



# Bachelor's Degree Endorsement Manual & Application

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**Curriculum Endorsement Application**

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## **I. Overview/Introduction**

The Chemical Dependency Professionals Board (hereafter referred to as Board) is a state licensing board that certifies and licenses individuals who provide chemical dependency prevention and treatment services to individuals, families, groups, organizations and communities. The Board is committed to quality alcohol and other drug treatment and prevention services for Ohio. One of the most important aspects of promoting quality services is the certification and licensure of chemical dependency counselors and prevention professionals.

Individuals qualify for certification/licensure by meeting requirements in formal education, chemical dependency training, work experience, and by having success on international examinations.

The formal education requirement for the licensed chemical dependency counselor (LCDC-III) is a Bachelor's Degree in a qualified behavioral science degree program. In order to qualify, the Bachelor's Degree program must include specific content areas and a specific number of contact hours in each area.

The Board has established an assessment process that identifies quality programs within the state of Ohio that meet high academic standards and lead to state sanctioned certification and licensure. Providing an 'Endorsement' to these programs would verify that these academic standards and credentialing requirement have been met. Curriculum/Program Endorsement brings greater distinction and credibility not only to our individual programs, but to community colleges and universities throughout the state of Ohio.

## **II. Purpose of Curriculum Endorsement**

Endorsement by the Ohio Chemical Dependency Professional Board's (OCDP) will verify that the college's curriculum meets the requirements and standards as identified by either:

- A. The OCDP 70 hours of addictions specific education (40 specified for the CDCA Phase I and 30 specified for the CDCA Phase II)
- B. The Ohio Chemical Dependency Professional Board's (OCDP) 180 addictions specific education hours.

In addition to the identified minimum state curriculum requirements for certification and licensure, standards ensuring adequate instruction and practicum experiences have been established for endorsement.

## **III. Opportunities for Curriculum Endorsement**

Curriculum may meet the 70 contact hours of addictions content in specified areas as required by the OCDP for the CDCA Phase I (40 hours) and Phase II (30 hours)

- A. **Chemical Dependency Counselor Assistant (CDCA) Phase I (40 hours); CDCA II – Renewable (30 Hours)**

Although colleges may provide the education required for both the CDCA Phase I and CDCA Phase II, it is important to note and inform students that it is the Ohio Chemical Dependency Professionals Board that awards the CDCA certification. Students must apply directly with the Board. ***Students may only utilize the required content hours for the CDCA II, after they have been awarded the CDCA Phase I.*** It is the ending date of the course that will be determine if the course content can be used for the Phase II.

#### **B. Licensed Chemical Dependency Counselor III (LCDC III) - (180 hours)**

The Addictions Curriculum Endorsement, requires that a program meets the 180 educational contact hours indicated in specific content areas as required by the Ohio Chemical Dependency Professionals Board for licensure.

*Colleges may elect to apply for one or both of these Endorsements.*

### **IV. Benefits of Curriculum Endorsement**

**College/Institution:** Ensures that a college's curriculum meets an acceptable standard that is applicable toward certification or licensure. This endorsement may be included in the college's promotional materials. In addition, the Ohio Chemical Dependency Professionals Board website will include a list of each college with endorsed curriculum and a link to the college website

**Programs:** Provide programs with specific benchmarks needed for curriculum requirements to maintain certification standards and leverage resources to meet these standards.

**Students:** Assurance that they are in a program that meets statewide educational standards and provides for a greatly streamlined application process for the CDCA and / or the LCDC eliminating their need to complete the education grids.

**Community:** Ensures that endorsed programs adequately prepare professionals for entry level workers

**Profession:** Promotes an increased level of competence and preparation among the human services Workforce and increases likelihood of graduates seeking professional credentials.

### **V. Curriculum Endorsement Application Process**

In order to be recognized as a Board approved bachelor's degree program, the degree program must successfully complete the endorsement process. The Educational Committee of the Board has the responsibility of endorsing chemical dependency counselor degree programs in Ohio. The Committee consists of persons who are members of the Board as well as training specialists and educators. Committee members who might have a relationship with a degree program will exempt themselves from the endorsement process of that program.

