



Ohio Chemical Dependency Professionals Board

Credentialing

News

March 2004

An Introduction to the Ohio Chemical Dependency Professionals Board

On December 23, 2003, Governor Taft signed into law House Bill 496 which established the Ohio Chemical Dependency Professionals Board and a new licensure process. Since then, much has happened to make this new process a reality. Here are a few of the highlights:

- Governor Taft appointed the first slate of board members. (See *Meet Our Board Members* on pg 2)
- Administrative Rules were written and reviewed for adoption by JCARR (the administrative body that reviews agency rules). These rules include grandparenting provisions, new applicant requirements, scopes of practice, ethical codes of practice, etc. (See related article on pg 4)
- The Board established its new office and hired its first Executive Director, Bob Field. Field is the former Legislative Liaison to The Ohio Department of Alcohol & Drug Addiction Services. (See *Executive Director Hired* on pg 9)

These are only a few of the many new and exciting endeavors that have been taking place since the signing of HB 496. At present the board is working with ODADAS to coordinate a smooth and effective transition of the credentialing process. This includes assisting with necessary rule changes that ODADAS must make before this transition can take place. Board authority including granting new licenses and grandparenting current professionals will not take place until this transition has occurred. It is the Board's hope to be transitioned and fully functioning as a licensing office in the summer of 2004. As details are finalized, we will continue to update and notify our professionals.

Licensure: An Overview

The statutory creation of the Ohio Chemical Dependency Professionals Board brings with it a new licensing process that creates three levels of licensure (LCDC II, LCDC III and LICDC) and one new level of certification (CDCA) and continues the prevention certification process for RA, OCPS I and OCPS II professionals. Licensure also includes grandparenting components for currently certified individuals and eliminates the CCDC I certification over a six year period of time. Additionally, licensure creates diagnosis authority for the two highest levels of licensure, the LICDC and LCDC III. To view the statute in its entirety, please visit www.legislature.state.oh.us and search for Ohio Revised Code section 4758.

For more information on key licensure topics,

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please read the following articles:

The process of licensure shall begin once the Board has successfully received authority from ODADAS. At that time, our office will begin receiving new

applications and grandparenting currently certified professionals.

37 West Broad Street ♦ Suite 785 ♦ Columbus, OH 43215 ♦ (614) 387-1110

Meet Our Board Members

The Ohio Chemical Dependency Professionals Board (OCDP Board) is a 13-member board, of which 12 members are appointed by the Governor. The 13th member is a designee from ODADAS who will serve as an ex-officio member. Members consist of four individuals eligible for the LICDC, two individuals eligible for the LCDC III, one individual eligible for the LCDC II, two individuals certified in prevention as an OCPS I or II, one doctor authorized to practice medicine and surgery or osteopathic medicine and surgery and has experience practicing in a field related to chemical dependency counseling, and two members of the general public.

Board members serve three-year terms and cannot be reappointed after two consecutive full terms. The first delegation will serve staggered terms ranging from one to three years. Board responsibilities include: regulating the licensure and certification process, issuing and renewing licenses and certificates, investigating ethical complaints, approving educational coursework, and acting as a catalyst for positive change in the field.

Dr. Joe R. A. Gay

Dr. Gay is the Executive Director for Health Recovery Services in Athens, OH and has worked in the AOD field for twenty plus years. He earned his Ph.D. in Clinical Psychology from the University of Houston, holds a CCDC III-E certification and is a licensed psychologist. Dr. Gay currently serves as the OCDP Board Chairman and is a past board member of the former Ohio Credentialing Board.

at the Nova House Association in Dayton, OH. Twenty of those years he has served as the Executive Director. Previously, Dr. Long was a schoolteacher and principal. He is certified as a CCDC III-E, OCSP II, PCC, and teacher and school counselor K-12. Dr. Long is also involved in teaching psychology and mental health technology and providing site supervision for various levels of counselors.

J. Craig Wright

Mr. Wright holds a JD degree from the Yale University Law School (1954). He served as a judge on the Franklin County Common Pleas Court for 14 years and a Justice of the Ohio Supreme Court for 12 years. In March of 2004, Mr. Wright will be honored for 50 years of practice. He recently retired from practice and is sitting by assignment on various courts throughout Ohio. Mr. Wright is the current Vice-Chairman of the OCDP Board. He also chairs the Ad-Hoc Rules Committee.

