



Southern Ohio Council of Governments

CERTIFICATE/REGISTRATION NUMBER: 2022 - 011

ISSUE DATE: May 13, 2022

EFFECTIVE/EXPIRATION DATES: 05/06/2022 – 05/05/2027

NAME: Shayla D. Cooper

TYPE: Certification of County Board of DD Employees

VALIDATION: Service and Support Administrator

STATUS: Initial

Kelly Rosler
Executive Director
Southern Ohio Council
of Governments

Southern Ohio Council of Governments
Evaluation for Service and Support Administrator Certification
(OAC 5123:2-5-02 – effective 4/1/2017)

Last Name: Lewis

First Name: Shayla

Middle Name: D

SSN: 6310

Initial (Duration = 5 years)	First Renewal (Duration = 5 years)	Subsequent Renewals (Duration = 5 years)
<div style="display: flex; justify-content: space-between;"> <div> Met <input checked="" type="checkbox"/> Not Met <input type="checkbox"/> </div> <div> Has one of the following from an accredited college/university: <input checked="" type="checkbox"/> associate's degree* <input type="checkbox"/> bachelor's degree <input type="checkbox"/> graduate-level degree </div> </div> <p>*shall be a conditional status service and support administrator (SSA) and shall perform the duties of an SSA only under the supervision of a management employee who is a service and support administration supervisor.</p>	<div style="display: flex; justify-content: space-between;"> <div> Met <input type="checkbox"/> Not Met <input type="checkbox"/> </div> <div> Has one of the following from an accredited college/university: <input type="checkbox"/> associate's degree* <input type="checkbox"/> bachelor's degree <input type="checkbox"/> graduate-level degree </div> </div> <p>Within 90 days as an SSA, successfully completed, or provided evidence of having successfully completed, an orientation program of at least 8 hours as defined in OAC 5123:2-5-02 (C)(1)(b).</p>	<div style="display: flex; justify-content: space-between;"> <div> Met <input type="checkbox"/> Not Met <input type="checkbox"/> </div> <div> Successfully met requirements of previous certification period. </div> </div>
<div style="display: flex; justify-content: space-between;"> <div> Met <input type="checkbox"/> Not Met <input type="checkbox"/> </div> <div> No later than one year after hire, successfully completed department-provided web-based training as defined in OAC 5123:2-5-02 (C)(1)(c). </div> </div>	<div style="display: flex; justify-content: space-between;"> <div> Met <input type="checkbox"/> Not Met <input type="checkbox"/> </div> <div> Successfully completed: <ul style="list-style-type: none"> Department-provided web-based training described in OAC 5123:2-5-02 (C)(1)(c) prior to application to renew certification (NOTE: only required to be taken one time); At least 60 hours of continuing professional education during the previous certification period. Training described in OAC 5123:2-5-02 (C)(1)(c) and (D) may be counted toward the 60 hours. </div> </div>	<div style="display: flex; justify-content: space-between;"> <div> Met <input type="checkbox"/> Not Met <input type="checkbox"/> </div> <div> Successfully met requirements of previous certification period. </div> </div>
<div style="display: flex; justify-content: space-between;"> <div> Met <input type="checkbox"/> Not Met <input type="checkbox"/> </div> <div> No later than one year after hire as an SSA (other than those who have at least one year of experience as an SSA at the point of hire), successfully completed training specific to the provision of service and support administration included in, but not limited to, OAC 5123:2-5-02 (C)(1)(d). </div> </div>	<div style="display: flex; justify-content: space-between;"> <div> Met <input type="checkbox"/> Not Met <input type="checkbox"/> </div> <div> During the period of initial SSA certification, successfully completed at least 60 hours of continuing professional education. Training described in OAC 5123:2-5-02 (C)(1)(b), (C)(1)(c), (C)(1)(d) and (D) may be counted toward the 60 hours. </div> </div>	<div style="display: flex; justify-content: space-between;"> <div> Met <input type="checkbox"/> Not Met <input type="checkbox"/> </div> <div> Successfully met requirements of previous certification period. </div> </div>

Please refer to highlighted area above for renewal requirements. If you have completed course work not reflected on this evaluation, please contact your supervisor.

☒ Approved: 5/6/22 Effective Date: 5/5/27 Processed by: [Signature] Date Processed: 5/13/22
☐ Disapproved: Comments: _____ Processed by: _____ Date Processed: _____