The following steps must be completed for the issuance of Endorsement:

Application – A completed written application shall be submitted to the Board along with the filing fee. The application form includes a grid that allows the applicant institution to indicate how individual courses meet content areas and contact hours. Course descriptions or syllabi are required with the application.

Screening – Upon receipt of the application, Board staff will review the materials for completeness and correctness. If necessary, corrections and additions will be requested.

Committee Review and Evaluation – The Education & Training Committee will perform a review and evaluation of all information included in the application within 120 days of receipt. The review and evaluation is limited to information provided about the education institution's regional or national accreditation and to information about the program curricula. Once the application is deemed acceptable, the education institution will then receive confirmation of application acceptance. Education institutions will then be requested to submit the endorsement fee and schedule a site visit.

## **VI. Eligibility Requirements:**

The institution in which the bachelor degree is housed must be accredited by an accrediting body within the Higher Learning Commission or a comparable body. Curriculum content that meets the aforementioned state certification and/or licensing requirements.

### **A. Program Outcomes**

To ensure that addictions professionals are adequately prepared for the work for which they are being prepared, educational and program outcomes have been identified as essential in the areas of knowledge, skills and professionalism. Program outcomes may be varied, but they should reflect these identified areas.

### **B. Faculty Credentials**

Recognizing that the field of chemical dependency counseling employs individuals from many professional backgrounds, educators within these degree programs also needs to reflect the various disciplines represented. Colleges need to demonstrate that the individuals teaching the courses have the appropriate credentials and experience for the curricular content they teach. This demonstration may occur from professional certifications and/or licenses, as well as work experience.

### **C. Field Service Experience**

Programs must require a addictions focused practicum and/or internship experience as a part of the degree program for endorsement above the CDCA levels. Field experience must include hands-on working with individuals at a community agency providing direct chemical dependency service.

### **D. Methods of Demonstration**

- Completed OCDP BOARD education grids for the CDCA Phases I and CDCA Phase II
- Completed OCDP BOARD education grid for the LCDC III addiction specific hours
- Syllabi for all courses with learning outcomes highlighted and referenced in each course
- Program Outcomes
- Plans of Study
- Faculty resumes/vitas and description of instructor qualifications demonstrating faculty competence and that they are teaching within their scope of practice or expertise

- Field experience policy and procedure documentation

## **VII. Endorsement Agreement Signatories**

This agreement must be signed by the appropriate individuals at the college who represent the Program that is making application. This agreement will be kept on file by both the OCDP and the approved college. Any change in program responsibility and oversight will be communicated to the OCDP.



## CHEMICAL DEPENDENCY PROFESSIONALS BOARD BACHELOR'S DEGREE ENDORSEMENT APPLICATION

Name of Institution: \_\_\_\_\_

Masters/Doctorial Degree College: \_\_\_\_\_

Degree Program/Focus: \_\_\_\_\_

Faculty Person Responsible for Program: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Regional/Natinoal Accreditation: \_\_\_\_\_

Speciality Accreditation: \_\_\_\_\_

Level of Endorsement Required: CDCA \_\_\_\_\_, LCDC II \_\_\_\_\_, LCDC III \_\_\_\_\_

### Items to include with the application:

- Application fee - \$400.00 non-refundable, payable to: Treasurer, State of Ohio
- Completed Endorsement Agreement
- Completed grid of content areas and contact hours
  1. If applicable, completion of chemical dependency specific endorsement grid
- Course description and syllabus for each course
- Course Catalog

Are all students who graduate from your program required to meet the requirements outlined in the attached grid?

YES

NO

If these courses are not required, will your institution certify that specific students have met the requirements?

YES

NO

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*For official use only:*

*Date received:* \_\_\_\_\_

*Date reviewed:* \_\_\_\_\_

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## CDCA I Addictions Curriculum Requirements & Education Grid

### Addictions Curriculum Endorsement meeting CDCA Preliminary requirements:

Required 40 hours of Chemical Dependency Specified Content hour requirements in the following six areas:

1. Theories of Addiction (5 hours)
2. Counseling Procedures & Strategies with Addicted Populations (14 hours)
3. Group Process & Techniques Working with Addicted Populations (5 hours)
4. Assessment and Diagnosis of Addiction (3 hours)
5. Treatment Planning (7 hours)
6. Legal and Ethical Issues Pertaining to Chemical Dependency (6 hours)

