

**Superintendent and assistant superintendent certification standards.****(A) Purpose**

The purpose of this rule is to establish minimum qualifications through certification standards for superintendents and assistant superintendents employed by county boards of mental retardation and developmental disabilities.

**(B) Application**

These standards shall apply to persons who work in positions of superintendent and assistant superintendent for county boards of mental retardation and developmental disabilities.

**(C) Definitions**

- (1) "Advanced curriculum for administrators in Ohio's MRDD service delivery system" means department-approved instruction of at least one-hundred hours in the topical areas identified in paragraph (D)(1)(b)(i)(c) of this rule.
- (2) "Applicant" means a person submitting a completed application to the department for superintendent or assistant superintendent certification.
- (3) "Assistant superintendent" means a person certified by the department according to this rule.
- (4) "College course" means department-approved instruction of a minimum of two semester hours or three quarter hours of credit offered by a college or university.
- (5) "College or university" means a state university or college as defined in section 3345.32 of the Revised Code, a state university or college of another state, or an institution that has received a certificate of authorization to confer degrees from the board of regents pursuant to Chapter 1713. of the Revised Code or from a comparable agency of another state.
- (6) "Continuing professional development" means department-approved training used by applicants to renew provisional grade and professional grade superintendent and assistant superintendent certification. A unit of continuing professional development is fifty minutes of instruction.
- (7) "County board" means a county board of mental retardation and developmental disabilities as established under Chapter 5126. of the Revised Code.

- (8) "Department" means the Ohio department of mental retardation and developmental disabilities as established by section 121.02 of the Revised Code.
- (9) "Director" means the administrative head of the department as established by section 121.03 of the Revised Code.
- (10) "Grades" mean the designations within the validations of certification that differentiate the effective dates and minimum requirements (i.e., one-year temporary, five-year provisional, and ten-year professional).
- (11) "Seminar" means department-approved instruction of thirty hours.
- (12) "Superintendent" means a person certified by the department according to this rule
- (13) "Superintendent development program" means a department-approved curriculum of at least fifty hours which may be comprised of instruction, observation, and participation in practical experiences related to the role of superintendents of county boards in Ohio's MRDD service delivery system.

(D) Description

Certifications issued under this rule may be validated for either superintendent or assistant superintendent. Temporary, provisional, and professional grades are designated within the superintendent and assistant superintendent validations.

(1) Superintendent certification - option one

(a) Temporary grade

(i) The temporary grade certification shall be issued for a one-year period to an applicant who meets the following requirements:

(a) The applicant shall have an offer of employment in the position of superintendent, as evidenced by a resolution passed by the employing county board.

(b) The applicant shall hold a master's degree from a college or university.

(c) The applicant shall have completed twelve years full-time, supervised, paid work experience in administration, supervision, instruction, or habilitation of individuals with mental retardation or other developmental disability, including eight years in a management or supervisory capacity.

- (d) The applicant shall have successfully completed eight college courses or seminars required for provisional grade superintendent certification in accordance with paragraph (D)(1)(b)(i)(c) and paragraph (D)(1)(b)(i)(e) of this rule.
- (e) The applicant shall be party to an arrangement whereby an experienced, appointed superintendent agrees to serve as a mentor to the applicant for a period of at least one year, as evidenced by a letter from the experienced, appointed superintendent.
- (ii) During the effective period of the initial temporary grade certification, the applicant shall successfully complete a minimum of two seminars or college courses required for provisional grade certification.
- (iii) Provided the applicant completes the requirements as specified in paragraph (D)(1)(a)(ii) of this rule, the temporary grade certification may be renewed.
- (iv) During the effective period of the second temporary grade certification, the applicant shall successfully complete a minimum of two seminars or college courses required for provisional grade certification.
- (v) Provided the applicant completes the requirements as specified in paragraph (D)(1)(a)(iv) of this rule, the temporary grade certification may be renewed.
- (vi) During the effective period of the third temporary grade certification, the applicant shall successfully complete a minimum of two seminars or college courses required for provisional grade certification.
- (vii) Provided the applicant completes the requirements as specified in paragraph (D)(1)(a)(vi) of this rule, the temporary grade certification may be renewed.
- (viii) During the effective period of the fourth temporary grade certification, the applicant shall successfully complete the remaining seminar or college course required for provisional grade certification.
- (ix) If the applicant fails to complete the requirements as specified in paragraph (D)(1)(a)(ii), (D)(1)(a)(iv), (D)(1)(a)(vi), or (D)(1)(a)(viii) of this rule, no additional temporary grade superintendent certification shall be issued to the applicant.

