



Ohio

Chemical Dependency
Professionals Board

PREVENTION ADMINISTRATIVE/SUPERVISORY EDUCATION CLASSIFICATIONS

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.

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

Educational providers are to list the number of hours and the content area of the material their course/workshop/training covers on certificates. As an applicant, you should keep agendas and descriptions to verify material was presented in the appropriate content area if you believe content could be applied in another content area than listed on the certificate.

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