Carolyn S. Ireland

Ms. Ireland serves as the Director of House of Hope-Outpatient. She has eleven years of experience in the AOD field working with both adults and adolescent populations and is certified as a CCDC II and LSW. Ms. Ireland is also an adjunct Faculty member at Columbus State Community College.

David C. Long

Dr. Long is the Secretary of the OCDP Board. He has twenty-five years of CD treatment experience

Gerald V. Carter

A graduate of the University of Pittsburgh (B.S. Psychology, M.Ed. Rehabilitation Counseling), Mr. Carter has worked in the Alcohol and other Drug Addictions Treatment field since 1970. Since 1977, he has been the Executive Director of the Neil Kennedy Recovery Clinic headquartered in Youngstown, OH. Mr. Carter is a CCDC III-E, PCC and is Reality Therapy Certified. He is a

past-president of the former Ohio Credentialing Board and currently chairs the Ad-Hoc Transitioning Committee for the OCDP Board. Mr. Carter is also a Limited Service Faculty member at Youngstown State University where he teaches Master's-level courses regarding Chemical Dependency Counseling.

Lawrence M. Anthony

Dr. Anthony is currently the Academic Director of Addiction Studies and Treatment Programs at the University of Cincinnati. He received his Doctorate in Education from the University of Cincinnati in Vocational and Correctional Counseling in 1983 and his Master's Degree from Xavier University in Corrections and Correctional Counseling. He has worked in the field of addictions for over thirty-five years as: an undercover narcotics officer while serving in the Republic of Vietnam with the Marine Corps, a probation officer, a counselor, a Substance Abuse Treatment Specialist for the U.S. Courts, and as a program director of a treatment program for Talbert House. Dr. Anthony holds a CCDC III-E certification and currently chairs the Ad-Hoc Personnel Committee and the Ad-Hoc Educational Requirements Committee for the OCDP Board.

Diane S. Haller

Ms. Haller is currently an instructor in the Human Services Program at Rhodes State College in Lima, OH. In addition to teaching, she is an actively practicing counselor with approximately ten years experience in the mental health and substance abuse treatment field. Ms. Haller is an LISW, a CCDC III and belongs to the Academy of Certified Social Workers (ACSW).

Dr. Frederick N. Karaffa

Dr. Karaffa is the Interim Medical Director for the Ohio Physicians Effectiveness Program in Worthington, OH. His previous experience includes work as the Medical Director of Shepherd Hill Hospital, Newark HealthCare Center and

Parkside Recovery Services. He is a graduate of The Ohio State University Medical School and Ohio Wesleyan University. Dr. Karaffa currently chairs the Ad-Hoc Ethics & Discipline Committee.

Jessica B. Horne

Ms. Horne is currently the Administrative Director of the Cleveland UMADAOP. She has worked in the field as a CD counselor since 1974. Ms. Horne received her B.S. Degree in Political Science from Tennessee State University and holds a CCDC III-E and OCPS II certification.

Karen Moody- Bierly

Ms. Moody-Bierly is the Executive Director of Community Action for Capable Youth (CACY). She helped to develop CACY in 1978 and became CACY's first full-time Director in 1988. Ms. Moody-Bierly received her B.S. in Occupational Therapy from The Ohio State University and is a Registered Occupational Therapist and an OCPS II.

Linda Swenson

Ms. Swenson is a public representative on the OCDP Board. She works as the Project Director of Help Me Grow in Franklin County. Ms. Swenson holds a Master's degree in Social Work from the University of Iowa and currently chairs the Ad-Hoc Bylaws Committee for the OCDP Board.

Victoria Wilder Crews

Ms. Wilder Crews retired from the State of Ohio with thirty-two years of state service that included work with the Ohio Department of Health and the Ohio Department of Alcohol and Drug Addiction Services. She retired from her position at ODADAS as the Chief of the Division of Prevention Services in 2000. Ms. Crews is an OCPS II and has served on numerous state and federal committees. She is currently employed at her local church as the Resource Development Administrator.

