



Chemical Dependency Professionals Board

Education Content Areas Required for the Ohio Certified Prevention Consultant

Education and training for PS1- Personnel Supervision and Program Management and PS2 Administration and Consultation can be obtained by taking related courses or training in the areas below through college coursework or continuing education. The education and training should align with the scope of practice of the Ohio Certified Prevention Consultant. OCPC applicants must have a total of sixty (60) hours of education in PS1 and PS2 with a minimum of twenty (20) hours in each.

PS1 – Personnel Supervision and Program Management Education **Twenty (20) minimum hours required**

Prevention personnel supervision and program management is the process of effectively overseeing and managing the prevention professionals and programs within an organization to achieve its goals, objectives, and specific prevention outcomes. It involves various activities such as recruitment, selection, training, development, compensation, performance appraisal, and employee relations. The primary focus of personnel supervision and program management is on the administrative tasks related to managing employees, ensuring compliance with employment laws and regulations, and maintaining a productive work environment. This function is essential for optimizing workforce productivity, enhancing employee satisfaction and morale, and ultimately contributing to the organization's success. PS1 includes education pertaining to all the areas within Employee and Volunteer Supervision and Program Management below.

Employee and Volunteer Supervision and Program Management

Recruitment and Retention

Refers to an individual's or organization's best practices, strategies, and techniques related to attracting and retaining talent within an organization.

This education includes, but is not limited to, recruitment strategies, selection process, onboarding and integration, employee engagement, retaining employees.

Team Building

Refers to the process of providing individuals or groups with knowledge, skills, and tools to foster effective teamwork, collaboration, and cohesion within an organization or team.

This education includes, but is not limited to, communication skills and trust building, collaboration and problem-solving to support teamwork within organizations.

<p><u>Conflict Management</u> Refers to the process of resolving disputes, disagreements, or conflicts in a constructive and productive manner.</p> <p><i>This education includes, but is not limited to conflict resolution techniques, effective communication, conflict prevention, conflict de-escalation, and constructive problem-solving.</i></p>	<p><u>Leadership Development</u> Refers to the process of enhancing knowledge, skills, and abilities of employees/volunteers to prepare them for leadership roles/responsibilities within the organization.</p> <p><i>This education includes, but is not limited to, key components of leadership development such as, self-awareness, skill building, vision and strategy, empowering others, adaptability, and ethical leadership.</i></p>
<p><u>Supervision Practices</u> Refers to the methods, techniques, and approaches used by supervisors to oversee, manage, and support the performance and development of their employees</p> <p><i>This education includes, but is not limited to, setting expectations, Interview techniques, monitoring performance, providing feedback, supporting development, empowering employees, building relationships, developing policies and procedures, and ethical principles surrounding supervision.</i></p>	<p><u>Coaching/Performance Improvement</u> Refers to the collaborative and personalized approach to help individuals improve their performance, develop their skills, and achieve their goals.</p> <p><i>This education includes, but is not limited to, performance improvement plans (pip), Performance appraisals, 360 reviews, goal setting, and action planning.</i></p>

PS2 – Administrative and Consultation Education

Twenty (20) minimum hours required

Prevention Administrative and Consultation involves overseeing prevention program implementation or initiatives in a coordinated way to ensure that it is effectively planned, executed, and controlled to deliver desired outcomes. Administrative staff and Consultants typically focus on aligning projects with the organization's overall goals, managing resources, mitigating risks, and communicating with stakeholders at various levels to maximize the collective impact and benefits of prevention programs. . PS2 includes education pertaining to all the areas within Financial Management, Business and Strategic Planning, and Risk Management and Compliance below.

Financial Management

Funding/Grant Writing

Refers to involves learning about the processes, strategies, and techniques for securing financial support from various sources, such as grants, scholarships, donations, sponsorships, or government funding.

This education includes, but is not limited to, understanding funding sources, grant research and prospect identification, proposal development, budgeting and fiscal management, grant submission and review process, and compliance and reporting.

Budgeting

Refers to the learning about the principles, techniques, and skills necessary to plan, manage, and control an organization or program finances effectively.

