

***Certification – Service and Support Administrator***  
***OAC 5123:2-5-02 (C)(1)(d)***  
***Effective 4/1/2017***

(Printed) Name: \_\_\_\_\_ Classification: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

<i>Topic(s)</i>	<i>Date of Training</i>	<i>Signature of Verifier</i>
<p>(C) (1) Service and support administrator:</p> <p>(d) The Superintendent shall ensure that service and support administrators (other than those who have at least one year of experience as a service and support administrator at the point of hire) successfully complete no later than one year after hire, training specific to the provision of service and support administration that includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>(i) Eligibility determination;</li> <li>(ii) Establishing individual budgets;</li> <li>(iii) Effective service coordination;</li> <li>(iv) Management of individuals' funds and related documentation requirements; and</li> <li>(v) Self-determination which includes assisting the individual to develop self-advocacy skills, to exercise his or her civil rights, to exercise control and responsibility over the services he or she receives, and to acquire skills that enable him or her to become more independent, productive, and integrated within the community.</li> </ul>		

I have received the training as outlined on this orientation form.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date