



CHEMICAL DEPENDENCY COUNSELOR RENEWAL APPLICATION CHECKLIST

To facilitate the review of your renewal application and to avoid unnecessary delays in processing, please use the following checklist when completing the application.

All items on this checklist must be included for your renewal application to be complete and acceptable to the Board. Incomplete or inappropriately completed applications will be returned and will result in a delay of renewal and possible lapse of time between credentialing periods.

Check each item when completed:

- Renewal status requested is identified.
- Fee appropriate to the requested renewal status is enclosed.
Check/Money Order made payable to: Treasurer, State of Ohio
- Forty hours of education, with the following minimum requirements:
 - _____ Six (6) hours of chemical dependency specific education
 - _____ Six (6) hours of Clinical Supervision specific education for LICDCs ONLY.
- Educational events submitted for renewal, the dates of those events and the number of hours requested for each event are listed on Page 3 of the application form. (IT IS NOT NECESSARY TO SUBMIT ATTENDANCE CERTIFICATES WITH YOUR APPLICATION.)
- Application is signed and dated.

SEE REVERSE SIDE FOR SHORT-TERM AND LONG-TERM INACTIVE STATUS

Short-Term Inactive Status is an extension to acquire additional Recognized Clock Hours (RCHs) to meet renewal eligibility requirements. Under this policy, individuals may be granted up to a maximum of six (6) months extension. This status may be obtained by completing the following procedures.

1. A written request from the chemical dependency counselor must be received at the Board office thirty days prior to the credential's lapse date and **MUST** be accompanied by:
 - a. Original credential - do not send a copy of the credential. In the event the chemical dependency counselor's credential has been lost or destroyed, a signed and notarized statement stating such must be submitted in place of the credential. All credentials are the property of the Board and must be held by the Board during inactive status.
 - b. Completed Renewal Application
 - c. \$15 holding fee.
2. While on Short-Term Inactive Status, the chemical dependency counselor **MAY NOT** use their credential in any capacity.
3. To reactivate credential, the chemical dependency counselor must:
 - a. Submit a written request for reactivation
 - b. Submit a renewal application along with documentation of completion of the required education
 - c. Submit the \$150 renewal fee (\$100 if also OCPS certified)

LONG-TERM INACTIVE STATUS

Long-Term Inactive Status is an extension for those individuals who are temporarily leaving the field (i.e., returning to school, military service). Under this policy, individuals may be granted up to a maximum five (5) year extension. This status may be obtained by completing the following procedures.

1. A written request from the chemical dependency counselor, with an explanation to justify the request, must be received at the Board thirty days prior to the credential's lapse date and **MUST** be accompanied by:
 - a. Original credential - do not send a copy of the credential. In the event the chemical dependency counselor's credential has been lost or destroyed, a signed and notarized statement stating such must be submitted in place of the credential. All credentials are the property of the Board and must be held by the Board during inactive status.
 - b. Completed Renewal Application.
 - c. \$15 holding fee.
2. While on Long-Term Inactive Status, the chemical dependency counselor **MAY NOT** use their credential in any capacity.
3. To reactivate credential, the chemical dependency counselor must:
 - a. Submit a written request for reactivation
 - b. Submit renewal application along with documentation of completion of the required education within the two (2) year period immediately prior to the request for reactivation.
 - c. Submit the \$150 renewal fee (\$100 if also OCPS certified)