



Ohio Administrative Code

Rule 4758-4-01 Formal application for licensure or certification.

Effective: April 1, 2024

(A) All applicants for initial licensure, certification or endorsement shall file with the executive director of the board a formal application on a form prescribed by the board. Any person who knowingly makes a false statement on an application may be found guilty of falsification under section 2921.13 of the Revised Code, a misdemeanor of the first degree. Applications shall be maintained for one year from the date of receipt by the board. Submitted applications which remain incomplete after one year shall be considered abandoned. The license application and fee shall be forfeit and individuals seeking licensure or certification shall be required to re-apply.

(1) The formal application contains all documentation necessary to be licensed or certified at a particular level and consists of, at a minimum, the following:

(a) Formal application through the board's on-line electronic application platform.

(b) Grade transcripts showing all coursework and/or academic degrees necessary to meet the education requirements for the license or certification for which the applicant is applying.

(i) Such transcripts shall bear the official seal of the college or university and the signature of the registrar. The applicant shall bear sole responsibility for transcripts sent directly from the college or university to the board office.

(ii) If an applicant's transcript does not clearly indicate that he/she meets the education requirements for the license or certificate for which they are applying, the applicant shall provide additional information about their coursework in a manner prescribed by the board.

(c) Documentation of hours of volunteer or paid work experience when applicable. Statements on a form prescribed by the board to document all professional employment paid work experience, supervised internship, or if applicable, volunteer work experience, required by any rule under this chapter for licensure or certification by the board. Statements, if required, shall be completed by the



person(s) who supervised the required professional employment experience according to the applicant's scope of practice, or who are judged by the board to be in a position to make a professional judgment about the nature of the applicant's duties, the quality of their work, and number of hours worked. This includes related position descriptions that are signed by the supervisor.

(d) Documentation of required hours of specific education and training. This includes original transcript(s) of college or university courses taken, certificates of attendance of board approved continuing education, and any other documentation the board deems appropriate.

(e) The required non-refundable fee.

(f) Documentation of felony charges or convictions which includes a BCI background check or any additional information as requested from the applicant including but not limited to a complete criminal background check. BCI background checks are not required if the applicant:

(i) Holds another behavioral health license in the state of Ohio where the licensee can supervise a license or certificate holder under this chapter;

(ii) Holds an active peer supporter certification and a BCI background check was completed and provided as part of the peer supporter application within the last two years; or

(iii) Has held a continuous active license or certificate under this chapter without any convictions.

(2) Felony and misdemeanor charges or convictions shall be reviewed by the board before the application process can proceed. Applicants for any license or certification issued by the board shall meet the board's requirements for criminal convictions as established under section 9.79 of the Revised Code.

(3) Applicants will not be considered if:

(a) Currently incarcerated for a felony conviction.

(b) Currently on probation, parole, or community control including in lieu of convictions.



(c) Offense was drug or alcohol related and occurred less than one year ago.

(4) The board strongly encourages applicants to apply only after achieving at least one year of consecutive sobriety.

(5) The board shall review the formal application. As a result of this review, the board shall notify the applicant of one of the following:

(a) An approval of a certification or license,

(b) An approval to schedule for examination(s),

(c) The need for additional documentation, or

(d) Proposed denial of the application.

(B) Examinations:

(1) Examinations are issued on an international basis and test required knowledge and skills. The board shall serve as the liaison for the administration of the examinations in the state of Ohio.

(2) Exams are scored by an outside testing company approved by the board.

(3) Upon fulfillment of the required eligibility requirements and completion of the appropriate process, as outlined in this rule, the board will notify applicants of scheduling procedures and other relevant information. Applicants are required to take the examination within one year from the date of approval of the formal application.

(4) Individuals requesting accommodations under the Americans with Disabilities Act (ADA) that require modifications to the test administration may make a written request for modification to the board no fewer than forty-five days prior to scheduling the exam test date. The exam candidate shall provide written documentation of the accommodations under the Americans for Disabilities Act



requiring modifications to the test administration from a health care professional on the board required form. Individuals requesting modified accommodations for exams may be required to apply with opportunities for Ohioans with disabilities for job assistance regarding professional examinations.

(C) Conversion applications:

- (1) Individuals who hold a valid license or certificate with the board may convert their credential to a higher level, when applicable, by completing the appropriate conversion application.
- (2) Licensees or certificate holders shall fulfill all eligibility requirements for the level to which they are applying. These requirements shall be documented according to the procedures outlined in the conversion application.

(D) Endorsement applications:

- (1) Individuals who hold a valid LCDC II, LCDC III, LICDC or LICDC-CS with the board may apply for a gambling disorder endorsement by completing the appropriate endorsement application.
- (2) Licensees shall fulfill all eligibility requirements for the endorsement. These requirements shall be documented according to the procedures outlined in the endorsement application.