(b) Provisional grade

- (i) The provisional grade certification shall be issued for a five-year period to an applicant who meets the following requirements:
  - (a) The applicant shall hold a master's degree from a college or university.
  - (b) The applicant shall have completed six years full-time, supervised, paid work experience in administration, supervision, instruction, or habilitation of individuals with mental retardation or other developmental disability, including three years in a management or supervisory capacity.
  - (c) The applicant shall have successfully completed one graduate level college course in each of the following areas taken in a program of business or public administration:
    - (i) Business, health care, public, or social agency administration;
    - (ii) Public or administrative law;
    - (iii) Budgeting/finance;
    - (iv) Principles of leadership/supervision;
    - (v) Information management or statistical analysis;
    - (vi) Human resources management;
    - (vii) Marketing/public relations;
    - (viii) Organizational theory and development;
    - (ix) Negotiation, conflict resolution, and mediation; and
    - (x) Strategic planning, management, and implementation.
  - (d) An applicant who has successfully completed for graduate credit at a college or university, courses specified in paragraph (D)(1)(b)(i)(c) of this rule at a program other than business or public administration may petition the director to accept the courses as fulfilling the requirement. When making this determination, the decision of the director shall be final.
  - (e) The applicant shall have successfully completed one seminar or college course in each of the following areas:

- (i) Introduction to developmental disabilities;
  - (ii) Individual program development or principles of group facilitation;
  - (iii) Principles of community supports and integration or health and safety issues affecting individuals with developmental disabilities;
  - (iv) Principles of behavior support; and
  - (v) Principles of self-determination.
- (ii) The provisional grade certification shall be renewed on the expiration date with the completion of one-hundred-twenty units of continuing professional development. The continuing professional development requirements are as follows:
- (a) Eighty units of continuing professional development in the topical areas identified in paragraph (D)(1)(b)(i)(c) of this rule; and
  - (b) Forty units of continuing professional development in services, programs, and supports for individuals with mental retardation and developmental disabilities.

(c) Professional grade

- (i) The professional grade certification shall be issued for a ten-year period to an applicant who elects to upgrade the provisional grade certification by meeting the following requirements:
  - (a) The applicant shall meet both initial and renewal requirements for provisional grade certification.
  - (b) The applicant shall have worked at least five years in a position requiring provisional grade superintendent certification.
- (ii) The professional grade certification shall be renewed on the expiration date with the completion of two-hundred-forty units of continuing professional development. The continuing professional development requirements are as follows:
  - (a) One-hundred-sixty units of continuing professional development in the topical areas identified in paragraph (D)(1)(b)(i)(c) of this rule; and

- (b) Eighty units of continuing professional development in services, programs, and supports for individuals with mental retardation and developmental disabilities.

