

**Southern Ohio Council of Governments**  
**Evaluation for Service and Support Administration Supervisor Certification**  
(OAC 5123:5-02 – effective 06/05/2023)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Initial (Duration = 5 years)	First Renewal (Duration = 5 years)	Subsequent Renewals (Duration = 5 years)
<p><b>Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/> Has either a bachelor's degree or graduate-level degree from an accredited college/university; and</p> <p><b>Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/> Four years full-time (or equivalent part-time) supervised, paid work experience in programs/services for individuals with developmental disabilities.</p>	<p><b>Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/> Has either a bachelor's degree or graduate-level degree from an accredited college/university; and</p> <p><b>Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/> Four years full-time (or equivalent part-time) supervised, paid work experience in programs/services for individuals with developmental disabilities.</p> <p><b>Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/> Within 90 days as a Service and Support Administration (SSA) Supervisor, completed an orientation program as defined in OAC 5123: 02 (C) (2)(b).</p> <p><b>Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/> No later than one year after hire, successfully completed department-provided web-based training as defined in OAC 5123: 5-02 (C)(2)(c).</p> <p><b>Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/> No later than one year after hire as an SSA Supervisor (other than those who have at least one year of experience as a Service and Support Administration Supervisor at the point of hire), successfully completed training specific to the supervision of service and support administration included in, but not limited to, topics in OAC 5123:5-02 (C)(2)(d).</p> <p><b>Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/> During the period of initial SSA Supervisor certification, successfully completed at least 75 hours of continuing professional education. Training described in OAC 5123: 5-02 (C)(2)(b), (C)(2)(c), (C)(2)(d) and (D) may be counted toward the 75 hours.</p>	<p><b>Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/> Successfully met requirements of previous certification period.</p> <p><b>Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/> Successfully completed:</p> <ul style="list-style-type: none"> <li>• Department-provided web-based training described in OAC 5123:5-02 (C)(2)(c) prior to application to renew certification (NOTE: only required to be taken one time);</li> <li>• At least 75 hours of continuing professional education during the previous certification period. Training described in OAC 5123: 5-02 (C)(2)(c) and (D) may be counted toward the 75 hours.</li> </ul>

**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: Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Disapproved: Comments: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_