



## Ohio Administrative Code

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

Effective: August 19, 2024

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#### (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 will hold certification in accordance with this rule.

#### (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) "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 5123-5-03 of the Administrative Code and employed in that capacity by a county board.

(C) Initial certification

(1) A superintendent may issue business manager certification for an initial period of one year to an applicant 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.

(2) A superintendent will ensure the business manager successfully completes, no later than ninety calendar days after hire, an orientation program of at least eight hours that addresses, but is not limited to:

(a) Overview of the county board, including:

(i) Mission, vision, values, and organizational structure;

(ii) Policies, procedures, and work rules;

(iii) Ethical and professional conduct and practice; and

(iv) 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 section 5123.62 of the Revised Code; and
  - (iii) The requirements of rule 5123-17-02 of the Administrative Code.
- (c) The department-provided orientation program in cost report preparation described in paragraph (O)(4)(a) of rule 5123-4-01 of the Administrative Code.
- (3) A superintendent will ensure the business manager successfully completes, no later than one year after hire, forty hours of continuing professional education that includes, but is not limited to:
- (a) Budgeting;
  - (b) Financial forecasting;
  - (c) Monthly financial reporting;
  - (d) Day-to-day fiscal operations of county boards; and
  - (e) Financial audits of county boards.
- (D) First renewal of certification

A superintendent may renew the business manager certification issued in accordance with paragraph (C) of this rule for a period of five years provided the applicant has successfully completed:

- (1) The eight-hour orientation program described in paragraph (C)(2) of this rule; and
- (2) The continuing professional education described in paragraph (C)(3) of this rule.



(E) Subsequent renewal of certification

A superintendent may renew the business manager certification issued in accordance with paragraph (D) of this rule for subsequent periods of five years provided the applicant has successfully completed at least one hundred hours of continuing professional education on or after the effective date of the preceding business manager certification. The training described in paragraph (F) of this rule may be counted toward the one hundred hours.

(F) Annual training requirements

(1) A superintendent will ensure the business manager annually completes the department-provided annual training in cost report preparation described in paragraph (O)(4)(b) of rule 5123-4-01 of the Administrative Code.

(2) A superintendent will ensure the business manager annually completes training, in accordance with standards established by the department, in:

(a) The rights of individuals with developmental disabilities set forth in section 5123.62 of the Revised Code; and

(b) 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.

(G) Application fee

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

(H) Reciprocity

(1) A superintendent will accept as valid, business manager 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.

(I) Renewal of expired business manager certification

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

(2) Business manager 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 business manager certification, pursuant to paragraph (C) of this rule.

(J) Administrative review

An applicant for business manager 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 disapproval, an administrative review by the superintendent or the superintendent's designee.

(K) Denial, suspension, or revocation

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