Sponsors of education and training programs that are relevant to the practice of chemical dependency counseling, gambling disorder counseling or prevention may apply for RCH CEU approval. Program ~~RCHs~~ CEUs may be awarded by the board to any program that addresses the knowledge and skill areas, which contribute to the professional growth of the chemical dependency counselor, gambling disorder endorsee or prevention ~~specialist~~professional. ~~RCHs~~ CEUs may be awarded upon approval of the RCH CEU application.

(1) Procedure to apply for RCH CEU approval:

(a) ~~Submit Complete~~ the program sponsor application ~~form~~ process for ~~recognized clock hour~~continuing education unit (RCHCEU) ~~endorsement approval to the board~~ no fewer than thirty days prior to the offering of the continuing education course.

(b) ~~The~~Pay the required application ~~shall include the required~~ fee.

(c) The program shall satisfy at least one of the topic areas of rule 4758-13-04 of the Administrative Code required for application or renewal of a license, ~~or~~ certificate or endorsement to practice as a chemical dependency counselor, gambling disorder counselor or prevention ~~specialist~~professional.

(d) Provide evidence that the program trainer or lecturer has education and training that would qualify them to teach the offered course. Education or training may include, but is not limited to: holding a license or certificate in the subject area in which they are teaching; having a bachelor's or master's degree in the subject area or having other recognized training or experience in the subject area in which they propose to teach.

(2) If RCH CEU approval is granted ~~to a program~~, the ~~program~~sponsor shall provide one of the following forms of each program participant with a verification of attendance ~~form which shall include the following information:~~

(a) Provide the board with electronic verification of participant attendance in a format approved by the board

(b) Provide each program participant with a verification of attendance form which shall include the following information:

(i) Title of the program;

- (ii) Date of the program;
- (iii) Participant's name;
- (iv) Program sponsor's name;
- (v) Number of CEUs attended;
- (vi) CEU approval number;
- (vii) CEU approved subject area(s).

- ~~(a) Title of the program;~~
- ~~(b) Date of the program;~~
- ~~(c) Participant's name;~~
- ~~(d) Sponsor's name;~~
- ~~(e) Number of clock hours~~
- ~~(f) RCH approval number.~~

(3) Sponsors shall maintain participant attendance records for five years.

~~(3) For RCH approval to be granted to a program, the program shall provide evidence that the program trainer or lecturer has education and training that would qualify them to teach the offered course. Education or training may include, but is not limited to: holding a license or certificate in the subject area in which they are teaching; having a bachelor's or master's degree in the subject area or having other recognized training or experience in the subject area in which they propose to teach.~~

~~(B) Programs~~Entities that regularly sponsor ~~RCHs~~ CEUs and wish to obtain a provider status may apply to the board ~~as follows~~for a one year or two year provider status:

(1) Procedure to apply for provider status:

- (a) A provider shall have sponsored fifty hours of education approved by the board;
- (b) The provider shall complete ~~an~~the application process for provider status.

- (c) The provider shall ~~submit~~pay the required application fee.
- (2) If provider status is granted, the provider shall provide the board with verification in a format approved by the board of ~~submit a quarterly report to the board, which identifies all CEU programs provided during that the provider period. Verification shall be provided to the board within 30 days of the completion of each CEU program offered.~~
- (3) The provider shall also provide one of the following forms of ~~to each participant of each program attended~~ a verification of attendance ~~form which must include:~~
- (a) Provide the board with electronic verification of participant attendance in a format approved by the board
- (b) Provide each program participant with a verification of attendance form which shall include the following information:
- (i) Title of the program;
- (ii) Date of the program;
- (iii) Participant's name;
- (iv) Program sponsor's name;
- (v) Number of CEUs attended;
- (vi) Provider number;
- (vii) CEU approved subject area(s).
- ~~(a) Title of the program;~~
- ~~(b) Date of the program;~~
- ~~(c) Participant's name;~~
- ~~(d) Sponsor's name;~~
- ~~(e) Number of clock hours;~~
- ~~(f) Provider number.~~
- (4) Providers shall maintain participant attendance records for five years.

~~(4)~~(5) For ~~RCH~~ CEU approval to be granted to a program, the ~~program~~ provider shall ~~provide~~ obtain evidence that the program trainer or lecturer has education and training that would qualify them to teach the offered course. Education or training may include, but is not limited to: holding a license or certificate in the subject area in which they are teaching; having a bachelor's or master's degree in the subject area or having other recognized training or experience in the subject area in which they propose to teach.

