



Ohio Administrative Code

Rule 4758-13-07 Approval of continuing education units.

Effective: January 1, 2017

(A) Sponsors of education and training programs that are relevant to the practice of chemical dependency counseling, gambling disorder counseling or prevention may apply for CEU approval. Program CEUs may be awarded by the board to any program that addresses the knowledge and skill areas, which contribute to the professional growth of the chemical dependency counselor, gambling disorder endorsee or prevention professional. CEUs may be awarded upon approval of the CEU application.

(1) Procedure to apply for CEU approval:

(a) Complete the program sponsor application process for continuing education unit (CEU) approval no fewer than thirty days prior to the offering of the continuing education course.

(b) Pay the required application fee.

(c) The program shall satisfy at least one of the topic areas of rule 4758-13-04 of the Administrative Code required for application or renewal of a license, certificate or endorsement to practice as a chemical dependency counselor, gambling disorder counselor or prevention professional.

(d) Provide evidence that the program trainer or lecturer has education and training that would qualify them to teach the offered course. Education or training may include, but is not limited to: holding a license or certificate in the subject area in which they are teaching; having a bachelor's or master's degree in the subject area or having other recognized training or experience in the subject area in which they propose to teach.

(2) If CEU approval is granted, the sponsor shall provide one of the following forms of participant verification of attendance:

(a) Provide the board with electronic verification of participant attendance in a format approved by



the board

(b) Provide each program participant with a verification of attendance form which shall include the following information:

(i) Title of the program;

(ii) Date of the program;

(iii) Participant's name;

(iv) Program sponsor's name;

(v) Number of CEUs attended;

(vi) CEU approval number;

(vii) CEU approved subject area(s).

(3) Sponsors shall maintain participant attendance records for five years.

(B) Entities that regularly sponsor CEUs and wish to obtain a provider status may apply to the board for a one year or two year provider status:

(1) Procedure to apply for provider status:

(a) A provider shall have sponsored fifty hours of education approved by the board;

(b) The provider shall complete the application process for provider status.

(c) The provider shall pay the required application fee.

(2) If provider status is granted, the provider shall provide the board with verification in a format



approved by the board of all CEU programs provided during the provider period. Verification shall be provided to the board within thirty days of the completion of each CEU program offered.

(3) The provider shall also provide one of the following forms of participant verification of attendance:

(a) Provide the board with electronic verification of participant attendance in a format approved by the board

(b) Provide each program participant with a verification of attendance form which shall include the following information:

(i) Title of the program;

(ii) Date of the program;

(iii) Participant's name;

(iv) Program sponsor's name;

(v) Number of CEUs attended;

(vi) Provider number;

(vii) CEU approved subject area(s).

(4) Providers shall maintain participant attendance records for five years.

(5) For CEU approval to be granted to a program, the provider shall obtain evidence that the program trainer or lecturer has education and training that would qualify them to teach the offered course. Education or training may include, but is not limited to: holding a license or certificate in the subject area in which they are teaching; having a bachelor's or master's degree in the subject area or having other recognized training or experience in the subject area in which they propose to teach.



(6) Providers shall maintain evidence that each program is either planned, reviewed or conducted by one of the following:

(a) For chemical dependency specific training: an LCDC II, LCDC III, LICDC, LICDC-CS or an individual credentialed by IC&RC or NAADAC at a chemical dependency counseling level.

(b) For prevention specific training: an OCPS I, OCPS II or an individual credentialed by IC&RC or NAADAC at a prevention specialist level.

(c) For chemical dependency clinical supervisor specific training: an LICDC-CS or an individual credentialed by IC&RC or NAADAC at a chemical dependency clinical supervisor level.

(7) Renewal of provider status:

(a) A provider may apply for renewal of their provider status by completing the renewal application process and paying the renewal application fee to the board.

(b) The board may refuse to renew the status of any provider who fails to comply with the requirements of this rule. Approved provider status may be withdrawn for cause.

(C) To obtain post program approval, a licensee or certificate holder shall:

(1) Apply for post program approval in a format approved by the board within ninety days of completing a program.

(2) Provide the board with documentation of:

(a) The name and the credentials of the program presenter(s)

(b) A copy of the program brochure, description, agenda, outline or other documentation to demonstrate the content of the program



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(c) Verification of attendance and completion of the program which includes the title, date, number of hours and name of program provider.