(2) Superintendent certification - option two

(a) Temporary grade

- (i) The temporary grade certification shall be issued for a one-year period to an applicant who meets the following requirements:
  - (a) The applicant shall have an offer of employment in the position of superintendent, as evidenced by a resolution passed by the employing county board.
  - (b) The applicant shall hold a master's degree from a college or university.
  - (c) The applicant shall have completed twelve years full-time, supervised, paid work experience in administration, supervision, instruction, or habilitation of individuals with mental retardation or other developmental disability, including eight years in a management or supervisory capacity.
  - (d) The applicant shall have successfully completed a superintendent development program or have completed ten years full-time, supervised, paid work experience in a management or supervisory capacity in administration, supervision, instruction, or habilitation of individuals with mental retardation or other developmental disability.
  - (e) The applicant shall have successfully completed an advanced curriculum for administrators in Ohio's MRDD service delivery system.
  - (f) The applicant shall be party to an arrangement whereby an experienced, appointed superintendent agrees to serve as a mentor to the applicant for a period of at least one year, as evidenced by a letter from the experienced, appointed superintendent.
- (ii) During the effective period of the initial temporary grade certification, the applicant shall successfully complete a minimum of two seminars or college courses required for provisional grade certification.

- (iii) Provided the applicant completes the requirements as specified in paragraph (D)(2)(a)(ii) of this rule, the temporary grade certification may be renewed.
- (iv) During the effective period of the second temporary grade certification, the applicant shall successfully complete a minimum of two seminars or college courses required for provisional grade certification.
- (v) Provided the applicant completes the requirements as specified in paragraph (D)(2)(a)(iv) of this rule, the temporary grade certification may be renewed.
- (vi) During the effective period of the third temporary grade certification, the applicant shall successfully complete the remaining seminar or college course required for provisional grade certification.
- (vii) If the applicant fails to complete the requirements as specified in paragraph (D)(2)(a)(ii), (D)(2)(a)(iv), or (D)(2)(a)(vi) of this rule, no additional temporary grade superintendent certification shall be issued to the applicant.

(b) Provisional grade

- (i) The provisional grade certification shall be issued for a five-year period to an applicant who meets the following requirements:
  - (a) The applicant shall hold a master's degree from a college or university.
  - (b) The applicant shall have completed twelve years full-time, supervised, paid work experience in administration, supervision, instruction or habilitation of individuals with mental retardation or other developmental disability, including eight years in a management or supervisory capacity.
  - (c) The applicant shall have successfully completed a superintendent development program or have completed ten years full-time, supervised, paid work experience in a management or supervisory capacity in administration, supervision, instruction, or habilitation of individuals with mental retardation or other developmental disability.
  - (d) The applicant shall have successfully completed an advanced curriculum for administrators in Ohio's MRDD service delivery system.

(e) The applicant shall have successfully completed one seminar or college course in each of the following areas:

(i) Introduction to developmental disabilities;

(ii) Individual program development or principles of group facilitation;

(iii) Principles of community supports and integration or health and safety issues affecting individuals with developmental disabilities;

(iv) Principles of behavior support; and

(v) Principles of self-determination.

(ii) The provisional grade certification shall be renewed on the expiration date with the completion of one-hundred-twenty units of continuing professional development. The continuing professional development requirements are as follows:

(a) Eighty units of continuing professional development in the topical areas identified in paragraph (D)(1)(b)(i)(c) of this rule; and

(b) Forty units of continuing professional development in services, programs, and supports for individuals with mental retardation and developmental disabilities.

(3) Assistant superintendent certification - option one

(a) Temporary grade

(i) The temporary grade certification shall be issued for a one-year period to an applicant who meets the following requirements:

(a) The applicant shall have an offer of employment in the position of assistant superintendent, as evidenced by a contract offer from an employing superintendent.

(b) The applicant shall hold a master's degree from a college or university.

(c) The applicant shall have completed eight years full-time, supervised, paid work experience in administration, supervision, instruction, or habilitation of individuals with mental retardation or

other developmental disability, including six years in a management or supervisory capacity.

