



Ohio Administrative Code

Rule 4758-13-02 Continuing education requirements for prevention certificate holders.

Effective: April 1, 2024

(A) The following steps are required for renewal of a certificate to practice as an OSPCA, OCPS, or OCPC within each two-year period of certification or licensure:.

(1) Completion of a renewal application in the boards electronic application system and submitting the proper fee prior to its expiration date and no earlier than ninety days prior to the expiration date.

(2) Completion of continuing education hours within the two-year renewal cycle with documentation of these hours unloaded onto the boards continuing education monitoring system prior to renewal application payment.

(a) A minimum of forty hours of approved continuing education credit within the two-year renewal period for an OCPS or OCPC. A minimum of twenty hours of approved continuing education credit within the two-year renewal period for an OCPSA.

(b) A minimum of six hours from content area or domain VI: professional growth and responsibility in prevention science for an OCPS or OCPC. A minimum of three hours from content area or domain VI: professional growth and responsibility in prevention science for an OCPSA. This includes current prevention research, historical perspectives, theoretical approaches and current program models;

(c) A minimum of three hours of the total forty hours for the OCPS or OCPC, and a minimum of one and a half hours of the total twenty hours for the OCPSA shall be in prevention ethics education;

(d) A maximum of three hours may be in cultural humility; and

(e) The remaining hours must be prevention related.

(3) Active OCPS or OCPC holders may be granted up to a maximum of twenty CEUs for authoring substance use disorder prevention, other behavioral health prevention including but not limited to



gambling disorder prevention or suicide prevention, or mental health promotion related publications at the board's discretion.

(4) A maximum of ten CEUs may be granted OCPS or OCPC for presenting for the first time, and maximum of five CEUS may be granted to an OCPSA for co-presenting, a workshop or teaching substance use disorder prevention, other behavioral health prevention including but not limited to gambling disorder prevention or suicide prevention, or mental health promotion, prevention ethics, or prevention supervision related courses per renewal period. One and a half CEU is given for each contact hour of training. Credit is not granted for preparation time.

(5) The board shall consider relevant education, training, or service completed during the current renewal period by a licensee or certificate holder who is a member of or spouse of a member of the armed forces of the United States or reserve components thereof, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state in determining whether a licensee has fulfilled required continuing education for that renewal period.

(6) A member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state, or a reserve component of the armed forces of the United States who has served on active duty, whether inside or outside the United States, for a period in excess of thirty-one days may submit an application to the board stating that the certificate holder requires an extension of the current reporting period because the certificate holder has served on active duty during the current or a prior reporting period. The certificate holder shall submit proper documentation certifying the active duty service and the length of that active duty service.

Upon receiving the application and proper documentation, the board shall extend the current reporting period by an amount of time equal to the total number of months that the certificate holder spent on active duty during the current reporting period. For purposes of this paragraph, any portion of a month served on active duty shall be considered one full month.

(7) OCPSA, OCPS and OCPC holders may claim up to four hours of volunteer service toward the forty hour continuing education requirement. To qualify under this rule, volunteer services shall:



- (a) Be provided at a free clinic or other non-profit organization that offers health care services based on eligibility screenings identifying the client or consumer as an "indigent and uninsured person" as that term is defined in division (A)(7) of section 2305.234 of the Revised Code;
- (i) Not be credited for certificate holders in a paid position at the organization at which the services are rendered;
- (ii) Be prevention services provided in compliance with the professional conduct requirements specified agency 4758 of the Administrative Code;
- (iii) Be credited as one hour of CE for each sixty minutes spent providing services as a volunteer, not to exceed four hours of the total biennial CE requirement;
- (iv) Not count toward the requirement to complete three hours of continuing education in ethics continuing education.
- (v) Be documented in writing from an administrative official at the organization where services were performed, specifying at a minimum the volunteers name, date(s) of qualifying volunteer services, number of hours of service, and a brief description of what services the volunteer performed.
- (8) The board shall send renewal reminders ninety days prior to the expiration date prior to it moving to an inactive, lapsed status.
- (9) The board may audit the renewal of a license or certificate holder. If selected for an audit, licensee or certificate holders shall be required to have all proper verification of completion of the hours required for their renewal period within the boards continuing education monitoring system.
- (10) Failure to hold proper documentation of continuing education hours or to comply with a continuing education audit may result in a failed audit fee and disciplinary action.
- (B) [Reserved]