



Ohio

**Chemical Dependency
Professionals Board**

PREVENTION ADMINISTRATIVE/SUPERVISORY EDUCATION

**for those obtaining the independent practitioner certification of
Ohio Certified Prevention Consultant (OCPC)**

The content areas in this classification focus on education appropriate for prevention professionals in an administrative/supervisory role.

Ninety hours of administrative or supervisory education; 45 hours in PS1 and 45 hours in PS2.

The list is not exclusive and can be obtained by continuing education credits or college courses.

If using college education: One semester hour = 15 clock hours or One quarter hour = 10 clock hours.

PS1 - Human Resource Management (at least 3 semester credit hours OR 45 continuing education hours)

• Interpersonal Relations	• Coaching/Consulting
• Organizational Change & Development	• Quality/Process Improvement
• Employee Development	• Professional Writing
• Leadership Development	• Public Relations
• Conflict Management	• Supervision
• Recruitment & Retention	• Labor Relations
• Emotional Intelligence	• Training & Development
• Performance Management	• Contract Negotiation

PS2 - Fiscal Management (at least 3 semester credit hours OR 45 continuing education hours)

• Statistics	• Risk Management
• Finance	• Business Plan Development
• Accounting	• Navigating Sole Proprietorship
• Grant Writing	• Contract Negotiation
• Budgeting	• Asset Management
• Financial Accounting Computer Programs	• Financial Reporting & Compliance

Ohio Administrative Code 4758-5 License and Certification requirements
Ohio Administrative Code 4758-13 Continuing Education and License Renewal

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