



Ohio Administrative Code

Rule 5123-5-08 Certification standards for business managers of county boards of developmental disabilities.

Effective: January 1, 2019

(A) Purpose

This rule establishes minimum qualifications through certification standards for persons employed by or under contract with county boards of developmental disabilities as business managers in accordance with section 5126.054 of the Revised Code. Persons serving as business managers of county boards of developmental disabilities shall hold certification in accordance with this rule.

(B) Definitions

For the purposes of this rule, the following definitions shall apply:

(1) "Accredited college or university" means a college or university accredited by a national or regional association recognized by the secretary of the United States department of education or a foreign college or university of comparable standing.

(2) "Business manager" means a person employed by or under contract with a county board who is responsible for budgeting, financial reporting, preparing cost reports, and advancing informed and strategic decision-making by the county board.

(3) "Certified public accountant" means a person holding a certificate issued pursuant to section 4701.06 or 4701.061 of the Revised Code that is not revoked or suspended.

(4) "Continuing professional education" means training, approved by the department or a superintendent, required for renewal of business manager certification.

(5) "County board" means a county board of developmental disabilities.

(6) "Department" means the Ohio department of developmental disabilities.



(7) "Superintendent" means a person certified by the department in accordance with rule 5123:2-5-03 of the Administrative Code and employed in that capacity by a county board.

(C) Issuance of initial and renewal certification

There are three alternative paths, based on a person's status on the day immediately prior to the effective date of this rule, for issuance of initial and renewal business manager certification.

(1) Persons who are employed by or under contract with a county board in the position of business manager for one year or longer on the day immediately prior to the effective date of this rule

(a) Initial certification

A superintendent may issue initial business manager certification for a period of five years to a person who, on the day immediately prior to the effective date of this rule, has been employed by or under contract with the county board in the position of business manager for one year or longer.

(b) First and subsequent renewal of certification

(i) A superintendent may renew the business manager certification issued in accordance with paragraph (C)(1)(a) of this rule for subsequent periods of five years provided the business manager has 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.

(ii) A business manager who fails to meet the requirements to renew business manager certification in accordance with paragraph (C)(1)(b)(i) of this rule shall experience a lapse in business manager certification and shall not be eligible to renew business manager certification until he or she has successfully completed, on or after the effective date of the preceding business manager certification, at least one hundred thirty-five hours of continuing professional education which shall include, but is not limited to, the topics specified in paragraph (C)(1)(b)(i) of this rule.

(2) Persons who are employed by or under contract with a county board in the position of business manager for less than one year on the day immediately prior to the effective date of this rule

(a) Initial certification

A superintendent may issue initial business manager certification for a period of one year to a person who, on the day immediately prior to the effective date of this rule, has been employed by or under contract with the county board in the position of business manager for less than one year.

(b) First renewal of certification

(i) A superintendent may renew the business manager certification issued in accordance with paragraph (C)(2)(a) of this rule for a period of five years provided the business manager has successfully completed, subsequent to becoming the county board's business manager, at least forty hours of continuing professional education which shall include, but is not limited to:

(a) Budgeting;

(b) Financial forecasting;

(c) Monthly financial reporting;

(d) Day-to-day fiscal operations of the county board;



(e) Financial audits of county boards;

(f) Either the department-provided orientation program in cost report preparation described in paragraph (N)(3)(a) of rule 5123-4-01 of the Administrative Code or the department-provided annual training in cost report preparation described in paragraph (N)(3)(b) of rule 5123-4-01 of the Administrative Code;

(g) The rights of individuals with developmental disabilities set forth in sections 5123.62 to 5123.64 of the Revised Code; and

(h) 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.

(ii) A business manager who fails to meet the requirements to renew business manager certification in accordance with paragraph (C)(2)(b)(i) of this rule shall experience a lapse in business manager certification and shall not be eligible to renew business manager certification until he or she has successfully completed, subsequent to becoming the county board's business manager, at least fifty hours of continuing professional education which shall include, but is not limited to, the topics specified in paragraph (C)(2)(b)(i) of this rule.

