



Ohio Administrative Code

Rule 4758-5-01 Requirements for certification of chemical dependency counselor assistants (CDCA).

Effective: April 1, 2024

The chemical dependency counselor assistant (CDCA) certificate is obtained first as a thirteen-month, non-renewable preliminary certification before application for the subsequent two-year, renewable certification.

(A) To be certified as a chemical dependency counselor assistant (CDCA) for a preliminary, non-renewable thirteen-month period, an applicant shall:

- (1) Be eighteen years of age and hold a high school diploma or equivalent;
- (2) Submit a formal application, including:
 - (a) Suitable documentation provided in a manner specified by the board;
 - (b) An application fee; and
 - (c) A personal attestation statement agreeing to practice by the code of ethical standards adopted by the board.
- (3) Complete forty hours of approved substance use disorder specific education which meets the education content and minimum hours as follows:
 - (a) Substance use disorder and recovery knowledge (five hours)
 - (b) Counseling procedures and strategies as applied to those with substance use disorder (fourteen hours)
 - (c) Group process and techniques (five hours)



- (d) Assessment and diagnosis of substance use disorder (three hours)
- (e) Treatment planning (seven hours)
- (f) Legal and ethical issues pertaining to substance use disorder professionals (six hours)

A minimum of one hour must be completed in an ethics course specified by the board.

(4) Substance use disorder specific education hours listed in paragraphs (A)(3)(a) to (A)(3)(f) of this rule must meet the following requirements:

- (a) Continuing education coursework from board approved continuing education provider entities, at least fifty per cent of which the total was completed within two years from the date of application;
- (b) College coursework verified on an official college or university transcript in which at least fifty percent of the total coursework was completed within five years from the date of application; or
- (c) A combination of continuing education and college coursework as described in paragraphs (A)(4)(a) and (A)(4)(b) of this rule in which at least fifty per cent of the coursework has been completed in the last two years.

(5) The preliminary CDCA certification will be granted for thirteen months.

(B) Each individual who holds a preliminary CDCA certification shall complete an application for the CDCA renewable certificate not sooner than ten months from the date the preliminary certificate becomes active and not later than one year after that preliminary CDCA certificate lapses, meeting the following requirements:

(1) Complete thirty hours of approved substance use disorder specific education which meets the education content and minimum hours as follows:

- (a) Substance use disorder and recovery knowledge (five hours)



(b) Counseling procedures and strategies with as applied to those with substance use disorder (eight hours)

(c) Group process and techniques (five hours)

(d) Assessment and diagnosis of substance use disorder (five hours)

(e) Treatment planning (six hours)

(f) Legal and ethical issues pertaining to substance use disorder professionals (three hours)

(2) Substance use disorder specific education listed in paragraphs (B)(1)(a) to (B)(1)(f) of this rule must meet the following requirements:

(a) Continuing education coursework from board approved continuing education provider entities which is completed within the first twelve months the individual holds the CDCA preliminary certificate;

(b) College coursework verified on an official college or university transcript in which at least fifty per cent of the total coursework was completed within five years from the date of application;

(c) A combination of continuing education and college coursework as described in paragraphs (B)(3)(a) and (B)(3)(b) of this rule; and

(d) Does not duplicate the same coursework submitted for approval of the preliminary CDCA certificate.

(C) Failure to complete the requirements in paragraph (B) of rule 4758-5-01 of the Administrative Code shall result in a lapse of the individual's preliminary CDCA certification. Individuals whose CDCA preliminary certification is lapsed beyond one year shall be required to reapply and meet all requirements for CDCA preliminary certification.