Dana Harlow

Mr. Harlow is currently the Quality/Certification Manager in the Division of Quality Improvement at ODADAS. He has been an administrator and clinician in the addiction treatment field since

1981. He is an LISW and CCDC III-E and serves as the ODADAS ex-officio member to the OCDP Board.

Access To Administrative Rules

Individuals interested in viewing any or all of the Chemical Dependency Professionals Board’s administrative rules may visit www.registerofohio.state.oh.us. When accessing the above mentioned website, individuals should browse for proposed rules by filing agency. The filing agency is the Chemical Dependency Professionals Board, and the agency filing number is 4758.

Administrative rules were initially written by a sub-committee of the OCDP Board led by Vice-Chairman Wright and assisted by legal counsel and ODADAS. These rules then went through a process that included a public hearing, public comment, review by JCARR and many revisions. Rules become effective on the date at which time ODADAS transfers authority of the credentialing process to the Board. We anticipate this process to be complete in the summer of 2004.

Table A: Licensure/Certification Requirements for New Applicants

<p>Licensed Independent Chemical Dependency Counselor (LICDC)</p> <ul style="list-style-type: none"> ▪ Master’s degree in a behavioral science ▪ One year (2000 hours) paid work experience of which 20% is in CD counseling ▪ An additional two years (4000 hours) of clinical supervisory work experience ▪ 270 hours of CD specific education ▪ Completion of the AODA Written Examination ▪ Completion of the CPM Oral Examination ▪ Completion of the Clinical Supervisor Written Examination
<p>Licensed Chemical Dependency Counselor III (LCDC III)</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree in a behavioral science ▪ Two years (4000 hours) paid work experience of which 20% is in CD counseling ▪ 270 hours of CD specific education ▪ Completion of the AODA Written Examination ▪ Completion of the CPM Oral Examination
<p>Licensed Chemical Dependency Counselor II (LCDC II)</p> <ul style="list-style-type: none"> ▪ Associate’s degree in a behavioral science and 2 ½ years (5000 hours) paid or volunteer work experience of which 20% is in CD counseling OR a non-related bachelor’s degree and 3 years (6000 hours) paid or volunteer work experience of which 20% is in CD counseling ▪ 270 hours of CD specific education ▪ Completion of the AODA Written Examination ▪ Completion of the CPM Oral Examination
<p>Chemical Dependency Counselor Assistant</p> <ul style="list-style-type: none"> ▪ Forty hours of CD Specific education ▪ Currently working or volunteering in a CD counseling position
<p>Ohio Certified Prevention Specialist II (OCPS II)</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree in a behavioral science and 3 years (6000 hours) paid work experience of which 50% is in Prevention Services OR Master’s degree in a behavioral science and 2 years (4000 hours) paid work experience of which 50% is in Prevention Services ▪ 270 hours of Prevention related education ▪ Completion of Preceptorship ▪ Completion of the Prevention Written Examination
<p>Ohio Certified Prevention Specialist I (OCPS I)</p> <ul style="list-style-type: none"> ▪ Three years (6000 hours) paid or volunteer work experience of which 20% is in Prevention Services OR Associates degree in a behavioral science and 2 years (4000 hours) paid or volunteer work

<p>experience of which 20% is in Prevention Services OR Bachelor's, Master's or Doctoral degree in a behavioral science and 1 year (2000 hours) paid or volunteer work experience of which 20% is in Prevention Services</p> <ul style="list-style-type: none"> ▪ 180 hours of Prevention related education ▪ Completion of Preceptorship ▪ Completion of the Prevention Written Examination
<p>Registered Applicant (RA)</p> <ul style="list-style-type: none"> ▪ Submit a registered applicant form or preceptor registration form

Grandparenting: Who, How & When?

Individuals currently certified by ODADAS as registered candidates, chemical dependency counselors and prevention specialists will be given the opportunity to grandparent to various levels of licensure or certification with the Ohio Chemical Dependency Professionals Board. Please see *Table B: Grandparenting Guidelines* on page 6 for a listing of grandparenting requirements specific to each credential.

Individuals will be able to grandparent on their first renewal date with the Board by submitting a grandparenting application along with their recertification application. A grandparenting fee will not be charged to individuals who grandparent at the time of their renewal. Grandparenting applications will be sent with renewal packets beginning in April. Individuals who wish to grandparent before their renewal date may do so once the Board is in authority by submitting a grandparenting application to the

board along with a \$25 processing fee. Additionally, individuals who will not be ready to grandparent on their renewal date may seek a temporary extension of their current certification from the Board. Extensions must be received in writing prior to an individual's expiration date and will include an extension fee.

