



CCDC I CONVERSION FORM

Name _____ File # _____

Address _____

Email _____

Please read the following statements:

- I am a CCDC I.
- I understand that the CCDC I certification will be eliminated on December 23, 2008.
- I will not be able to obtain the LCDC II, LCDC III or LICDC licensure by the December 23, 2008 deadline.
- I understand that the OCDP Board is allowing individuals who hold the CCDC I certification to convert their certification to the CDCA certification if they are not able to obtain licensure by the elimination deadline.
- I understand that this conversion will not grant me an additional two years from 12/23/08 as a CDCA but that it will allow me to use the remainder of my current two year renewal period. For example: Current CCDC I renewal period is 11/21/07-12/23/08. When converted to CDCA, renewal period will be 12/24/08-11/21/09. I will then be permitted to renew the CDCA certification every two years.

I am requesting that the OCDP Board convert my CCDC I certification to a CDCA certification on December 23, 2008.

Signature

Date

Please mail or fax this form to the OCDP Board office by November 23, 2008. Our fax number is 614-387-1109. Our mailing address is OCDP Board 37 West Broad Street Suite 785, Columbus, OH 43215.