

**Southern Ohio Council of Governments**  
**Evaluation for Adult Services Worker Certification**  
(OAC 5123: 2-5-01 – effective 4/1/2017)

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>    <b>Not Met</b></p> <p><input type="checkbox"/>    <input type="checkbox"/>    At least 18 years of age</p> <p><input type="checkbox"/>    <input type="checkbox"/>    Holds high school diploma/GED</p>	<p><b>Met</b>    <b>Not Met</b></p> <p><input type="checkbox"/>    <input type="checkbox"/>    At least 18 years of age</p> <p><input type="checkbox"/>    <input type="checkbox"/>    Holds high school diploma/GED</p> <p><b>Met</b>    <b>Not Met</b></p> <p><input type="checkbox"/>    <input type="checkbox"/>    Within 90 days, has successfully completed an orientation program of at least 8 hours as defined in OAC 5123: 2-5-01 (C)(1)(b).</p> <p><b>Met</b>    <b>Not Met</b></p> <p><input type="checkbox"/>    <input type="checkbox"/>    Within first year of employment:</p> <ul style="list-style-type: none"> <li>• Be assigned/have access to a mentor.</li> <li>• Successfully completed at least 8 hours of training specific to the provision of adult services as outlined in OAC 5123: 2-5-01 (C)(1)(d).</li> <li>• Successfully completed on-the-job training specific to each individual he/she serves that includes the requirements of OAC 5123: 2-5-01 (C)(1)(e).</li> </ul> <p><b>Met</b>    <b>Not Met</b></p> <p><input type="checkbox"/>    <input type="checkbox"/>    Commencing in the 2nd year of employment, annually completed at least 8 hours of continuing professional education in accordance with OAC 5123: 2-5-01 (D) and (E).</p> <p><b>Met</b>    <b>Not Met</b></p> <p><input type="checkbox"/>    <input type="checkbox"/>    During period of initial certification, successfully completed at least 40 hours of continuing professional education. Training described in OAC 5123: 2-5-01 (C) (1) (b), (C) (1) (d), and (E) may be counted toward the 40 hours.</p>	<p><b>Met</b>    <b>Not Met</b></p> <p><input type="checkbox"/>    <input type="checkbox"/>    Successfully met requirements of previous certification period.</p> <p><b>Met</b>    <b>Not Met</b></p> <p><input type="checkbox"/>    <input type="checkbox"/>    Successfully completed at least 40 hours of continuing professional education during the preceding adult services worker certification. Training described in 5123: 2-5-01 (E) may be counted toward the 40 hours.</p>

**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: \_\_\_\_\_