Be reminded that grandparenting will not begin until the credentialing process has successfully transferred from ODADAS to the Board. Individuals may not represent themselves as a CDCA, LCDC II, LCDC III or LICDC until they have successfully completed grandparenting or new applicant requirements and are awarded this status by the OCDP Board. To do otherwise would be a violation of an individual's current code of ethics and may result in an ethical sanction. For grandparenting questions specific to your file, please contact Credentialing Services at (614) 387-1110.

Diagnosis Authority Granted

Individuals who become licensed with the OCDP Board as an LICDC or LCDC III will be granted the ability to diagnosis chemical dependency conditions under new scopes of practice. The LICDC professional will be permitted to diagnosis independently and the LCDC III will be permitted to diagnosis under supervision. Currently certified individuals who seek to grandparent to these licensure levels may be required to complete diagnostic training hours. If you are a CCDC III-E or a CCDC III without a master's degree in a behavioral science or if you are a CCDC II with a bachelor's degree in a behavioral science, you may be awarded an LCDC III or LICDC credential if you complete 40 hours of Board approved diagnostic training.

Trainings must be based on the current DSM at the time of the training and must be presented by an individual who is authorized to diagnose chemical dependency conditions. These include individuals authorized to practice medicine and surgery or osteopathic medicine and surgery, licensed psychologists, licensed professional clinical counselors, or licensed independent social workers. Of the forty hours of training, 12 hours must be focused on substance related disorders and 12 hours must focus on the awareness of mental and emotional disorders.

At present, the OCDP Board is not in a position to review or approve diagnostic training hours. The Board's Ad-Hoc Educational Requirements Committee is working to establish a review process for the approval of

these trainings and plans to begin this undertaking at the time of transition. Individuals should note that any coursework they complete that has not been pre-approved by the Board as meeting these DSM requirements will need to go through a thorough Board review to determine its validity and acceptance. Professionals may wish to hold off on taking courses until the Board has begun its approval process and should note that extension processes do exist to assist individuals who may need additional time to meet this requirement. Further details on the acceptance criteria for diagnostic training hours will be forwarded to our professionals when available.

The Future of CCDC I Professionals

As many of you may already know, the transition to licensure includes provisions that will, over time, eliminate the CCDC I certification. Already, this phase-out process has begun. ODADAS is unable to accept new applications for the CCDC I level, and no individual will be able to receive a new CCDC I certification once the OCDP Board is in authority. Current CCDC I professionals will be granted the opportunity to grandparent to the Board at the CCDC I level. Ohio Revised Code statute states that the Board may continue to renew the certification of a CCDC I until December 23, 2008.

In the meantime, current CCDC I professionals should begin working to meet requirements for licensure. These requirements can be viewed in *Table A: Licensure/Certification Requirements for New Applicants* or by accessing the Board’s administrative rules (see page 4).

Continued on page 7

Table B: Grandparenting Guidelines

Chemical Dependency Counselor Assistant (CDCA)	Hold, on December 23, 2002, a certificate to practice as a Registered Candidate.
Chemical Dependency Counselor I (CCDC I)	Hold, on December 23, 2002, a certificate to practice as a Certified Chemical Dependency Counselor I (CCDC I).
Licensed Chemical Dependency Counselor II (LCDC II)	Hold, on December 23, 2002, a certificate to practice as a Certified Chemical Dependency Counselor II (CCDC II) AND Hold from an accredited educational institution an associate’s degree in a behavioral science OR a bachelor’s degree in any field.
Licensed Chemical Dependency Counselor III (LCDC III)	Hold, on December 23, 2002, a certificate to practice as a Certified Chemical Dependency Counselor III or III-E (CCDC III or CCDC III-E) and have not less than forty clock hours of diagnostic training. OR Hold, on December 23, 2002, a certificate to practice as a Certified Chemical Dependency Counselor II (CCDC II), have not less than forty clock hours of diagnostic training, and hold a bachelor’s degree in a behavioral science.
Licensed Independent Chemical Dependency Counselor (LICDC)	Hold, on December 23, 2002, a certificate to practice as a Certified Chemical Dependency Counselor III or III-E (CCDC III or CCDC III-E), and hold a master’s degree in a behavioral science. OR Hold, on December 23, 2002, a certificate to practice as a Certified Chemical Dependency Counselor III or III-E (CCDC III or CCDC III-E), have held a CCDC I, II, III or III-E certificate for at least eight consecutive years, and have not less than forty hours of diagnostic training.
Registered Applicant (RA)	Hold, on December 23, 2002, a certificate to practice