**This education includes, but is not limited to, understanding financial basics, setting financial goals, creating a budget, managing debt, emergency planning, reviewing/adjusting budgets, diversifying income streams and organizational sustainability.*

** does not refer to personal financial budgeting.*

Contract Negotiations, Business Associate Agreements, Memorandum of Understanding

Refers to the principles, practices, and legal considerations involved in drafting, negotiating, and managing contracts within a business context.

This education includes, but is not limited to, understanding contract law, diverse types of contracts, contract drafting, negotiation skills, contract review and analysis, contract management, and legal and ethical considerations of contracts.

Financial Reporting/Software

Refers to the principles, methods, and tools used in financial reporting and the use of software applications to facilitate the preparation, analysis, and presentation of financial information.

This education includes, but is not limited to, accounting software education, financial statement preparation, financial reporting principles, data analysis and interpretation, financial reporting standards compliance, and financial reporting best practices.

Business and Strategic Planning

Organizational Development

Refers to the principles, theories, strategies, and practices used to improve organizational effectiveness, performance, and adaptability.

This education includes, but is not limited to, understanding organizational dynamics, change management, organizational culture and climate, leadership and team development, organizational design and structure, employee engagement and development, and strategic planning and implementation.

Data Management

Refers to the principles, practices, and technologies used to effectively collect, store, organize, process, analyze, and govern data within organizations.

This education includes, but is not limited to, data fundamentals, data governance, data quality management, data integration and interoperability, data security and privacy, data analytics and business intelligence and data management technologies.

Program Development

Refers to the principles, methodologies, and processes used to create, implement, and evaluate programs aimed at addressing specific needs or achieving desired outcomes within organizations, communities, or other settings.

This education includes, but is not limited to, program needs assessments, program planning, evidence-based practices, monitoring and evaluation and continuous/quality improvement.

Stakeholder Relationships/Public Relations

Refers to the principles, strategies, and practices used to manage/cultivate relationships with various stakeholders, including customers, government agencies, communities, and the media, to build trust, credibility, and goodwill for organizations.

This education includes, but is not limited to, understanding stakeholder dynamics, effective communication strategies, crisis/issue management, corporate social responsibility, and media and public relations campaigns.

Sole Proprietorship/501c-3/LLC

Refers to business entities of sole proprietorship, 501c-3 and Limited Liability Companies (LLCs)

This education includes, but is not limited to, legal structures, tax implications, and operational characteristics of these business entities.

Organization Design and System Development

Refers to the principles, methodologies, and practices used to design and develop organizational structures, processes, and systems to enhance organizational effectiveness, agility, and adaptability .

This education includes, but is not limited to, organizational theory and design principles, systems thinking and analysis, strategic alignment, business process management, technology integration and system development, change management and organizational transformation.

Collaboration and Collective Impact

Refers the importance of building and maintaining relationships with external partners, collaborating effectively across sectors and disciplines, and leveraging collective resources and expertise to achieve organizational goals.

This education includes, but is not limited to, stakeholder engagement, partnership development, collaborative leadership, collective impact frameworks, network building and management, resource mobilization, and evaluation.

Risk Management and Compliance

Documentation

Refers to learning how to create, manage, and maintain several types of documents and records related to the functions of an organization.

This education includes, but is not limited to, employee records management, legal compliance, confidentiality and data security, policies and procedures, document retention and disposal, electronic document management systems, and document audits and compliance checks.

Regulations

Refers to understanding the laws, regulations and legal requirements involved in the relationship between employers and employees in the workplace.

This education includes, but is not limited to, employment law fundamentals, equal employment opportunities compliance, wage, and hour compliance, employee benefit compliance, and labor relations.

Discovery Process and Problem Identification

Refers to learning how to systematically identify, analyze, and define problems or challenges within organizations and to explore potential solutions or opportunities for improvement.

This education includes, but is not limited to, problem framing and definition, needs assessment and stakeholder analysis, root cause analysis, data collection analysis, systems thinking, creative problem- techniques, and risk assessment.

Asset Management

Refers to the principles, strategies, and practices used to manage assets effectively throughout their lifecycle to maximize value and achieve organizational objectives.

This education includes, but is not limited to, asset identification and inventory, asset acquisition and procurement, asset lifecycle management, asset maintenance and reliability, asset utilization and performance monitoring, and risk management and compliance.