- (d) The applicant shall have successfully completed four college courses or seminars required for provisional grade assistant superintendent certification in accordance with paragraphs (D)(3)(b)(i)(c) and (D)(3)(b)(i)(e) of this rule.
- (ii) During the effective period of the initial temporary grade certification, the applicant shall successfully complete a minimum of two seminars or college courses required for provisional grade certification.
- (iii) Provided the applicant completes the requirements as specified in paragraph (D)(3)(a)(ii) of this rule, the temporary grade certification may be renewed.
- (iv) During the effective period of the second temporary grade certification, the applicant shall successfully complete a minimum of two seminars or college courses required for provisional grade certification.
- (v) Provided the applicant completes the requirements as specified in paragraph (D)(3)(a)(iv) of this rule, the temporary grade certification may be renewed.
- (vi) During the effective period of the third temporary grade certification, the applicant shall successfully complete the remaining two seminars or college courses required for provisional grade certification.
- (vii) If the applicant fails to complete the requirements as specified in paragraphs (D)(3)(a)(ii), (D)(3)(a)(iv), or (D)(3)(a)(vi) of this rule, no additional temporary grade assistant superintendent certification shall be issued to the applicant.

(b) Provisional grade

- (i) The provisional grade certification shall be issued for a five-year period to an applicant who meets the following requirements:
  - (a) The applicant shall hold a master's degree from a college or university.
  - (b) The applicant shall have completed four years full-time, supervised, paid work experience in administration, supervision, instruction, or habilitation of persons with mental retardation or other developmental disability, including two years in a management or supervisory capacity.

(c) The applicant shall have successfully completed graduate level college courses in five of the following ten areas taken in a program of business or public administration:

(i) Business, health care, public, or social agency administration;

(ii) Public or administrative law;

(iii) Budgeting/finance;

(iv) Principles of leadership/supervision;

(v) Information management or statistical analysis;

(vi) Human resources management;

(vii) Marketing/public relations;

(viii) Organizational theory and development;

(ix) Negotiation, conflict resolution, and mediation; and

(x) Strategic planning, management, and implementation.

(d) An applicant who has successfully completed for graduate credit at a college or university, courses specified in paragraph (D)(3)(b)(i)(c) of this rule in a program other than business or public administration may petition the director to accept the courses as fulfilling the requirement. When making this determination, the decision of the director shall be final.

(e) The applicant shall have successfully completed one seminar or college course in each of the following areas:

(i) Introduction to developmental disabilities;

(ii) Individual program development or principles of group facilitation;

(iii) Principles of community supports and integration or health and safety issues affecting individuals with developmental disabilities;

(iv) Principles of behavior support; and

(v) Principles of self-determination.

(ii) The provisional grade certification shall be renewed on the expiration date with the completion of sixty units of continuing professional development. The continuing professional development requirements are as follows:

(a) Forty units of continuing professional development in the topical areas identified in paragraph (D)(3)(b)(i)(c) of this rule; and

(b) Twenty units of continuing professional development in services, programs, and supports for individuals with mental retardation and developmental disabilities.

(c) Professional grade

(i) The professional grade certification shall be issued for a ten-year period to an applicant who elects to upgrade the provisional grade certification by meeting the following requirements:

(a) The applicant shall meet both initial and renewal requirements for provisional grade certification.

(b) The applicant shall have worked at least five years in a position requiring provisional grade assistant superintendent certification.

(ii) The professional grade certification shall be renewed on the expiration date with the completion of one-hundred-twenty units of continuing professional development. The continuing professional development requirements are as follows:

(a) Eighty units of continuing professional development in the topical areas identified in paragraph (D)(3)(b)(i)(c) of this rule; and

(b) Forty units of continuing professional development in services, programs, and supports for individuals with mental retardation and developmental disabilities.