	as a Registered Applicant.
Ohio Certified Prevention Specialist I (OCPS I)	Hold, on December 23, 2002, a certificate to practice as an OCPS I.
Ohio Certified Prevention Specialist II (OCPS II)	Hold, on December 23, 2002, a certificate to practice as an OCPS II.

The Future of CCDC I Professionals continued from page 6

Two of the primary hurdles many CCDC Is will have to achieve are the completion of an associate’s, bachelor’s or master’s degree and the successful completion of the CPM oral examination. Be advised that after December 23, 2008 the CCDC I certification will no longer be a valid or acceptable credential for providing services in the field. Individuals who are unable to advance to a higher level in this time frame may apply with the Board for the status of Chemical Dependency Counselor Assistant if they so choose.

The Board strongly encourages all CCDC Is to review the new licensure requirements and to begin formulating their plan to successfully complete this process and receive their license before the CCDC I level is eliminated. Additionally, individuals should allow adequate time for application review and testing processes.

Prevention Corner

When the OCDP Board receives authority of the credentialing process, it will include the transfer of the prevention certification process. Prevention specialists can rest assured that their certification will remain in good hands. Individuals currently certified as prevention specialists or registered applicants will be granted the opportunity to grandparent with the Board. See related articles on pages 5 & 6. All current ODADAS certifications will be honored until their expiration dates. Additionally, prevention credentialing will remain a certification process, and individuals will not see a change in their designated titles (RA, OCPS I or OCPS II).

At present, the Board is working to establish a prevention committee to focus on key prevention issues and concerns. Please watch for an update on the appointment of a chairperson for this committee. This designated board member will serve as an excellent contact person for the prevention field. Executive Director Field intends to make strides over the next several years to review current scope of practice issues as well as ways in which the Board can encourage the growth and development of this important field and recently stated that he is “committed to the thorough review of the prevention certification process”.

The Examination Process

The Ohio Chemical Dependency Professionals Board has determined it will maintain the use of the ICRC examinations as part of its new application process. At present, ODADAS is still offering all levels of examinations and will continue to do so until authority of this process is transferred to the Board. Individuals may apply for testing by submitting a CCDC II, CCDC III, CCDC III-E, OCPS I or OCPS II formal application to ODADAS. ODADAS can no longer accept new CCDC I applications but can still test individuals who submitted CCDC I applications prior to December 23, 2002.

ODADAS anticipates that examinations will continue under their authority until July 1, 2004, at which time the OCDP Board will begin functioning as the official testing entity. Individuals still wishing to become certified as a CCDC I must successfully pass the written exam before this transition in order to be granted CCDC I status. The new board will not be able to grant new CCDC I certifications nor test an individual under a CCDC I application. Individuals who begin testing with the Board in July will do so under Board licensure and certification standards.

Did You Know?

- The Ohio Chemical Dependency Professionals Board has defined what they will accept as a “behavioral science degree”. To verify that your coursework is in line with these requirements, please see the website link on page 4 and view OAC Rule 4758-2-01.
- OCB and ODADAS grandparenting clauses related to certification will not transfer to the OCDP Board. All individuals will need to meet the OCDP Board’s grandparenting and/or new applicant requirements for certification or licensure. OCDP Board rules will supercede all old grandparenting clauses. Please contact Credentialing Services at (614) 387-1110 for questions specific to your file.
- The OCDP Board has appointed an Ad-Hoc Ethics Committee and an Ad-Hoc Educational Requirements Committee to begin looking at processes of the new board. See related article on page 2 for committee chairs.
- The OCDP Board will not require the completion of a preceptorship by new applicants for licensure of chemical dependency counselors. Preceptorship will still be a requirement for certification as a prevention specialist.
- Volunteer work experience will only be accepted for applicants of the CDCA, LCDC II and OCPS I. All other levels will require that work experience be completed at a paid level. Internship/practicum hours will be considered volunteer hours.
- Ohio Chemical Dependency Professionals Board Meetings are open to the public. Please see page 9 for upcoming meeting dates. Meeting minutes are available at the board office.
- In addition to the codes of ethics for chemical dependency counselors and prevention specialists, the board will also have a code of ethics for clinical supervisors. Individuals who are granted the LICDC credential will be required to abide by both the counselor and the supervisor codes of ethics. These can be viewed by accessing the web link on page 4.
- Executive Director Field has been giving licensure presentations around Ohio to help inform and update professionals and agencies on new processes and expected changes. If interested in scheduling Bob for a speaking engagement or presentation in your area, please contact our office at (614) 387-1110.
- The OCDP Board plans to attend the Spring 2004 ICRC Board of Directors Meeting and has applied to secure membership with this organization. Membership with this organization will allow Ohio’s prevention and treatment professionals to maintain reciprocal arrangements

