

Stark County Board of Developmental Disabilities

Policy 4.55 Certification, Licensure, Registration and Permits	Effective: 1/25/22
Chapter 4: Human Resources	Page 1 of 3

CERTIFICATION, LICENSURE, REGISTRATION AND PERMITS

POLICY

The Board subscribes to the rules put forth by the applicable Ohio departments governing certification, licensure, registration and the issuance of permits for its staff. Employees so required by their position to hold a credential must maintain it throughout their employment.

The Superintendent may employ, and the Board shall compensate staff pending the issuance of an initial certificate, license, registration or permit on the following conditions:

- If by the staff person's education and experience, he/she meets the requirements for certification, licensure, registration or permit; and
- If he/she has applied for certification, licensure, registration, or permit to the appropriate authority; and
- If the application has not been denied.

An employee shall not be employed or continue to be employed if a required certificate, license, registration or permit is denied, revoked, or is not renewed. The Superintendent has responsibility to notify the state board of education of information when there is awareness of an employee engaging in conduct unbecoming to the teaching profession. The Superintendent shall deny, suspend, or revoke service and support administration registration or certification if he/she finds, pursuant to an adjudication, that the applicant for or holder of the registration or certification has engaged in an immoral act, incompetence, negligence, or conduct that is unbecoming to the applicant's or holder's position.

The Board shall not employ or compensate any employee if he/she does not hold the certificate, license, registration or permit required for his/her position.

The Superintendent shall develop procedures to implement this policy.

References: ORC 5126.25; 5126.253

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Superintendent
8/22/15	08-46-15	Director of Human Resources
10/23/18	10-49-18	
1/25/22	01-08-22	

Stark County Board of Developmental Disabilities

Policy 4.55 Certification, Licensure, Registration and Permits	Effective: 1/25/22
Chapter 4: Human Resources	Page 2 of 3

CERTIFICATION, LICENSURE, REGISTRATION AND PERMITS

PROCEDURES

1. Employees are responsible for meeting the professional, educational, continuing education and/or experience requirements in order to maintain required certifications, licenses, registrations and permits.
2. The costs of the application fee to obtain certificates, licenses, registrations, or permits are the responsibility of the employee and are payable to the entity authorized to process.
3. The Human Resources Department maintains a record of all employee certifications, licenses, registrations, and permits in compliance with the Ohio Department of Education, or the Ohio Department of Developmental Disabilities.
4. At the time of hire, the SSA Trainer assists the new SSA to complete the initial Application for Certification form for the Superintendent's signature, issues the initial SSA certificate and provides a copy of the certificate to the Human Resources Department.
5. The SSA Trainer maintains the first year certification documents for all SSAs, including an SSA promoted to a SSA Supervisor role. Upon completion of the first year requirements, the SSA Trainer will provide a Certificate of Completion to the Human Resources Department. The SSA Trainer facilitates the development, authorization, assignment, and tracking of required SSA training coursework through each year of the five-year SSA renewal cycle.
6. All SSA 5-year renewal certifications, are issued by the SSA Trainer. The SSA Trainer issues a certificate to the SSA, and provides Human Resources with a copy for the employee's personnel file. All training back-up documents will be maintained by the SSA Trainer.
7. Employees whose positions require Department of Developmental Disabilities certification for Early Intervention, Investigative Agent, Business Manager, or Superintendent apply directly to the Ohio Department of Developmental Disabilities.
8. Employees that are required to have Ohio Department of Education licensure, certification, or permit must process applications individually through a SAFE account set up and registered with the Ohio Department of Education.

Stark County Board of Developmental Disabilities

Policy 4.55 Certification, Licensure, Registration and Permits	Effective: 1/25/22
Chapter 4: Human Resources	Page 3 of 3

9. The Human Resources Department maintains all employee certification and licensure records.
10. When applicable, the Human Resources Department will work with new or newly promoted employees to process their initial certification/registration application.
11. Should the employee allow a required certification, licensure, or registration to expire, or if the employee fails to meet the requirements of the credential, the Board will place an employee on unpaid administrative leave and provide 30 days for the employee to renew the certification, licensure, or registration and acquire any needed permits. Appropriate corrective action will be pursued for failure to follow Board policy. Removal will be sought as the remedy for any employee whose certification, licensure or registration is not renewed at the end of the 30 day period.
12. An employee, whose registration or certification application is disapproved based upon the employee's failure to meet the requirements of this rule, may request, in writing, within thirty days of the rejection, an administrative review by the Director of Human Resources or the director's designee.
13. The Superintendent shall deny, suspend or revoke a Department of Developmental Disabilities registration or certification if it is found that an applicant or holder has engaged in an immoral act, incompetence, negligence or conduct that is unbecoming to their position. The Superintendent shall deny or revoke a registration or certification if it is found that a holder has been convicted or pleaded guilty to a disqualifying offense or is listed in databases as specified in Ohio Administrative Code 5123:2-5-04. The rule provides adjudication procedures for the denial, suspension, and revocation of certification.