Southern Ohio Council of Governments **Evaluation for Business Manager Certification**(Path 1: Employed by/under contract with county board in position of Business Manager for one year or longer on 12/31/2018)

(OAC 5123-5-08 – effective 1/1/2019)

Last Name:	First Name: Middle	Middle Name:SSN:
Initial (Duration = 5 years)	Subsequent Renewal(s) (Duration = 5 years)	
Not Met Effective 12/31/2018, employed by or under contract with county board in the position of Business Manager for one year or longer.	Met Not Met Successfully completed, during each year of the five-year period of the preceding Business Manager certification, at least twenty-five hours of continuing professional education which shall include, but is not limited to;	
	(a) Department-provided annual training in cost report preparation described in paragraph (N)(3)(b) of rule 5123.4-01 of the Administrative Code;	
	(b) Rights of individuals with developmental disabilities set forth in section 5123.62 to 5123.64 of the Revised Code.	
	(c) The requirements of rule 5123:2-17-02 of the Administrative Code including a review of health and safety alerts issued by the department since the previous year's training.	
Please refer to highlighted area above for renewal requirements.	wal requirements. If you have completed course work not	k not reflected on this evaluation, please contact your supervisor

Disapproved: Comments:_

Approved:

Effective Date:

Expiration Date:

Processed by:

Processed by:

Date Processed:

Date Processed:

Southern Ohio Council of Governments

Evaluation for Business Manager Certification

(Path 2: Employed by/under contract with county board in position of Business Manager for less than one year on 12/31/2018)

(OAC 5123-5-08 – effective 1/1/2019)

Rights of individuals with developmental disabilities set forth in section 5123.62 to 5123.64 of the Revised Code. The requirements of rule 5123:2-17-02 of the Administrative Code including a review of health and safety alerts issued by the department since the previous year's training.				
		(7)		
	Rights of individuals with developmental disabilities set forth in section 5123.62 to 5123.64 of the Revised Code.	(9)		
	described in paragraph (N)(3)(a) of rub 5123-4-01 of the Administrative Code, or department-provided annual training in cost report preparation described in paragraph (N)(3)(b) of rule 5123-4-01 of the Administrative Code;			
the previous year's training.	Department-provided orientation program in cost report preparation	(f)		
(v) The requirements on the State of health and safety alerts issued by the department since) Financial audits of county boards;	(e)		
) Day-to-day fiscal operations of the county board;	(d)		
(b) Rights of individuals with developmental disabilities set forth in section 5123 62 to 5123 64 of the) Monthly financial reporting;	(c)		
5123-4-01 of the Administrative Code;) Financial forecasting;	(b)		
(a) Department-provided annual training in cost report) Budgeting;	(a)		
Met Not Met Successfully completed, during each year of the five-year period of the preceding Business Manager Certification, at least twenty-five hours of continuing professional education which shall include but is not limited to;	During the period of initial Business Manager certification, successfully completed at least forty hours of continuing professional education which shall include, but is not limited to;	Met Not Met During t certifica hours of shall inc	Effective 12/31/2018, employed by or under contract with county board in the position of Business Manager for less than one year.	Met Not Met
Subsequent Renewal(s) (Duration = 5 years)	First Renewal (Duration = 5 years)	First Renev	Initial (Duration = 1 year)	

Disapproved: Comments:

Processed by: _

Date Processed:

Southern Ohio Council of Governments Evaluation for Business Manager Certification

(Path 3: Persons not employed by/under contract with county board in position of Business Manager on 12/31/2018) (OAC 5123-5-08 – effective 1/1/2019) First Name: Middle Name: SSN:

Last Name:

Met Not Met Met Not Met Not Met Not Met							Please refe	Please refe
Initial (Duration = 1 year) Bachelor's or Master's degree from an accredited college or university in accounting, business administration, finance, public administration or a related field of study; or Bachelor's or Master's degree from an accredited college or university in any field of study and has at least two years of full-time (or equivalent part-time), supervised, paid work experience with demonstrated competency in accounting, financial management, and budgeting; or Is a certified public accountant.							to highlighted area above for renew	Please refer to highlighted area above for renewal requirements. If you have completed course work not reflected on this evaluation, please contact your supervisor
Met Det							al regu	al requ
Not Met							iremen	iremen
rst Renewal Has education OAC 5123-5-4 Within 90 cale orientation pro defined in OA During the pe certification, s hours of conti shall include, (a) B		(b) F	(c) N	(d) D	(e) F		ts. If you h	ts. If you h
First Renewal (Duration = 5 years) t Has education/experience/certification outlined in OAC 5123-5-08 (C)(3)(a)(i). tt Within 90 calendar days after hire, completed an orientation program of at least eight hours as defined in OAC 5123-5-08 (C)(3)(a)(ii). tt During the period of initial Business Manager certification, successfully completed at least forty hours of continuing professional education which shall include, but is not limited to: (a) Budgeting;	oudgeting;	Financial forecasting;	Monthly financial reporting;	Day-to-day fiscal operations of the county board;	Financial audits of county boards;		nave completed	nave completed
n outlined in impleted an iours as).			Ğ;	ons of the	y boards;		course wor	course wor
□ Met							k not ref	k not ref
Subse							lected on	flected on
Successfull period of the twenty-five shall include (a) (b) (c)							this eval	this eval
Subsequent Renewal(s) (Duration = 5 years) It Met Successfully completed, during each year of the five-year period of the preceding Business Manager certification, at least twenty-five hours of continuing professional education which shall include, but is not limited to: (a) Department-provided annual training in cost report preparation described in paragraph (N)(3)(b) of rule 5123-4-01 of the Administrative Code. (b) Rights of individuals with developmental disabilities set forth in section 5123.62 to 5123.64 of the Revised Code. (c) The requirements of rule 5123:2-17-02 of the Administrative Code including a review of health and safety alerts issued by the department since the previous year's training.							listion please contact voir sin	luation, please contact your sup

Disapproved: Comments: Processed by: Date Processed: