

County Board Employee Certification Standards  
 5123:2-5-02 Service and Support Administration Certification Standards  
Effective April 1, 2017

	Service and Support Administrator	Service and Support Administration Supervisor
Requirements for Initial Certification	<ul style="list-style-type: none"> <li>• Associate's degree, bachelor's degree, or graduate-level degree.</li> <li>• (A person holding an associate's degree shall be a conditional status service and support administrator and shall perform the duties of SSA only under the supervision of a management employee who is a service and support administration supervisor.)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or graduate-level degree</li> <li>• Four (4) years of full-time*, supervised, paid experience in programs or services for individuals with developmental disabilities.</li> </ul>
Within 90 days of employment	8-hour orientation program	8-hour orientation program
During first year of employment	Eight (8) hours of training specific to provision of service and support administration	Eight (8) hours of training specific to supervision of service and support administration
Annual training requirements	<ul style="list-style-type: none"> <li>• Individuals' rights</li> <li>• Incidents adversely affecting health and safety (MUI rule)</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals' rights</li> <li>• Incidents adversely affecting health and safety (MUI rule)</li> </ul>
Continuing professional education	12 hours per year (60 hours or 5 years)	15 hours per year (75 hours in 5 years)
Duration of Certification	5 years	5 years
Application Fee	\$50	\$75

\*or equivalent part-time