(6) Providers shall maintain evidence that each program is either planned, reviewed or conducted by one of the following:

(a) For chemical dependency specific training: an LCDC II, LCDC III, LICDC, LICDC-CS or an individual credentialed by IC&RC or NAADAC at a chemical dependency counseling level.

(b) For prevention specific training: an OCPS I, OCPS II or an individual credentialed by IC&RC or NAADAC at a prevention specialist level.

(c) For chemical dependency clinical supervisor specific training: an LICDC-CS or an individual credentialed by IC&RC or NAADAC at a chemical dependency clinical supervisor level.

~~(5) Providers shall maintain participant attendance records for five years.~~

~~(6)~~(7) Renewal of provider status:

(a) A provider may apply for renewal of their provider status by ~~submitting~~ completing ~~at~~ the renewal application process and paying the renewal application fee to the board.

(b) The board may refuse to renew the status of any provider who fails to comply with the requirements of this rule. Approved provider status may be withdrawn for cause.

(C) To obtain post program approval, a licensee or certificate holder shall:

(1) Apply for post program approval in a format approved by the board within ninety days of completing a program.

(2) Provide the board with documentation of :

(a) The name and the credentials of the program presenter(s)

(b) A copy of the program brochure, description, agenda, outline or other documentation to demonstrate the content of the program

(c) Verification of attendance and completion of the program which includes the title, date, number of hours and name of program provider.

Effective:

Five Year Review (FYR) Dates: 09/28/2016

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4758.20  
Rule Amplifies: 4758.20  
Prior Effective Dates: 6/13/04, 3/1/11

4758-15-01

**Reciprocity with IC&RC jurisdictions.**

- (A) The board is a member of the international certification and reciprocity consortium (IC&RC).
- (B) Individuals holding a LCDC II, LCDC III, LICDC, OCPS I and OCPS II ~~prior to the effective date of this rule~~ before 5/6/13 are reciprocal with the following IC&RC certifications:
- (1) Individuals holding a LCDC II, LCDC III or LICDC are reciprocal with the IC&RC alcohol drug counselor (ADC) certification;
  - (2) Individuals holding a LICDC are reciprocal with the IC&RC clinical supervisor (CS) certification;
  - (3) Individuals holding an OCPS I or OCPS II are reciprocal with the IC&RC prevention specialist (PS) certification.
- (C) After ~~the effective date of this rule~~ 5/6/13, individuals shall meet the following requirements to obtain an IC&RC reciprocal certification:
- (1) To be certified as an IC&RC ADC, an individual shall complete the following:
    - (a) Submission of an application and required non-refundable fee;
    - (b) Six thousand hours of supervised work experience specific to the ADC domains;
      - (i) An associate's degree in a behavioral science may substitute for one thousand hours of work experience;
      - (ii) A bachelor's degree in a behavioral science may substitute for two thousand hours of work experience;
      - (iii) A master's degree in a behavioral science may substitute for four thousand hours of work experience.
    - (c) ~~Completed supervisor reference form(s);~~
    - (d)(c) ~~Two~~ Three hundred ~~and seventy~~ hours of education specific to the ADC domains. Six hours must be specific to chemical dependency counselor ethics. The IC&RC ADC domains are as follows:

- (i) ~~Clinical evaluation;~~Screening, assessment and engagement;
- (ii) ~~Treatment planning;~~Treatment planning, collaboration and referral;
- (iii) ~~Referral;~~Counseling;
- (iv) ~~Service coordination;~~Professional and ethical responsibilities.
- (v) ~~Counseling;~~
- (vi) ~~Client, family and community education;~~
- (vii) ~~Documentation;~~
- (viii) ~~Professional and ethical responsibilities.~~

(e)(d) ~~Three hundred hours~~Completion of supervised experience specific to the ADC domains, ~~which includes the twelve core functions and TAP 21 competencies with a minimum of ten hours in each core function area.~~

(i) The following hours are required:

(a) 250 hours for individuals who hold an associate's degree

(b) 200 hours for individuals who hold a bachelor's degree

(c) 100 hours for individuals who hold a master's degree

(+)(ii) ~~The IC&RC ADC domains and minimum hours in each core function area~~domain are as follows:

