



## Ohio Administrative Code

### Rule 5123-5-01 Adult services certification standards.

Effective: June 5, 2023

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#### (A) Purpose

This rule establishes minimum qualifications through certification standards that apply to persons, directly providing or supervising the provision of adult services, who are employed by county boards of developmental disabilities. Staff of entities under contract with county boards of developmental disabilities to provide or supervise the provision of adult services are not required to hold adult services certification.

#### (B) Definitions

For the purposes of this rule, the following definitions 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) "Adult services" has the same meaning as in section 5126.01 of the Revised Code.
- (3) "Certification" means:
  - (a) Certification issued to a "management employee" or a "professional employee" as those terms are defined in section 5126.20 of the Revised Code; and
  - (b) Registration issued to a "service employee" as that term is defined in section 5126.20 of the Revised Code and who is required to hold registration pursuant to section 5126.25 of the Revised Code.
- (4) "Continuing professional education" means training approved by the department or a



superintendent required for renewal of adult services 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 5123-5-03 of the Administrative Code and employed in that capacity by a county board or for purposes of issuing certification and/or approving continuing professional education in accordance with this rule, a person who is authorized in writing by the superintendent to perform those functions.

(C) Description

There are two levels of adult services certification:

(1) Adult services worker

(a) A superintendent may issue adult services worker certification for an initial period of five years to an employee of the county board who:

(i) Is at least eighteen years of age; and

(ii) Holds a high school diploma or certificate of high school equivalence.

(b) A superintendent will ensure that adult services workers successfully complete, no later than ninety calendar days after hire, an orientation program of at least eight hours that addresses, but is not limited to:

(i) Mission, vision, values, and organizational structure of the county board.

(ii) Policies, procedures, and work rules of the county board.

(iii) Overview of adult services provided by the county board.



- (iv) Service documentation that supports adult services provided.
  - (v) Role of an adult services worker, including "National Alliance for Direct Support Professionals" code of ethics.
  - (vi) Rights of individuals set forth in section 5123.62 of the Revised Code.
  - (vii) Implementation of individual service plans and service outcomes.
  - (viii) Provisions of rule 5123-17-02 of the Administrative Code relevant to the adult services worker's duties, including:
    - (a) Recognizing and reporting major unusual incidents and unusual incidents; and
    - (b) Review of health and welfare alerts issued by the department.
  - (ix) Universal precautions for infection control.
  - (x) Person-centered planning and provision of services.
  - (xi) Facilitating community participation and integration for individuals served.
  - (xii) Signs and symptoms of illness or injury and procedure for response.
  - (xiii) Building/site-specific emergency response plans.
  - (xiv) Program-specific transportation safety.
- (c) A superintendent will ensure that adult services workers (other than those who have at least one year of experience providing adult services at the point of hire) during the first year after hire, are assigned and have access to a mentor employed by the county board.



(d) A superintendent will ensure that adult services workers (other than those who have at least one year of experience providing adult services at the point of hire) successfully complete, no later than one year after hire, at least eight hours of training specific to the provision of adult services that includes, but is not limited to:

(i) Skill building in vocational assessment, ongoing job supports, task analysis, job-seeking skills, on-the-job instruction and support, developing natural supports, identifying community resources, personal adjustment, work adjustment, and vocational planning; and

(ii) Self-determination which includes assisting the individual to develop self-advocacy skills, to exercise civil rights, to exercise control and responsibility over the services received, and to acquire skills that support becoming more independent, productive, and integrated within the community.

(e) A superintendent will ensure that each adult services worker successfully completes on-the-job training specific to each individual the adult services worker will support regarding what is important to the individual and what is important for the individual (e.g., health and safety, community integration, employment goals, behavioral support strategy, management of the individual's funds, and/or medication administration/delegated nursing).

(f) A superintendent will ensure that adult services workers, commencing in the second year of hire, annually complete at least eight hours of continuing professional education in accordance with paragraphs (D) and (E) of this rule.

(g) A superintendent may renew the adult services worker certification for a second period of five years provided the employee has successfully completed:

(i) The orientation program described in paragraph (C)(1)(b) of this rule;

(ii) At least eight hours of training specific to the provision of adult services described in paragraph (C)(1)(d) of this rule; and

(iii) At least forty hours of continuing professional education during the period of the initial adult services worker certification. The training described in paragraphs (C)(1)(b), (C)(1)(d), and (E) of



this rule may be counted toward the forty hours.

