



**Chemical Dependency Professionals Board
Vern Riffe Center ♦ 77 South High Street, 16th Floor
Columbus, OH 43215**

Effective 10/1/2010

Dear Licensee or Certificate Holder:

Ohio Administrative Code 4758-8-01 now requires all those credentialed by the Board as a CDCA, LCDC II, LCDC III or LICDC to display a professional disclosure statement at their work setting.

Professional disclosure statements must include the following information:

- Full name of licensee or certificate holder
- License or certificate held. This should include the full title as well as the abbreviation for the license or certificate.
- License or certificate number
- Business name, address and phone number
- Formal professional education, areas of competence and the services provided by the licensee or certificate holder
- A statement which directs clients to contact the Ohio Chemical Dependency Professionals Board should they have a complaint about the licensee or certificate holder. The name, address and phone number of the board should be included in this language.

A sample disclosure statement may be downloaded from the Boards website at www.ocdp.ohio.gov/pubs.stm. For additional questions regarding professional disclosure statements please contact the board at 614-387-1110 or credentialing@ocdp.state.oh.us.

Professional Disclosure Statement

Jane W. Doe, LCDC II (*Full Name and abbreviations of credentials held*)

Licensed Chemical Dependency Counselor II, License #123456 (*Full credential name and License #*)

Trinity House Counseling Center (*Name-Address-Phone of employer institution*)
123 Main Street, Anytown, OH 41234
(614) 987-6543

Formal Education

Ohio State University M.A. in Community Counseling June 2010

Areas of Competence and Services Provided

Adolescent Counseling	Case Management	Screening
Individual and Group Counseling	Crisis Intervention	Assessment

This information is required by the State of Ohio Chemical Dependency Professionals Board, which regulates all licensed and certified chemical dependency counselors.

If you have complaints about professional services contact:

Ohio Chemical Dependency Professionals Board
77 South High Street, Suite 785 ♦ Columbus, OH 43215
Phone (614) 387-1110 ♦ www.ocdp.ohio.gov