(c) Subsequent renewal of certification

(i) A superintendent may renew the business manager certification issued in accordance with paragraph (C)(2)(b)(i) or (C)(2)(b)(ii) of this rule for subsequent periods of five years provided the business manager has 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.

(ii) A business manager who fails to meet the requirements to renew business manager certification in accordance with paragraph (C)(2)(c)(i) of this rule shall experience a lapse in business manager certification and shall not be eligible to renew business manager certification until he or she has successfully completed, on or after the effective date of the preceding business manager certification, at least one hundred thirty-five hours of continuing professional education which shall include, but is not limited to, the topics specified in paragraph (C)(2)(c)(i) of this rule.

(3) Persons who are not employed by or under contract with a county board in the position of business manager on the day immediately prior to the effective date of this rule

(a) Initial certification

(i) A superintendent may issue initial business manager certification for a period of one year to a person engaged by the county board in the position of business manager on or after the effective date of this rule who:

(a) Holds a bachelor's degree or a master's degree from an accredited college or university in accounting, business administration, finance, public administration, or a related field of study; or

(b) Holds a bachelor's degree or a master's 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

(c) Is a certified public accountant.

(ii) A superintendent shall ensure that a person engaged by the county board in the position of business manager on or after the effective date of this rule successfully completes, no later than ninety calendar days after hire, an orientation program of at least eight hours which shall include, but is not limited to:



- (a) 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:
 - (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.
- (b) First renewal of certification
- (i) A superintendent may renew the business manager certification issued in accordance with paragraph (C)(3)(a) of this rule for a period of five years provided the business manager has successfully completed:
 - (a) The eight-hour orientation program described in paragraph (C)(3)(a)(ii) of this rule; and



(b) At least forty hours of continuing professional education during the period of the initial business manager certification which shall include, but is not limited to:

(i) Budgeting;

(ii) Financial forecasting;

(iii) Monthly financial reporting;

(iv) Day-to-day fiscal operations of the county board; and

(v) Financial audits of county boards.

(ii) A business manager who fails to meet the requirements to renew business manager certification in accordance with paragraph (C)(3)(b)(i) of this rule shall experience a lapse in business manager certification and shall not be eligible to renew business manager certification until he or she has successfully completed, subsequent to becoming the county board's business manager, the eight-hour orientation program described in paragraph (C)(3)(a)(ii) of this rule and at least fifty hours of continuing professional education which shall include, but is not limited to, the topics specified in paragraph (C)(3)(b)(i)(b) of this rule.

(c) Subsequent renewal of certification

(i) A superintendent may renew the business manager certification issued in accordance with paragraph (C)(3)(b)(i) or (C)(3)(b)(ii) of this rule for subsequent periods of five years provided the business manager has 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.

(ii) A business manager who fails to meet the requirements to renew business manager certification in accordance with paragraph (C)(3)(c)(i) of this rule shall experience a lapse in business manager certification and shall not be eligible to renew business manager certification until he or she has successfully completed, on or after the effective date of the preceding business manager certification, at least one hundred thirty-five hours of continuing professional education which shall include, but is not limited to, the topics specified in paragraph (C)(3)(c)(i) of this rule.

(D) Application fee

A superintendent may require an applicant for business manager certification to pay an application fee to the county board which shall not exceed seventy-five dollars.

(E) Reciprocity

(1) A superintendent shall accept as valid, business manager certification issued in accordance with this rule by the superintendent of another county board.

(2) A superintendent shall accept as valid, continuing professional education approved by the department or the superintendent of another county board in accordance with this rule.

(F) Administrative review

An applicant whose application for business manager certification is disapproved based upon the applicant's failure to meet the requirements of this rule, may request in writing, within thirty calendar days of disapproval, an administrative review by the superintendent or the superintendent's designee.

(G) Denial, suspension, or revocation



AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #247599

Business manager certification is subject to denial, suspension, or revocation in accordance with rule 5123-5-04 of the Administrative Code.