



Ohio Administrative Code

Rule 173-14-06 Professional development: deadlines.

Effective: November 10, 2025

(A) Candidates shall complete their training, including the certification exam, before the following deadlines:

(1) Ombudsman associates: three months after the first day of training No later than sixty days after meeting all the ombudsman associate training requirements, the candidate shall take the ombudsman associate exam.

(2) Ombudsman specialists and ombudsman program directors: as soon as practicable, but no later than fifteen months after the date of employment. No later than sixty days after meeting all training requirements, the candidate shall take the ombudsman specialist exam.

(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 training 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 training 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 training, to take an exam 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



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Administrative Code before removing a candidate for failure to successfully complete training or to take an exam in a timely manner.