with other ICRC member bodies. It will also allow the Board to continue the use of the ICRC examinations.

- A website for the OCDP Board is currently under construction. This website will include application forms and information, online newsletters and updates, an online credential verification function and much more. Please visit www.ocdp.ohio.gov.

Board Meetings Open to Public

Interested in attending an upcoming meeting of the Chemical Dependency Professionals Board? Board meetings are held in Columbus and are always open to the public. The following is a board-meeting schedule for the next several months.

UPCOMING MEETINGS	
March 8, 2004	1pm
April 12, 2004	1pm
May 10, 2004	1pm
June 14, 2004	1pm

For further details on exact locations, please contact the board office at (614) 387-1110. Additionally, all approved meeting minutes can be made available to the public upon request.

Executive Director Hired

On November 3, 2003, the Ohio Chemical Dependency Professionals Board hired Bob Field as their first Executive Director. Mr. Field has worked actively for over six years on a variety of issues affecting Ohio's alcohol and other drug prevention and treatment system. Previously, he served as the Legislative Liaison for the Ohio Department of Alcohol and Drug Addiction Services and as Legislative Aide to State Representative Lynn Olman (R-Maumee). As Executive Director, Mr. Field is responsible for directing and managing all board program activities, as well as representing the Board before the legislature, government agencies, professional

associations and the general public. He is a member of the Army National Guard with over 24 years of service and has recently been selected for promotion to Lt. Colonel. He earned a B.A. in History from Wofford College and a M.A. in History from Clemson University. Mr. Field is currently pursuing a Ph.D. in Policy History from Bowling Green University with a focus on U.S. drug policy as it relates to opiate addiction.

Bob and his wife Martha live in Grandview, OH. They have been married for 15 years and have three children Anna, Allen and Daniel.

Transition of Credentialing Process: ODADAS To OCDP Board

The Ohio Chemical Dependency Professionals Board and ODADAS are working diligently to ensure that the transition from certification to licensure be a smooth and efficient process. General processes such as renewals, testing and formal applications will remain virtually identical to what has been in place for the last several years. Additionally, Credentialing Services phone numbers and fax numbers will be transferred to the new Board offices. And rest assured, many of the familiar voices you have grown so used to working with will still be around to assist you with all your future needs.

As we draw nearer to the time of transition, the OCDP Board will maintain vigilant contact with our professionals to keep you up to the minute on what's to come. In the meantime, feel free to contact Executive Director Field or the Credentialing Services Staff at ODADAS with any questions or concerns you may have.



**Ohio Chemical Dependency
Professionals Board**

37 W. Broad St., Suite 785
Columbus, OH 43215
(614) 387-1110

Send Us Your Email Address!

We will soon be launching our E-Newsletter and want to add you to our mailing list. Please complete the following form and fax to (614) 387-1109 or mail it to the Ohio Chemical Dependency Professionals Board at 37 W. Broad St., Suite 785, Columbus, OH 43215. Or if you'd prefer, simply send an email that includes the following details to credentialing@ada.state.oh.us.

The E-Newsletter will focus on the latest news and information for our professionals. Don't miss out on this great opportunity to be informed and up-to-speed at all times.

Feel free to contact our offices at (614) 387-1110 with any questions or concerns you may have.

NAME: _____ SSN: _____

CERTIFICATION HELD: _____ CERTIFICATION #: _____

EMAIL ADDRESS: _____

WORK PHONE #: _____ HOME PHONE #: _____