

\*\*\* DRAFT - NOT YET FILED \*\*\*

4758-13-07

**Approval of recognized clock hours.**

(A) Sponsors of education and training programs that are relevant to the practice of chemical dependency counseling or prevention may apply for RCH approval. Program RCHs 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 or prevention specialist. RCHs may be awarded upon approval of the RCH application.

(1) Procedure to apply for RCH approval:

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

(b) The 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 renewal of a license or certificate to practice as a chemical dependency counselor or prevention specialist.

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

(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) 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 that regularly sponsor RCHs and wish to obtain a provider status may apply to the board as follows:

(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 application for provider status.

(c) The provider shall submit the required fee.

(2) If provider status is granted, the provider shall submit a quarterly report to the board, which identifies all programs provided during that period.

(3) The provider shall also provide to each participant of each program attended a verification of attendance form which must include:

(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) 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.

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

~~(5)~~(6) Renewal of provider status:

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

Effective:

R.C. 119.032 review dates:

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Certification

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Date

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