



Southern Ohio Council

A Council of Governments

ISSUE DATE: 09/09/2026

CERTIFICATE/REGISTRATION NUMBER 2026-019

EFFECTIVE/EXPIRATION DATES 09/09/2026 – 09/09/2031

NAME: Tiffany Steiner

TYPE: Certification of County Board of DD Employees

VALIDATION: Service and Support Administrator

STATUS: Renewal

Kelly Rosler
Executive Director
Southern Ohio Council
of Governments

Southern Ohio Council of Governments
Evaluation for Service and Support Administrator Certification
(OAC 5123-5-02 - effective 08/27/26)

Last Name: Steiner First Name: Tiffany Middle Name: K SSN: 299.88.1103

Initial (Duration = 5 years)		First Renewal (Duration = 5 years)	Subsequent Renewals (Duration = 5 years)
Met ☐ Not Met ☐ Has one of the following from an accredited college/university: ☐ associate's degree* ☐ bachelor's degree ☐ graduate-level degree *shall be a conditional status service and support administrator (SSA) and shall perform the duties of an SSA only under the supervision of a management employee who is a service and support administration supervisor.	Met ☒ Not Met ☐ Has one of the following from an accredited college/university: ☐ associate's degree* ☐ bachelor's degree ☐ graduate-level degree within 60 days of hire complete person-centered planning training; Within 90 days complete 8 hrs. of orientation training	Met ☒ Not Met ☐ No later than one year after hire as an SSA (other than those who have at least one year of experience as an SSA at the point of hire), successfully completed training specific to the provision of service and support administration included in, but not limited to, OAC 5123-5-02 (C)(1)(e). During the period of initial SSA certification, successfully completed at least 60 hours of continuing professional education. Training described in OAC 5123-5-02 (C)(1)(b), (C)(1)(c), (C)(1)(d) and (D) may be counted toward the 60 hours.	Met ☐ Not Met ☐ Successfully met requirements of previous certification period. Met ☐ Not Met ☐ Successfully completed: • Department-provided web-based training described in OAC 5123-5-02 (C)(1)(c) prior to application to renew certification (NOTE: only required to be taken one time); • At least 60 hours of continuing professional education during the previous certification period. Training described in OAC 5123-5-02 (C)(1)(c) and (D) may be counted toward the 60 hours.
Met ☐ Not Met ☐ Within 30 days as an SSA, successfully completed, or provided evidence of having successfully completed department-provided web-based training as defined in OAC 5123-5-02(C)(1)(b).	Met ☒ Not Met ☐ During the period of initial SSA certification, successfully completed at least 60 hours of continuing professional education. Training described in OAC 5123-5-02 (C)(1)(b), (C)(1)(c), (C)(1)(d) and (D) may be counted toward the 60 hours.	Met ☐ Not Met ☐ Successfully met requirements of previous certification period. Met ☐ Not Met ☐ Successfully completed: • Department-provided web-based training described in OAC 5123-5-02 (C)(1)(c) prior to application to renew certification (NOTE: only required to be taken one time); • At least 60 hours of continuing professional education during the previous certification period. Training described in OAC 5123-5-02 (C)(1)(c) and (D) may be counted toward the 60 hours.	

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: 09/09/26 Expiration Date: 09/09/31 Processed by: Shay Kord Date Processed: 9.17.26
☐ Disapproved: Comments: _____ Processed by: _____ Date Processed: _____