(Additional courses may be added, please delete the lines when typing)

CDCA I				
Content Area (minimum # of Contact Hours)		Course #	Course Name	# of Contact Hours
Theories of Addiction (5)	1			
	2			
	3			
	4			
Counseling Procedures (14)	1			
	2			
	3			
	4			
Group Process (5)	1			
	2			
	3			
	4			
Assessment & Diagnosis (3)	1			
	2			
	3			
	4			
Treatment Planning (7)	1			
	2	<input type="checkbox"/>		
	3			
	4			
Legal and Ethical Issues (6)	1			
	2			
	3			
	4			
<b>Total Required Hours: 40</b>				

**\*\* Both content areas for the CDCA Phase I and the CDCA Phase II must be met in order to be eligible for the CDCA Curriculum Endorsement. These courses must be taught sequentially.**

## CDCA II Addictions Curriculum Requirements & Education Grid

### Endorsement meeting CDCA requirements:

Required 30 hours of Chemical Dependency Specified Content hour requirements in the following six areas:

1. Theories of Addiction (5 hours)
2. Counseling Procedures & Strategies with Addicted Populations (8 hours)
3. Group Process & Techniques Working with Addicted Populations (5 hours)
4. Assessment and Diagnosis of Addiction (9 hours)
5. Treatment Planning (6)
6. Legal and Ethical Issues (3 hours)

*The OCDP requires that content for the CDCA Phase II occur after a student receives the CDCA I. Although courses may begin prior to the formal awarding of the CDCA I, the course for the II must not end before the CDCA I has been awarded.*

(Additional courses may be added, please delete the lines when typing)

CDCA II				
Content Area (minimum # of Contact Hours)		Course #	Course Name	# of Contact Hours
Theories of Addiction (5)	1			
	2			
	3			
	4			
Counseling Procedures (8)	1			
	2			
	3			
	4			
Group Process (5)	1			
	2			
	3			
	4			
Assessment & Diagnosis (9)	1			
	2			
	3			
	4			
Treatment Planning (6)	1			
	2			
	3			
	4			
Legal & Ethical Issues (3)	1			
	2			
	3			
	4			
<b>Total Required Hours: 30</b>				

## LCDC III Addictions Curriculum Requirements & Education Grid

### Addictions Curriculum Endorsement meeting LCDC III requirements:

Required 180 hours of Chemical Dependency Specified Content hour requirements in the following nine areas:

1. Theories of Addiction (24 hours)
2. Counseling Procedures & Strategies with Addicted Populations (30 hours)
3. Group Process & Techniques Working with addicted populations (18 hours)
4. Assessment & Diagnosis of Addiction (24 hours)
5. Relationship Counseling with Addicted Populations (24 hours)
6. Pharmacology (18 hours)
7. Prevention Strategies (12 hours)
8. Treatment Planning (18 hours)
9. Legal & Ethical Issues Pertaining to Chemical Dependency (12 hours)

### **IMPORTANT NOTES:**

- All of the hours earned for the CDCA Phase I and Phase II can be applied to the LCDC.
- *The Bachelor degree in a behavioral science meets the Chemical Dependency Professionals Board's degree requirement for the LCDC II and III.*
- *The addictions specific content required for the Addictions Curriculum Endorsement meets the addictions specific education required for each level of licensure.*
- *Both the degree and the addiction specific content will not fully satisfy the state of Ohio's chemical dependency licensure requirements as there is also a 2000-hour work requirement. A practicum experience may be counted toward the 2000 hours if 20% of the work is involved with working with individuals with substance use disorders utilizing the 12 Core Functions of an addictions counselor.*

# LCDC II & III

(Additional courses may be added, please delete the lines when typing)

LCDC III				
Content Area (minimum # of Contact Hours)		Course #	Course Name	# of Contact Hours
Theories of Addiction (24)	1			
	2			
	3			
	4			
Counseling Procedures (30)	1			
	2			
	3			
	4			
Group Counseling (18)	1			
	2			
	3			
	4			
Assessment & Diagnosis (24)	1			
	2			
	3			
	4			
Relationship Counseling (24)	1			
	2			
	3			
	4			
Pharmacology (18)	1			
	2			
	3			
	4			
Prevention (12)	1			
	2			
	3			
	4			
Treatment Planning (18)	1			
	2			
	3			
	4			
Legal and Ethical Issues (12)	1			
	2			
	3			
	4			
<b>Total Contact Hours: 180</b>				