<del>Clinical Evaluation</del> <u>Screening, assessment and engagement</u>	Ten Hours
<del>Treatment Planning</del> <u>Treatment planning, collaboration and referral</u>	Ten Hours
<del>Referral</del> <u>Counseling</u>	Ten Hours
<del>Service Coordination</del> <u>Professional and ethical responsibilities</u>	Ten Hours
<del>Counseling</del>	Ten Hours

Client, Family and Community Education	Ten Hours
Documentation	Ten Hours
Professional and Ethical Responsibilities	Ten Hours

~~(ii)~~(iii) The supervisor shall provide verification that the applicant has obtained the required ~~three hundred~~ hours of supervised experience specific to the ADC domains, which includes the twelve core functions and TAP 21 competencies. ~~A verification of tasks form shall be completed and signed by the supervisor.~~

~~(f)~~(e) Pass the IC&RC ADC examination;

~~(g)~~(f) Submit a signed statement agreeing to practice by the code of ethical standards adopted by the board;

~~(h)~~(g) Complete forty hours of continuing education ~~earned~~ every two years.

(2) To be certified as an IC&RC CS, an individual shall complete the following:

(a) Submission of an application and required non-refundable fee;

(b) Hold and maintain an IC&RC ADC certification at the IC&RC reciprocal level.

(c) Ten thousand hours of ADC counseling specific work experience;

(i) Of this work experience, four thousand hours shall be ADC clinical supervisor work experience;

(ii) The four thousand hours may be included in the ten thousand hours;

(iii) Of the four thousand hours, two hundred hours shall be face to face clinical supervision;

(iv) Of the two hundred hours of face to face clinical supervision, one hundred hours may be performed electronically in real time;

(v) An associate's degree in a behavioral science may substitute for one thousand hours of work experience;

(vi) A bachelor's degree in a behavioral science may substitute for two thousand hours of work experience;

(vii) A master's degree in a behavioral science may substitute for four thousand hours of work experience.

~~(d)~~ Completed supervisor reference form(s);

~~(e)~~(d) Thirty hours of education specific to the first five IC&RC clinical supervisor domains with a minimum of four hours in each. The IC&RC CS domains and minimum hours in each are as follows:

Counselor Development	Four Hours
Professional and Ethical Standards	Four Hours
Program Development and Quality Assurance	Four Hours
Performance Evaluation	Four Hours
Administration	Four Hours
Treatment Knowledge	No Minimum Requirement

~~(f)~~(e) Pass the IC&RC CS examination;

~~(g)~~(f) Sign a clinical supervisor specific code of ethics statement or affirmation statement;

~~(h)~~(g) Complete ~~Six~~six hours of clinical supervisor continuing education ~~earned~~ every two years. The six hours may be a part of the forty hours of continuing education obtained for the ADC recertification.

(3) To be certified as an IC&RC PS, an individual shall hold ~~on the effective date of this rule~~ an active OCPS I or OCPS II issued by the board.

(D) Chemical dependency counselors licensed in Ohio at the LCDC II level and above and prevention specialists (OCPS I and OCPS II) who meet the requirements in paragraphs (B) and (C) of this rule are eligible for reciprocity with the entities that are members of the IC&RC provided that the same type or level of credential is offered by the member entity.

- (E) An applicant may apply to the board for certification or licensure by reciprocity provided:
- (1) The applicant holds a valid reciprocal level certificate or license from a member jurisdiction of the IC&RC or its successor;
  - (2) The board maintains membership in the IC&RC;
  - (3) The board receives documentation from the IC&RC member jurisdiction indicating the applicant is duly licensed or certified and entitled to its endorsements;
  - (4) The applicant provides the board with documentation of their educational experience which shall be consistent with educational requirements for licensure or certification under Chapter 4758. of the Revised Code;
  - (5) The applicant meets the code of ethics for chemical dependency counselors, clinical supervisors or prevention specialists as outlined in rules 4758-8-01 to 4758-8-03 of the Administrative Code.
- (F) Qualified individuals transferring to the state from a non-IC&RC jurisdiction may apply and be issued a non-IC&RC reciprocal credential. If the individual wants IC&RC ADC, CS or PS reciprocity they must meet the respective IC&RC certification requirements established in paragraph (C) of this rule.

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Certification

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