(h) A superintendent may renew the adult services worker certification for subsequent periods of five years provided the employee has successfully completed at least forty hours of continuing professional education during the period of the preceding adult services worker certification. The training described in paragraph (E) of this rule may be counted toward the forty hours.

(2) Adult services supervisor

(a) A superintendent may issue adult services supervisor certification for an initial period of five years to an employee of the county board who:

(i) Is at least eighteen years of age;

(ii) Holds a high school diploma or certificate of high school equivalence; and

(iii) Has either:

(a) A bachelor's degree or graduate-level degree from an accredited college or university; or

(b) At least four years of full-time (or equivalent part-time), supervised, paid work experience in programs or services for individuals with developmental disabilities.

(b) A superintendent will ensure that adult services supervisors successfully complete, no later than ninety calendar days after hire, the orientation program described in paragraph (C)(1)(b) of this rule.

(c) A superintendent will ensure that adult services supervisors (other than those who have at least one year of experience as an adult services supervisor at the point of hire) successfully complete, no later than one year after hire, at least eight hours of training specific to the supervision of adult services that includes, but is not limited to, the topics set forth in paragraph (C)(1)(d) of this rule.

(d) A superintendent will ensure that adult services supervisors, commencing in the second year of hire, annually complete at least fifteen hours of continuing professional education in accordance with



paragraphs (D) and (E) of this rule.

(e) A superintendent may renew the adult services supervisor certification for a second period of five years provided the employee has successfully completed:

(i) The orientation program described in paragraph (C)(1)(b) of this rule;

(ii) At least eight hours of training specific to the supervision of adult services described in paragraph (C)(2)(c) of this rule; and

(iii) At least seventy-five hours of continuing professional education during the period of the initial adult services supervisor certification. The training described in paragraphs (C)(2)(b), (C)(2)(c), and (E) of this rule may be counted toward the seventy-five hours.

(f) A superintendent may renew the adult services supervisor certification for subsequent periods of five years provided the employee has successfully completed at least seventy-five hours of continuing professional education during the period of the preceding adult services supervisor certification. The training described in paragraph (E) of this rule may be counted toward the seventy-five hours.

(D) Written plan of training priorities

A superintendent will ensure that a written plan identifying training priorities for employees who hold adult services certification is developed and implemented. The training priorities will be consistent with the needs of individuals served, best practice, and the county board's mission, vision, and strategic plan. The written plan of training priorities will describe the method (e.g., written test, skills demonstration, or documented observation by supervisor) that will be used to establish employees' competency in areas of training. The written plan of training priorities will be updated at least once every twelve months and identify who is responsible for arranging or providing the training and projected timelines for completion of the training.

(E) Annual training requirements

A superintendent will ensure that employees who hold adult services certification annually complete



training in accordance with the written plan of training priorities. The training may be structured or unstructured and may include, but is not limited to, lectures, seminars, formal coursework, workshops, conferences, demonstrations, visitations or observations of other services/programs, distance and other means of electronic learning, video and audio-visual training, and staff meetings. The training will enhance the skills and competencies of the employee relevant to the employee's job responsibilities and include, but is not limited to:

- (1) The rights of individuals set forth in section 5123.62 of the Revised Code.
- (2) The requirements of rule 5123-17-02 of the Administrative Code including a review of health and welfare alerts issued by the department since the previous year's training.
- (3) The requirements of rule 5123-2-06 of the Administrative Code relative to the employee's role in providing behavioral support to the individuals served.
- (4) Best practices related to the provision of adult services.
- (5) Ohio's employment first policy set forth in rule 5123-2-05 of the Administrative Code.

(F) Application fees

A superintendent may compel applicants for adult services certification to pay an application fee.

- (1) The application fee for adult services worker certification will not exceed thirty dollars.
- (2) The application fee for adult services supervisor certification will not exceed seventy-five dollars.

(G) Reciprocity

- (1) A superintendent will accept as valid adult services certification issued in accordance with this rule by the superintendent of another county board.
- (2) A superintendent will accept as valid continuing professional education approved by the



department or the superintendent of another county board in accordance with this rule.

(H) Renewal of expired adult services certification

(1) Adult services certification which has been expired for less than one year may be renewed upon completion of all renewal requirements of the expired certification.

(2) Adult services certification which has been expired for one year or more will not be renewed; the applicant will be required to meet the requirements for initial adult services worker certification or adult services supervisor certification, as applicable, pursuant to paragraph (C) of this rule.

(I) Administrative review

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

(J) Denial, suspension, or revocation

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