## ENDORSEMENT AGREEMENT

Upon approval of my Endorsement Application, I agree to abide by all of the following terms set forth by the Board. I understand that the Board reserves the right to request additional information and may deny the request for endorsement if it is not deemed appropriate or acceptable. I understand that, upon approval, my endorsement status date will be the first day of the month my application is approved by the Board and will run until the first day of the month at the end of my four-year endorsement period. I further understand that I may renew my endorsement status when I reach the end of my four-year endorsement period.

I agree to open applicable classes to the Board or a Board designated individual to allow them to monitor the class. I further agree to cooperate with the Board should an official monitoring be required.

I agree to submit curriculum changes to the Board as they occur and understand that the curriculum changes will be reviewed by the Board to ensure that our curriculum remains in line with endorsement standards.

I agree to provide to students who complete this endorsed program a letter or certificate indicating that they have completed a Board Endorsed program. This letter will then be submitted with the student's application in place of education material.

I understand that my endorsement status may be revoked due to falsification of forms, failure to remain in compliance with the Board's endorsement criteria and policies, investigation and verification by the Board of written complaints or charges by consumers or others and refusal to comply with an investigation by the Board. If my endorsement is revoked, I agree to cease using my endorsement status and remove it from publicity materials distributed after the effective date of the revocation. I further understand that my application fee and endorsement fee are non-refundable fees.

\_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_ Notary Signature \_\_\_\_\_ Date Commission Expires

<b>FOR OFFICE USE ONLY</b>		
Date Received:	Fee Paid:	Check/# _____ or Credit Card

## CURRICULUM ENDORSEMENT APPLICATION CHECKLIST

### Formal Application

- \_\_\_\_\_ Institution/Program Information Data Sheet
- \_\_\_\_\_ Completed OCDP BOARD Addiction Specific Education Grid/s
- \_\_\_\_\_ Completed Signed/Notarized Endorsement Agreement
- \_\_\_\_\_ Application Fee

### Supporting Documentation (must be included with application)

- \_\_\_\_\_ Course Descriptions for Each Course Referenced in the Education Grid/s
- \_\_\_\_\_ Plan of Study Indicating All Courses in Degree Program
- \_\_\_\_\_ Field Service Policy and Procedure Documentation
- \_\_\_\_\_ Resumes/Vitas and/or description of Teaching Faculty and List of Courses They Teach
- \_\_\_\_\_ Copy of Regional/National Accreditation Certificate

### Mail Application with Supporting Documentation and Payment to:

**Ohio Chemical Dependency Professionals Board  
Attention: Executive Director  
77 S. High Street, 16th Floor  
Columbus, OH 43215**

## CURRICULUM ENDORSEMENT FEE & PAYMENT

### CDCA I & II

\_\_\_\_\_ \$100

### LCDC II and III

\_\_\_\_\_ \$400

TOTAL  
ENCLOSED:

\$
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**Checks Payable to: Treasurer of State**

# Appendices

## Appendix A: Examples of Program Outcomes

### Knowledge

- Assessments are constructed with clarity and insight with evidence of all relevant micro, meso and macro factors
- Critically analyze synthesize and evaluate multiple sources of information and evidence
- Engage diversity and difference in practice.
- Recognize and communicate diversity\* in shaping human experience
- Utilize social and behavioral science theories to guide the process of engagement, assessment, service planning, intervention and evaluation.
- Advance human rights and social and economic justice.
- Apply knowledge of human behavior and the social environment.
- Apply critical thinking to inform and communicate professional judgments

### Skills

- Demonstrate the range of effective communication strategies necessary to establish and maintain collaborative relationships
- Engage in research-informed/evidence based practices: engagement, assessment, service planning, interventions, and evaluations with individuals, families, groups, organizations, and communities.
- Engage in policy practice to advance social and economic well-being
- Employ effective service coordination and delivery of services

