

173-14-06

~~Professional development: Training and certification: deadlines.~~

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

(1) Ombudsman associates: three months after the first day of ~~professional development 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 ~~professional development 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 ~~professional development 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 ~~professional development training~~, to take an ~~examination-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 Administrative Code before removing a candidate for failure to successfully complete ~~professional development training~~ or to take an ~~examination-exam~~ in a timely manner.

Effective:

Five Year Review (FYR) Dates: 8/26/2025

Certification

Date

Promulgated Under: 119.03

Statutory Authority: 121.07, 173.01, 173.02, 173.16, 173.21; 42 U.S.C. 3025, 3058g; 45 C.F.R. 1321.9, 1324.11, 1324.13, 1324.15

Rule Amplifies: 173.16, 173.21; 42 U.S.C. 3058g; 45 C.F.R. 1324.11, 1324.13, 1324.15

Prior Effective Dates: 07/11/1991, 12/27/2001, 12/28/2006, 05/01/2018, 01/30/2022, 09/01/2024