



Ohio Administrative Code Rule 173-14-06 Professional development deadlines.

Effective: September 1, 2024

(A) Candidates shall complete their professional development before the following deadlines:

- (1) Ombudsman associates: three months after the first day of professional development.
- (2) Ombudsman specialists and ombudsman program directors: as soon as practicable, but no later than fifteen months after the date of employment.

(B) The SLTCO may grant a deadline extension to a candidate if all the following occur:

- (1) The candidate applies to the regional program director for the extension or applies to the SLTCO for the extension if the candidate is a program director or staff or volunteer of the state office.
- (2) The candidate applies at least thirty days before their professional development deadline or as soon as practicable if extenuating circumstances occur, such as an illness in the immediate family, unexpected changes in the candidate's living circumstances, employment conflicting with the professional development program, and time constraints.
- (3) The candidate's application states the applicant's reasons for requesting an extension.
- (4) The candidate shows probable success for becoming certified.

(C) A candidate's failure to complete professional development, to take an examination in a timely manner, or to present an acceptable request for an extension is cause for removal as a candidate. For paid candidates, the SLTCO shall provide a notice and hearing process in accordance with rule 173-14-27 of the Administrative Code before removing a candidate for failure to successfully complete professional development or to take an examination in a timely manner.
