

173-14-06

**Professional development deadlines.**

(A) Candidates shall complete the professional development required under rule 173-14-04 of the Administrative Code within the following time frames:

(1) Ombudsman associates: three months;

(2) Ombudsman specialists and ombudsman program directors: two years.

(B) A candidate for the position of ombudsman specialist, who is a volunteer of either the state program or a regional program, may apply for an extension of time to complete the required professional development.

For an extension of time to complete professional development, the volunteer specialist candidate shall apply through the program director or, if a volunteer of the state program, directly to the SLTCO. The application must be received at least thirty days prior to the end of the two-year period allotted for professional development, or as soon as is practicable given the occurrence of extenuating circumstances, and must state the applicant's reasons for requesting an extension of time to complete the required professional development.

The SLTCO shall approve an application where the candidate demonstrates an acceptable reason for extending the time for professional development and the candidate shows probable success for becoming certified. Acceptable reasons shall include, but are not limited to, illness in the immediate family, unexpected changes in the candidate's living circumstances, employment conflicting with the professional development program, and time constraints. The SLTCO shall approve or disapprove an application at least five working days prior to the end of the two-year period allotted for the completion of the candidate's professional development, if the application is received by the SLTCO thirty days prior to the end of the two-year period allotted for professional development, or as soon as is practicable if the request is received by the SLTCO on a later date.

(C) Except as provided in paragraph (B) of this rule, failure of a candidate to complete the required professional development, to take an examination in a timely manner, or to present an acceptable request for an extension is cause for removal as a candidate. The SLTCO shall provide a notice and hearing process in accordance with the requirements found in rule 173-14-26 of the Administrative Code prior to removing a candidate for failure to complete the required professional development or to take an examination in a timely manner.

Five Year Review (FYR) Dates: 05/01/2015 and 05/01/2020

CERTIFIED ELECTRONICALLY

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Certification

05/01/2015

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Date

Promulgated Under: 119.03  
Statutory Authority: 173.21; Sections 305(a)(1)(C) and 712(a)(5)(D) of the Older Americans Act of 1965, 79 Stat. 210, 42 U.S.C. 3001, as amended in 2006; 45 C.F.R. 1321.11 (October 1, 2014 edition).  
Rule Amplifies: 173.21; Section 712 of the Older Americans Act of 1965, 79 Stat. 210, 42 U.S.C. 3001, as amended in 2006.  
Prior Effective Dates: 07/11/1991, 12/27/2001, 12/28/2006