

5123:2-5-06

Application fees for registration and certification.

(A) Purpose

The purpose of this rule is to establish application fees for registration and certification issued under Chapter 5123:2-5 of the Administrative Code.

(B) Application

This rule shall apply to all persons submitting applications for initial or renewal registration and certification.

(C) Definitions

- (1) "Applicant" means a person submitting a completed application to the department for registration or certification.
- (2) "Certification" means a document verifying an applicant meets the minimum qualifications for certification as established in rules promulgated by the department.
- (3) "Department" means the Ohio department of mental retardation and developmental disabilities as established by section 121.02 of the Revised Code.
- (4) "Evaluation" means the review of an applicant's qualifications for the requested registration or certification.
- (5) "Fee" means the dollar amount paid by the applicant for submitting an application for registration or certification.
- (6) "Grades" mean the designations within the levels of registration and certification that differentiate the effective dates and minimum requirements (i.e., one-year substitute, one-year temporary, five-year provisional, and ten-year professional).
- (7) "Levels" mean the categories used to differentiate employee positions within the validation of registration or certification.
- (8) "Registration" means a document verifying an applicant meets the minimum qualifications for registration as established in rules promulgated by the department.
- (9) "Validations" mean the areas used to differentiate the service categories of employment positions in county boards of mental retardation and developmental disabilities (i.e., adult services, early intervention, investigative agent, service and support administration, assistant superintendent, and superintendent).

(D) Description

The fees charged under this rule shall be contingent upon the validation, level, and grade of the registration or certification requested by an applicant.

(1) All applications for registration or certification shall be accompanied by a money order or check in the appropriate amount, payable to the treasurer, state of Ohio. Applications submitted without an appropriate money order or check shall be returned to the applicant.

(2) Application fees are non-refundable.

(3) Evaluations of applications shall be valid for one year from the date the evaluation is completed and all appeals related to the evaluation have been exhausted; therefore, an applicant who does not initially meet the requirements for issuance of a registration or certification has up to one year to provide evidence of meeting the requirements for issuance of a registration or certification without submitting an additional money order or check.

(4) If a registration or certification has lapsed for more than one year from the most recent expiration date, the applicant shall pay an additional fee of twenty dollars for purposes of reinstatement.

(5) The following fees apply:

Adult Services Validation

<u>Level</u>	<u>Grade</u>	<u>Fee</u>
<u>Registered Service</u>	<u>Substitute</u>	<u>\$10.00</u>
<u>Registered Service</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Registered Service</u>	<u>Provisional</u>	<u>\$15.00</u>
<u>Registered Service</u>	<u>Professional</u>	<u>\$30.00</u>
<u>Management 1</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Management 1</u>	<u>Provisional</u>	<u>\$20.00</u>
<u>Management 1</u>	<u>Professional</u>	<u>\$40.00</u>
<u>Specialist</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Specialist</u>	<u>Provisional</u>	<u>\$30.00</u>
<u>Specialist</u>	<u>Professional</u>	<u>\$60.00</u>

<u>Management 2</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Management 2</u>	<u>Provisional</u>	<u>\$40.00</u>
<u>Management 2</u>	<u>Professional</u>	<u>\$80.00</u>
<u>Management 3</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Management 3</u>	<u>Provisional</u>	<u>\$50.00</u>
<u>Management 3</u>	<u>Professional</u>	<u>\$100.00</u>

Early Intervention Validation

<u>Level</u>	<u>Grade</u>	<u>Fee</u>
<u>Program Assistant</u>	<u>Substitute</u>	<u>\$10.00</u>
<u>Program Assistant</u>	<u>Special Temporary</u>	<u>\$10.00</u>
<u>Program Assistant</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Program Assistant</u>	<u>Provisional</u>	<u>\$15.00</u>
<u>Program Assistant</u>	<u>Professional</u>	<u>\$30.00</u>
<u>Specialist</u>	<u>Substitute</u>	<u>\$10.00</u>
<u>Specialist</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Specialist</u>	<u>Provisional</u>	<u>\$30.00</u>
<u>Specialist</u>	<u>Professional</u>	<u>\$60.00</u>
<u>Supervisor</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Supervisor</u>	<u>Provisional</u>	<u>\$40.00</u>
<u>Supervisor</u>	<u>Professional</u>	<u>\$80.00</u>