(4) Assistant superintendent - option two

(a) Temporary grade

(i) The temporary grade certification shall be issued for a one-year period to an applicant who meets the following requirements:

- (a) The applicant shall have an offer of employment in the position of assistant superintendent, as evidenced by a contract offer from an employing superintendent.
  - (b) The applicant shall hold a master's degree from a college or university.
  - (c) The applicant shall have completed eight years full-time, supervised, paid work experience in administration, supervision, instruction, or habilitation of individuals with mental retardation or other developmental disability, including six years in a management or supervisory capacity.
  - (d) The applicant shall have successfully completed a superintendent development program or have completed ten years full-time, supervised, paid work experience in a management or supervisory capacity in administration, supervision, instruction, or habilitation of individuals with mental retardation or other developmental disability.
  - (e) The applicant shall have successfully completed fifty hours of an advanced curriculum for administrators in Ohio's MRDD service delivery system.
- (ii) During the effective period of the initial temporary grade certification, the applicant shall successfully complete a minimum of two seminars or college courses required for provisional grade certification.
  - (iii) Provided the applicant completes the requirements as specified in paragraph (D)(4)(a)(ii) of this rule, the temporary grade certification may be renewed.
  - (iv) During the effective period of the second temporary grade certification, the applicant shall successfully complete a minimum of two seminars or college courses required for provisional grade certification.
  - (v) Provided the applicant completes the requirements as specified in paragraph (D)(4)(a)(iv) of this rule, the temporary grade certification may be renewed.
  - (vi) During the effective period of the third temporary grade certification, the applicant shall successfully complete the remaining seminar or college course required for provisional grade certification.
  - (vii) If the applicant fails to complete the requirements as specified in paragraphs (D)(4)(a)(ii), (D)(4)(a)(iv), or (D)(4)(a)(vi) of this rule, no

additional temporary grade assistant superintendent certification shall be issued to the applicant.

(b) Provisional grade

(i) The provisional grade certification shall be issued for a five-year period to an applicant who meets the following requirements:

(a) The applicant shall hold a master's degree from a college or university.

(b) The applicant shall have completed eight years full-time, supervised, paid work experience in administration, supervision, instruction, or habilitation of individuals with mental retardation or other developmental disability, including six years in a management or supervisory capacity.

(c) The applicant shall have successfully completed a superintendent development program or have completed ten years full-time, supervised, paid work experience in a management or supervisory capacity in administration, supervision, instruction, or habilitation of individuals with mental retardation or other developmental disability.

(d) The applicant shall have successfully completed fifty hours of an advanced curriculum for administrators in Ohio's MRDD service delivery system.

(e) The applicant shall have successfully completed one seminar or college course in each of the following areas:

(i) Introduction to developmental disabilities;

(ii) Individual program development or principles of group facilitation;

(iii) Principles of community supports and integration or health and safety issues affecting individuals with developmental disabilities;

(iv) Principles of behavior support; and

(v) Principles of self-determination.

(ii) The provisional grade certification may be renewed on the expiration date with the completion of sixty units of continuing professional

development. The continuing professional development requirements are as follows:

- (a) Forty units of continuing professional development in topical areas listed in paragraph (D)(3)(b)(i)(c) of this rule; and
- (b) Twenty units of continuing professional development in services, programs, and supports for individuals with mental retardation and developmental disabilities.

(E) Renewal of expired provisional grade or professional grade superintendent or assistant superintendent certification

- (1) Certifications expired for less than one year may be renewed upon completion of all renewal requirements of the expired certification.
- (2) Certifications issued subsequent to February 6, 1992 that have expired for one or more years may be renewed upon completion of all renewal requirements of the expired certification, completion of twenty-five additional units of continuing professional development, and payment of the fees required by rule 5123:2-5-06 of the Administrative Code.
- (3) Certifications issued prior to February 6, 1992 that have been expired for one or more years may not be renewed; the applicant will be required to meet the requirements of initial certification pursuant to paragraph (D) of this rule.

(F) Right of appeal

An applicant whose application for certification is disapproved based upon the applicant'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 or the director's designee.

(G) Denial, suspension, or revocation

Certifications under this rule are subject to denial, suspension, or revocation in accordance with rule 5123:2-5-04 of the Administrative Code.

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