



Ohio

**Chemical Dependency
Professionals Board**

JANUARY 2022 UPDATES

EXPIRATION DATES SET TWO-YEARS FROM DATE OF RENEWAL

Since renewals can process instantaneously in elicense, we allow licensees to renew within 90 days of their expiration date if they meet all the renewal requirements. This allows those who have completed their required renewal hours to renew anytime within that 90-day window, so if they want to start accumulating CEU hours for the next renewal cycle they can do so as soon as they choose to renew. This way they don't necessarily have to acquire *more* CEUs than they can use for a renewal when a training/conference with CEUs is offered close to their renewal time frame; they may renew and use the upcoming training offered CEUS for their next renewal cycle.

E-license automatically issues an effective date that is the date of the payment receipt of the renewal, and the expiration date will be set two years from that renewal date. The board cannot change these dates. Again license/certificate holders may choose to renew early within three months of their expiration date, but the date they renew is their new effective date. Remember all renewals must occur within elicense; no paper applications, checks or money orders are accepted.

License/Certificate holders can check their status at elicense.ohio.gov at any time.

MISTAKENLY AWARDED DUAL LICENSE RENEWAL DISCOUNTS

In a recent Payment Audit, we discovered that some of our license/certificate holders received one of our Renewal Discounts in error. This occurred as a result of mistakenly answering **YES** to the Dual License question, holding BOTH a renewable Treatment CDCA or license (CDCA, LCDCI, LCDCII, LCDCIII, LICDC) **AND** Prevention certification (OCPSA, OCPS and OCPC, when renewing. Only those professionals who hold both credentials **with our Board** are eligible to receive the \$50.00 Dual License discount.

Starting January 27th, audit letters will be emailed to all who received this discount in error during their 2020 or 2021 renewal with the notice to pay the renewal balance in their elicense account by February 28th to avoid potential disciplinary action. Please make sure to also

check your email spam or junk folders for information from our Board if you believe you may have received the dual license discount in error.

UPDATED ADDRESSES AND EMAILS IN ELICENSE

It is every license and certificate holders' professional responsibility to make sure their **current** mailing address and current email is associated with their elicense account. 4758-8-01 **Code of Ethical Practice and Professional Conduct** states that "*all licensees or certificate holders shall meet and comply with all the terms, conditions or limitation of licensure of certification*". Our board requires updated contact information for each license and certificate holder within their e-license account. You may contact the elicense Help Desk if you need assistance in updating your address or email in your account.

APPLICATION REVIEW TIMEFRAME:

Due to the number of applications received, it can take up to **40 business days (does not include weekends or holidays)** from date of submission to process applications. All applications are placed into a QUE and reviewed in the order they are received. To be fair to all applicants, the board staff cannot expedite a review.

Once a license/certificate is approved, you will be EMAILED your certificate and an ID wallet card to the email provided in your e-license portal. The email may come from a no reply email of elicense-noreply@das.ohio.gov

Please also check your clutter or spam folder if you have not received any information after the application processing timeframe of 40 **business** days. (if you have criminal justice history, the application review can take an additional 14 business days).

Reviewers may also send emails asking for additional information to meet application requirements so check your emails! Do not email the additional documentation to the reviewer's email information (unless specifically asked to do so by the reviewer); submit under additional documentation on your application in elicense. If you have submitted additional documentation for an application that is "IN REVIEW", that submission also goes into a queue in order of receipt and is reviewed within 14 business days. Sending additional information for applications via email to a reviewer may cause additional delays.

Please refrain from contacting the board to ask about your application process if your application is **within** the 40 business days of submission window (or 14 business days for additional information requests) as answering these emails can take away from the time the reviewers have to process applications.

Supervisors, please relay this application information to those seeking certification or licensure with the CDP Board as well. Of course, if it is outside of the processing application window, please contact info@ocdp.ohio.gov

PREVENTION WORK EXPERIENCE

Those working with those in recovery support or relapse prevention services do not meet the requirements of prevention services work experience for obtaining Prevention Certification according to the OAC 4758-2-10 definition of prevention services.

(EE) "Prevention services" means a comprehensive, multi-system set of individual and environmental approaches that maximize physical health, promote safety and preclude the onset of behavioral health disorders.

The Ohio Coaches and Mentoring (OCAM) Network (ocamnetwork.org) can help with those wanting to pursue their prevention professional certifications with resources and general technical assistance.

MEDICATIONS AND SCOPE OF PRACTICE

Please be aware that CDP license/certificate holders do not have within their scope of practice to allow for handling, administering and/or be in possession of patient/client medications. Refer to OHMHAS guidance for questions regarding handling or administering medications.

www.ocdp.ohio.gov