

REQUIREMENTS FOR CERTIFICATION OF CHEMICAL DEPENDENCY COUNSELOR ASSISTANTS:

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.

CLINICAL SUPERVISION REQUIREMENTS FOR CDCAs:

Summary

- CDCA holders require 1 hour of clinical supervision per 40 hours worked.
- Clinical supervision is required for any CDCA whose job duties include any activities within the CDCA scope of practice.
- Regardless of the number of hours focused on activities within the CDCA scope of practice, 1 hour of clinical supervision per 40 hours worked is required.

FAQs

1. Where can I find the full text of the CDCA supervision rule?

The rule is called Clinical supervision of chemical dependency counselor assistants. It is OAC 4758-6-15.

Full text at <https://codes.ohio.gov/ohio-administrative-code/rule-4758-6-15>.

2. What activities are part of the CDCA scope of practice?

[OAC 4758-6-01](#) outlines the specific activities within the CDCA scope of practice. The following activities are within the CDCA scope of practice as they relate to behavioral health conditions related to substance use disorder:

- Assessment (without diagnosis);
- Treatment planning;
- Crisis intervention;
- Individual, family, and group counseling;
- Case management; and
- Education services.

3. Does every person holding a CDCA require clinical supervision?

No, it does not apply to all.

It includes every CDCA who works in a role which includes any amount of work within the CDCA scope of practice regardless of work location or job title or description.

EXAMPLES:

- The supervision requirement DOES apply to a person holding CDCA working as a counselor at a substance use disorder treatment center.
- The supervision requirement DOES NOT apply to a person holding a CDCA and working in reception at a treatment center provided no part of the position includes duties within the CDCA scope of practice.
- The supervision requirement DOES apply to a person holding CDCA working in reception at treatment center if any part of their duties include work within the CDCA scope of practice (i.e., occasionally asked to fill in for group, complete an assessment, write a treatment plan, etc.). In this example, the CDCA requires 1 hour of supervision for every 40 hours worked in any capacity at that organization.

See “If I hold a CDCA and another professional license (such as an LSW/LISW, LPC/LPCC) do I need clinical supervision?”

4. Who can clinically supervise a CDCA?

Individuals holding the following licenses can supervise if consistent with their scope of practice outlined in Ohio Administrative Code:

- LCDC III
- LICDC or LICDC-CS;
- LPCC, LPCC-S, LISW, LISW-S;

- RN, CNP or CNS;
- Psychologist;
- Physician.

5. How often does a CDCA need to be clinically supervised?

1 hour for every 40 hours worked.

CDCAs must receive regular and consistent clinical supervision. The Board requires a minimum of one (1) hour of face-to-face Clinical Supervision for every 40 hours of work. The CDCA's are bound by a clinical code of ethics and need regular clinical supervision surrounding clinical boundaries, confidentiality, client's rights, consultation protocols, crisis intervention, policy and procedures, and ethics.

6. If I am working in a non-clinical role part of the time and a clinical role another part of the time, do I still need to be supervised every 40 hours?

Yes, every CDCA regardless of role must be supervised one-hour face to face for every 40 hours worked. The 40 hours included non-clinical hours and clinical hours.

7. Can face-to-face supervision be done in a group?

Yes. The face-to-face supervision can include a variety of methods such as group supervision, direct observation, video conferencing, and individualized supervision sessions as the needs of the supervisee are identified.

8. Does a CDCA's clinical supervisor need to be on-site?

A CDCA cannot practice as an independent practitioner, nor can they practice without clinical supervision. Clinical supervision requires face-to-face sessions with the CDCA and review of a CDCAs clinical documentation. If the clinical supervisor is not on-site on a daily basis, they must be on-site at regular and consistent intervals to provide necessary clinical supervision. Additionally, they must be readily available during the CDCAs operating hours for immediate consultation.

9. If I hold a CDCA and another professional license (such as an LSW/LISW, LPC/LPCC) do I need clinical supervision?

You would practice under the highest license that you hold, and that license's scope would trump the CDCA scope. If that higher scope does not require clinical supervision, then you would not need clinical supervision. If the higher scope does require clinical supervision at a different interval than the CDCA, then you would follow that interval.

10. Do CDCAs in non-clinical roles require clinical supervision?

If a person holds a CDCA but never performs any activities within their scope of practice, they do not require clinical supervision. If the CDCA even occasionally performs activities within their scope of practice, even on rare occasions to fill in, the CDCA requires 1 hour of supervision for every 40 hours worked in any capacity.

11. Can a CDCA diagnose and/or complete the diagnostic portion of an assessment?

A CDCA cannot diagnose, nor can they complete the diagnostic portion of an assessment.

12. Can a CDCA supervise?

A CDCA cannot provide clinical supervision. Employers must make their own policy decisions regarding a CDCA performing administrative supervision.

13. What should I do if I am not receiving the clinical supervision my certificate requires?

You should not provide services if you are not receiving proper clinical supervision. Discuss the matter with your clinical supervisor and/or your employer immediately. If that does not produce results you should contact the Board to discuss filing an ethics complaint. Continuing to practice without the required supervision is considered practicing outside of your scope and could result in an ethical violation and sanctions.

14. If I operate an agency that does not have a supervisor for my CDCAs, what should I do?

You would recruit a supervisor that is eligible to clinically supervise the CDCAs. All CDCAs must receive clinical supervision. A CDCA practicing without supervision is practicing outside their scope and at risk for sanctions.

See "Who can clinically supervise a CDCA?"

15. Does a CDCA need supervisory sign off on clinical documentation?

Please refer to your agency's policies and practices and/or any local, state, or federal agency certification or accreditation requirements.