



Ohio

Chemical Dependency
Professionals Board

March 2021 UPDATES

Renewals

Many of you may have received an extension until 7.1.2021 to renew your license/certificate due to HB404. OCDP and the e-license team are encouraging anyone with this extension not to wait until the last minute to avoid potential issues as most State boards have this extension. Renewal dates for those extended will still occur two years out from your original expiration date prior to HB404, so there is no financial incentive to wait. There may be long wait times to reach Help Desk assistance if you don't renew prior to June. You can check the status of a license or certificate any time at [elicense.ohio.gov](https://www.ocdp.ohio.gov). For information on how to renew <https://www.ocdp.ohio.gov/Online>

Updated Education Specific Content Areas

The Treatment, Education & Training, and Prevention Committees of the OCDP Board have completed revisions and updates to the **Specific Education Content Areas** used for initial licensing and certification, as well as renewals. These documents can be found under the Certification & Licensure Tab on the website and also under Continuing Education [Treatment](#) and [Prevention](#) Content Areas. Please refer to these **NEW** documents when filling out Education Grids. Also, all Continuing Education Sponsors and Providers should use these NEW documents to guide their decisions when reviewing and selecting content areas covered in their continuing education offerings.

Holding both a OCDP Certificate/License and a Peer Supporter Certification

Please see the [Board statement](#) regarding avoiding ethical violations for those holding one of the CDP licenses or certificates AND a Peer Recovery Supporter certification. *"The Board recognizes it is an ethical obligation of all individuals with dual credentials to communicate clearly to clients when they are functioning in each specific role, creating clear and understandable distinctions between the duties of a Peer Recovery Supporter and a Chemical Dependency Counseling Professional, and should avoid serving the same client under both roles".*

Board Statements regarding Work Experience Hours

Applicants for both chemical dependency and prevention specific credentials may not be able to use work experience hours if they are not acquired while working under a Scope of Practice. If you are interested in a Prevention certificate, apply first as a Registered Applicant (RA) to have a Scope of Practice enabling you to perform prevention services (unless you hold another license that provides this scope). Please review the Board Statements on [LCDCCII, III and LICDC Requirements for licensure](#) and the [Path to Prevention](#) on our website for clarification.

Online Supervisor Reference forms, Verification of Work Experience hours

In an ongoing effort to eliminate paper, supervisors must report work experience hours completed in Ohio and reference forms online in Elicense for all applicants. These must be completed AFTER someone has an APPLICATION in Elicense and is noted by APP- and a series of numbers after, i.e. APP-000121212 . For instructions, see the Certification & Licensure tab on our website www.ocdp.ohio.gov, Reporting of Supervision (online) Tab

Obligation to keep personal information in E-license updated

It is every license and certificate holder's responsibility and obligation to make sure they provide Elicense with their updated mailing addresses and emails in their Elicense portal. Recently Elicense added an extra level of security regarding updating an email address from the Elicense Dashboard.

Users may change/edit their e-mail addresses on the **MANAGE PROFILE** page. They can navigate to the MANAGE PROFILE page either by clicking the UPDATE EMAIL link OR by clicking under their name and selecting the MANAGE PROFILE option. Once an email address change has been saved, the new security step will prompt individuals to complete the change by clicking on a link that will be emailed to the NEW email box. The link must be accessed within 72 hours of saving the change to complete the process.

Steps to update and confirm changes to an email address in Elicense:

- Access the "Manage Profile" link in Elicense
- Update your email address and Save
- Access the NEW email account address and open the email from Elicense
- Click the link to confirm the changes to your email address

Departing Board Members

The OCDP Board would like to thank these Board Members for their dedicated service, Wendy Haynes- Britton, (outgoing Board Chair), Alex Bishara (outgoing Treasurer) and Trisha Farrar (outgoing Prevention Committee Chair).

To view current Board members, visit our website www.ocdp.ohio.gov , Board members.