

# Southern Ohio Council of Governments Certification Application

## SECTION 1 – TO BE COMPLETED BY APPLICANT

### Applicant Instructions:

- Complete a separate application for each certification. Incomplete applications will not be processed.
- Submit transcripts, diplomas, or affidavit verifying continuing professional development as applicable. All first time applications must include education verification.
- Submit complete packet to SOCOG at least 30 days before expiration. Include a non-refundable check or money order for the appropriate application fee payable to: SOCOG. Applications submitted without the fee will not be processed.
- Mail the completed application, fee and supporting documents to: SOCOG, P.O. Box 456, Chillicothe, OH 45601.

## Section 1A – Applicant Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_ Phone # \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ County Board \_\_\_\_\_  
 Employer's Name \_\_\_\_\_ Work Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Current Position \_\_\_\_\_

## Section 1B - Certification Status

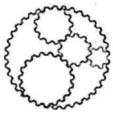
Initial       Renewal

## Section 1C - Certification Type (Please check one)

- Adult Services Worker (5 years)       Adult Services Supervisor (5 years)  
 Services and Support Administrator (5 years)       Services and Support Administrator Supervisor (5 years)  
 Business Manager (1 : 5 years)

## Section 1D – Degree Attained

Degree	School, City, State	Year Graduated
<input type="checkbox"/> High School Diploma or GED	_____	_____
<input type="checkbox"/> Associate's Degree	_____	_____
<input type="checkbox"/> Bachelor's Degree	_____	_____
<input type="checkbox"/> Master's Degree	_____	_____
<input type="checkbox"/> Doctorate Degree	_____	_____



Southern Ohio Council of Governments
Certification A Application

Section 1E - Legal Status

Yes No
[ ] [ ]

1. Have you ever been convicted of any felony or misdemeanor (other than a minor traffic offense)?
You must answer this question, even if the record of your conviction(s) has been sealed or expunged by a court of law and regardless of whether or not the conviction appears on a criminal background check.

[ ] [ ]

2. If the holder of or applicant for certification becomes aware that the holder of or applicant for certification is guilty of serious intemperate, immoral, or conduct unbecoming to his/her position, and/or is guilty of serious incompetence or negligence within the scope of his/her duties, and/or has been convicted of or pleaded guilty to any of the felony or misdemeanor offenses described in Ohio Administrative Code 5123:2-2-02, he/she shall notify the county board and SOOG at the time of initial employment or within 14 days of the event for current employees.

[ ] [ ]

3. Have you ever had a registration, certification or license (excluding a Driver's License) suspended or revoked? If "yes," please explain on a separate sheet.

I hereby certify that the information contained on this application is true to the best of my knowledge. I agree to complete the necessary training, mentorship, and/or continuing professional development units required to renew existing certification.

Applicant's Signature

Date

SECTION 2 - TO BE COMPLETED BY HUMAN RESOURCES

Yes No
[ ] [ ]

If the applicant answered "yes" to Section 1E, Question 1, the applicant must attach a copy of a recent criminal background check from the Ohio Bureau of Criminal Identification and Investigation (BCII). Is a current BCII report attached?

Disqualifying offense:
Exclusion period:
Date applicant was fully discharged from imprisonment, probation and/or parole:

If applicant answered yes to Section 1E, Question 1, the Superintendent must check one of the following boxes:

Yes No

[ ] [ ]

Applicant has completed the BCII criminal background check and does not have a criminal record that precludes issuance of certification as defined in Ohio Administrative Code 5123:2-2-02.

[ ] [ ]

Applicant has completed a BCII criminal background check and has been convicted of or pleaded guilty to a disqualifying offense and the corresponding time period that precludes applicant from being employed has been exhausted.

Signature of the Superintendent of the employing county board of developmental disabilities serves as written authorization for issuance of certification by SOCOG and verification of the employee's applicable work experience, required continuing education, completion of orientation program, appropriate/required training, and applicable mentorship/supervision as stipulated in the certification standards.

Superintendent Signature

Date

County Board Employee Certification Standards  
 5123-5-08 Business Manager Certification  
 Standards Effective August 19, 2024

	Business Manager
Requirements for Initial Certification	<ul style="list-style-type: none"> <li>• Bachelor’s degree, or graduate-level degree in accounting, business administration, finance, public administration, or a related field of study, or</li> <li>• Bachelor’s degree or graduate-level 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</li> <li>• Is a Certified Public Accountant</li> </ul>
Within 90 days of employment	8-hour orientation program consisting of an overview of the county board, including: (i) Mission, vision, values and organizational structure; (ii) Policies, procedures, and work rules; (iii) Ethical and professional conduct and practice; and (iv) Avoiding conflicts of interest. (b) Serving individuals with developmental disabilities, including: (i) Person-centered philosophy and practice; (ii) The rights of individuals with developmental disabilities set forth in sections 5123.62 of the Revised Code; and (iii) The requirements of rule 5123-17-02 of the Administrative Code. (c) The department-provided orientation program in cost report preparation described in paragraph (O)(4)(a) of rule 5123-4-01 of the Administrative Code .
During first year of employment	Forty (40) hours of continuing education that includes but is not limited to: (a) Budgeting; (b) Financial Reporting; (c) Monthly financial reporting; (d) Day-to-day fiscal operations of county boards; and (e) Financial audits of county boards .
Annual training requirements	<ul style="list-style-type: none"> <li>• Successfully completed, during each year of the five year period of the preceding business manager certification, at least one hundred hours of continuing professional education which shall include, but is not limited to: (a) The department-provided annual training in cost report preparation described in paragraph (O)(4)(b) of rule 5123-4-01 of the Administrative Code; (b) The rights of individuals with developmental disabilities set forth in sections 5123.62 of the Revised Code; and (c) The requirements of rule 5123-17-02 of the Administrative Code including a review of health and safety alerts issued by the department since the previous year's training.</li> </ul>
Continuing professional education	100 hours per year (100 hours in 5 years)
Duration of Certification	5 years
Application Fee	\$75

\*or equivalent part-time

# Southern Ohio Council of Governments Business Manager Certification Application Attachment

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Name \_\_\_\_\_

has been employed by or under contract with \_\_\_\_\_

County Board in the position of Business Manager:

\_\_\_\_\_ for one year or longer (initial certification = 5 years)

\_\_\_\_\_ less than one year (initial certification = 1 year)

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Superintendent

Date