

County Board Employee Certification Standards
 5123-5-08 Business Manager Certification Standards
Effective December 10, 2018

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| | Business Manager |
| Requirements for Initial Certification | <ul style="list-style-type: none"> • Bachelor's degree, or graduate-level degree in accounting, business administration, finance, public administration, or a related field of study, or • 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 • Is a Certified Public Accountant |
| Within 90 days of employment | <p>8-hour orientation program consisting of an overview of the county board, including: (i) Mission, vision, values, principles, and goals; (ii) Organizational structure; (iii) Key policies, procedures, and work rules; (iv) Ethical and professional conduct and practice; and (v) Avoiding conflicts of interest. (b) Serving individuals with developmental disabilities, including: 5123-5-08 6 (i) Person-centered philosophy and practice; (ii) The rights of individuals with developmental disabilities set forth in sections 5123.62 to 5123.64 of the Revised Code; and (iii) The requirements of rule 5123:2-17-02 of the Administrative Code. (c) The department-provided orientation program in cost report preparation described in paragraph (N)(3)(a) of rule 5123-4-01 of the Administrative Code.</p> |
| During first year of employment | <p>Eight (8) hours of training specific to provision of service and support administration</p> |
| Annual training requirements | <ul style="list-style-type: none"> • 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) The department-provided annual training in cost report preparation described in paragraph (N)(3)(b) of rule 5123-4-01 of the Administrative Code; (b) The rights of individuals with developmental disabilities set forth in sections 5123.62 to 5123.64 of the Revised Code; and (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. |
| Continuing professional education | 12 hours per year (40 hours or 5 years) |
| Duration of Certification | 5 years |
| Application Fee | \$75 |

*or equivalent part-time