

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0628 (HR)
Effective Date: 06-30-02
Person Responsible: Human Resources Coordinator

Subject: Certifications/Registrations/Licenses
Last Revision: 11-07-2024

Approvals/Date: Brent Baer 11/15/24 Superintendent, WCBDD
Julie Spurgeon 11/12/24 Department Director/Coordinator Date

- 1. For those positions requiring certification or registration as defined by the Ohio Department of DD or the Ohio Department of Education, the employees of the WCBDD must meet or exceed such requirements. Each employee's position description as approved by the Superintendent shall include the educational requirement along with the certification or registration requirements for that position.
2. For positions licensed by a state licensing authority, an applicant possessing or eligible for such license shall be deemed eligible for employment.
3. Employees are responsible for meeting the professional, educational, continuing professional education (CPE) hours, and/or experience requirements applying to their position to maintain the proper state required certifications, licensures and registrations.
4. For regular full-time or part-time employees, the fees for certification/registration/license applications, renewals, or for course work related to professional certification and licensing required to possess and maintain before being hired are the responsibility of individual employee. (i.e., Speech-Language Pathology and Audiology Licensure, Teacher Licensure, Registered Nurse Licensure)
The fees for the Ohio Department of DD certifications, renewals, trainings or for course work required will be the responsibility of the County Board. (i.e., Superintendent, Early Intervention, Service and Support Administration, Service and Support Administration Manager, Business Manager, Investigative Agent)
All substitute employee's (i.e., Intervention Specialist Substitute, School Paraprofessional Substitute, Bus Driver Substitute, Lifeguard Substitute) certification/registration license applications are reimbursable through expense reimbursement once obtained.
5. The Director of the Ohio Department of Developmental Disabilities (ODDD) has the jurisdiction to issue, deny, suspend, or revoke a registration or certification for superintendent, early intervention supervisor, early intervention specialist, and investigative agent. The Superintendent of the Wood County Board of DD has the jurisdiction to issue, deny, suspend, or revoke a registration or certification for adult services, business manager, and service and support administration issued in accordance with section 5126.25 of the Revised Code.
6. The Director of the ODDD or Superintendent will deny, suspend, or revoke a registration or certification if the superintendent finds, pursuant to an adjudication, that the applicant for or holder of the registration or certification has engaged in an immoral act, incompetence, negligence, or conduct that is unbecoming to the applicant's or holder's position. Information on denial, suspension, and revocation of registration and certification including procedures for appealing the denial, suspension, or revocation is found in OAC 5123-5-04 and the WCBDD procedure 02-ALL-ALL-0850 (HR).
7. An employee holding a certificate, license, or evidence of registration has a duty to timely report to the Superintendent any acts described above. Failure to make such timely report may result in discipline up to and including discharge. Upon receipt of information that an employee holding a certificate or evidence of registration may have committed any of the acts described above or listed in OAC request that the regulating state or federal agency supply the Board with a written report of any information pertaining to the employee's criminal record that the agency obtains in the course of conducting an investigation or in the process of renewing the employee's license or other credentials.
8. If an employee's required license/certificate/registration is revoked, not renewed, or suspended, that person's employment shall be terminated for just cause subject to due process as listed in OAC 5123-5-04.
9. The Director of the ODDD shall monitor county boards to ensure that their employees and the employees of their contracting entities have the applicable certification or registration required under this section and that the employees are performing only those functions they are authorized to perform under the certification or registration. The superintendent of each county board or the superintendent's designee shall maintain in appropriate personnel files evidence acceptable to the director that the employees have met the requirements. On request, representatives of the department of developmental disabilities shall be given access to the evidence.

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| 10. No person will be employed or compensated by the Board if the person does not hold the certificate, evidence of registration or license required for the position. The Superintendent may employ an individual pending the issuance of the proper certificate, registry or license if the person has met the requirements for such and has applied for certification, registry or license and the application has not been denied. |
| 11. New employees will receive instructions regarding certification/registration when they meet with the Human Resources representative at the conditional offer of employment meeting. The employee will complete 03-ALL-ALL-0918 or the State of Ohio certification application form and is responsible for getting the paperwork to the Human Resource Department for processing before starting their actual duties. |
| 12. A reminder will be sent to the employee by the Human Resource Department when their registration/certificate before it is expired. This date is in the Learning Management System for the employee and supervisor to review. The employee is responsible for uploading the continuing professional education (CPE) hours and any other outside training CPE or CEU hours that will fulfill the requirements for renewing the certificate/registration to the Learning Management System. |
| 13. Employees who have a change in their educational, certification, licensure or registration status that may have an effect on their salary or wage are responsible for providing the appropriate documentation to the Human Resources Department. Employee's failure to comply in a timely manner will result in possible loss of income. |

- References:
- ORC 5126.25
 - OAC 5123-5-01
 - OAC 5123-5-02
 - OAC 5123-5-03
 - OAC 5123-5-04
 - OAC 5123-5-05
 - OAC 5123-5-07
 - OAC 5123-5-08

- Procedures:
- 02-ALL-ALL-0849 (SS)
 - 02-ALL-ALL-0850 (HR)
 - 02-ALL-ALL-0851 (HR)

- Forms:
- 03-ALL-ALL-0898
 - State of Ohio Certification Application Form

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