



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

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Dear Licensee or Certificate Holder:

Ohio Administrative Code 4758-8-01 requires all those credentialed by the Board as a CDCA, LCDC II, LCDC III, LICDC or LICDC-CS 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.
- For a licensee employed in a private practice, a fee schedule should be listed by type of service or hourly rate.

For additional questions regarding professional disclosure statements please contact the board at 614-387-1110 or [info@ocdp.ohio.gov](mailto:info@ocdp.ohio.gov)

Effective 10/1/2010

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**Phone: (614) 387-1110    Fax: (614) 387-1109    [www.ocdp.ohio.gov](http://www.ocdp.ohio.gov)**

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# Sample Professional Disclosure Statement

**Jane W. Doe,**

*(Full Name of licensee or certificate holder)*

**Licensed Chemical Dependency Counselor II, LCDCII.123456**

*(Full license or certificate title, and license/certificate number)*

**Place of Employment**

*(Name-Address-Phone of employer agency/institution)*

Addiction Counseling of Ohio  
1234 Vernon Pl, Any Town, OH 45219, OH 41234  
(614) 987-6543

**Formal Education**

*(Formal professional education)*

Ohio State University  
Masters in Clinical Counseling  
June, 2018

**Professional Services**

*(Areas of competence and various services provided by licensee/certificate holder)*

Adolescent Counseling  
Case Management  
Screening

Individual and Group Counseling  
Crisis Intervention  
Assessment

This information is required by ORC 4758-8-01 for the State of Ohio Chemical Dependency Professionals Board, which regulates all licensed and certified chemical dependency professionals.

**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](http://www.ocdp.ohio.gov)