### Professionalism/Values

- Conduct as a human service professionals and conduct oneself according to professional standards goals, values and the codes of ethics.
- Apply social work ethical principles to guide professional practice
- Demonstrate sufficient self-awareness and respond appropriately to feedback
- Articulate and exchange ideas using correct and appropriate forms of written and oral communication
- Meets standards within the profession including ethics, essential qualities and characteristics of professionals in this field

### Addictions Curriculum Includes

- Recognize the multi-faceted nature of addiction and the individualized assessment and treatment needs of persons with substance use disorders
- Demonstrates knowledge and application of the 12 core functions of a substance abuse counselor
- Demonstrate knowledge and application of evidence based addictions treatment approaches

## **Appendix B: Definitions of the 180 Hours of Chemical Dependency Specific Education**

### **Theories of Addiction (24 hours)**

- Models and theories used to describe addiction, contemporary and historical
- Effects of addiction on individuals including the biological, psychological (cognitive and affective), social and spiritual dimensions of life and functioning; the interaction of the social and cultural contexts with addictive processes
- Differentiation of addiction from other medical and psychological conditions

### **Counseling Procedures and Strategies with Addicted Populations (30 hours)**

- Theories of counseling and psychotherapy employed in the treatment of psychoactive substance abuse and addiction
- Techniques utilized in the treatment of psychoactive substance abuse and dependence
- Models of treatment utilized in the treatment of psychoactive substance abuse and addiction, contemporary and historical
- Interaction of theories of personality with theories of counseling and psychotherapy; professional issues including counter-transference, boundary setting and characteristics and dynamics which decrease the effectiveness of therapists
- Relapse prevention

### **Group Process and Techniques Working with Addicted Populations (18 hours)**

- Models of group therapy
- Dynamics of therapy groups
- Components of group process and analysis; dynamics of facilitation
- Effects of addictive processes on group therapy
- Effects of individual diversity of group process

### **Assessment and Diagnosis of Addiction (24 hours)**

- Assessment procedures
- Diagnostic interviewing
- Use and interpretation of testing instruments for psychoactive substance abuse and dependence
- Criteria for determining diagnosis; criteria for determining appropriate modality and level of treatment
- Use of collateral data in the assessment process, including professional and nonprofessional material
- Dual diagnosis (Co-occurring disorders)

### **Relationship Counseling with Addicted Populations (24 hours)**

- Models and techniques of assessing relationship dysfunction
- Use and interpretation of instruments used in the assessment of relations
- Theories of counseling and psychotherapy employed in the treatment of dysfunctional relationships
- Techniques and strategies utilized in the treatment of dysfunctional relationships
- Effects of addictive processes on relationship systems
- Effects of addictive processes on human growth and development
- Differential assessment of dysfunction resulting from codependency and other medical and psychological conditions

**Pharmacology (18 hours)**

- Pharmacology of both drugs of abuse and those used in detoxification and the treatment of addiction and mental and emotional disorders including the action of pharmaceuticals and the physiological response, the interaction of pharmaceuticals, tolerance, the appropriate use of psychotropic medications with addicted persons and the effects of drugs on sensation and perception, learning and memory, human growth and development, sexual functioning and behavior

**Prevention Strategies (12 hours)**

- Models of prevention of psychoactive substance use, abuse and dependence, contemporary and historical
- Methods and components utilized in the interpretation of a needs assessment
- Function of evaluation instruments; social and cultural influences on the use of psychoactive substances
- Risk factors bachelord with the use, abuse and dependence on psychoactive substances
- Prevention and intervention strategies used with various groups identified by age, gender, ethnicity, sexual orientation, ability; employee assistance programming, student assistance programming
- Wellness

**Treatment Planning (18 hours)**

- Models of treatment planning; adapting treatment strategies to individual needs and characteristics including persons with other medical and psychological conditions
- Criteria for admission, continuing care and discharge appropriate to diverse levels of treatment
- Methods of documenting the course of treatment
- Relapse prevention
- Service Coordination (added)
- Documentation (added)

**Legal and Ethical Issues Pertaining to Chemical Dependency (12 hours)**

- Principles supporting and informing the ethical codes pertaining to addictions counselors
- Specific knowledge of appropriate ethical codes and laws bachelord with addictions counseling
- Obligations and procedures which encourage the ethical conduct of counselors