Investigative Agent Validation

<u>Level</u>	<u>Grade</u>	<u>Fee</u>
<u>[Not Applicable]</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>[Not applicable]</u>	<u>Provisional</u>	<u>\$30.00</u>
<u>[Not applicable]</u>	<u>Professional</u>	<u>\$60.00</u>

Service and Support Administration Validation

<u>Level</u>	<u>Grade</u>	<u>Fee</u>
<u>Registered Service</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Registered Service</u>	<u>Provisional</u>	<u>\$15.00</u>
<u>Registered Service</u>	<u>Professional</u>	<u>\$30.00</u>
<u>Specialist 1</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Specialist 1</u>	<u>Provisional</u>	<u>\$30.00</u>
<u>Specialist 1</u>	<u>Professional</u>	<u>\$60.00</u>
<u>Specialist 2</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Specialist 2</u>	<u>Provisional</u>	<u>\$30.00</u>
<u>Specialist 2</u>	<u>Professional</u>	<u>\$60.00</u>
<u>Management 2</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Management 2</u>	<u>Provisional</u>	<u>\$40.00</u>
<u>Management 2</u>	<u>Professional</u>	<u>\$80.00</u>
<u>Management 3</u>	<u>Temporary</u>	<u>\$10.00</u>
<u>Management 3</u>	<u>Provisional</u>	<u>\$50.00</u>
<u>Management 3</u>	<u>Professional</u>	<u>\$100.00</u>

Assistant Superintendent Validation

<u>Level</u>	<u>Grade</u>	<u>Fee</u>
<u>[Not applicable]</u>	<u>Provisional</u>	<u>\$80.00</u>
<u>[Not applicable]</u>	<u>Professional</u>	<u>\$160.00</u>

Superintendent Validation

<u>Level</u>	<u>Grade</u>	<u>Fee</u>
<u>[Not applicable]</u>	<u>Temporary</u>	<u>\$10.00</u>

<u>[Not applicable]</u>	<u>Provisional</u>	<u>\$100.00</u>
<u>[Not applicable]</u>	<u>Professional</u>	<u>\$200.00</u>

(E) Multiple registrations and/or certifications

An applicant who holds multiple provisional grade or professional grade registrations and/or certifications issued by the department may elect to renew those registrations and/or certifications on the same date. This option, however, does not apply to registrations or certifications that have lapsed for more than one year.

- (1) The applicant shall submit a separate application for each registration and/or certification requested.
- (2) The applicant shall pay the highest fee of all the registrations and/or certifications eligible for renewal under this request. The applicant shall also pay a fee of ten dollars for each additional registration and/or certification requested.
- (3) Verification of continuing professional development units for each registration and/or certification being requested shall be submitted for review at the time the request is made. The number of units of continuing professional development required to renew each registration and/or certification which has not expired shall be prorated in accordance with the requirement as specified in the applicable rule under Chapter 5123:2-5 of the Administrative Code.

(F) Fund

All fees collected pursuant to this rule shall be deposited to the employee certification and registration fund. Amounts deposited in this fund shall be used for the operation of the registration and certification program and for providing training to employees of county boards of mental retardation and developmental disabilities.

Replaces: 5123:2-5-06
Effective: 07/01/2005
R.C. 119.032 review dates: 07/01/2010

CERTIFIED ELECTRONICALLY

Certification

06/20/2005

Date

Promulgated Under: 119.03
Statutory Authority: 5126.25
Rule Amplifies: 5126.25
Prior Effective Dates: 10/16/92, 7/16/99