**Madison County Board of DD**

**Policy Manual**

**Chapter 22**

**Application Fees for Registration and Certification**

**Board Approved: November 15, 2012**

**2200 Purpose**

The purpose of this policy is to establish application fees for registration and certification fees issued under Chapter 5123:2-5 of the Administrative Code. The Madison County Board of Developmental Disabilities, herein known as the Board, will be processing all registrations and certifications for agency staff with the exception of Investigative Agent and Superintendent Certifications. The Board will comply with all sections of OAC 5123:2-5.

**2201 Application**

This policy shall apply to all persons submitting applications for initial or renewal registration and certification. This policy and the rates included will apply to all agency staff. The Superintendent may also provide the registration and certification service to individuals and providers utilizing the same rate structure.

**2202 Definitions**

1. Applicant means a person submitting a completed application to the Board 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 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. 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.
6. Levels mean the categories used to differentiate employee positions within the validation of registration or certification.
7. Registration means a document verifying an applicant meets the minimum qualifications for registration as established in rules promulgated by the department.
8. Validations mean the areas used to differentiate the service categories of employment positions in county boards of developmental disabilities (i.e., adult services, early intervention, service and support administration, and assistant superintendent).

**2203 Description**

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

1. All applications for registration or certification shall be accompanied by a money order or check in the appropriate amount, payable to the Madison County Board of Developmental Disabilities. 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

|  |  |  |
| --- | --- | --- |
| Level | Grade | Fee |
| Registered Service | Substitute | $10.00 |
| Registered Service | Temporary | $10.00 |
| Registered Service | Provisional | $15.00 |
| Registered Service | Professional | $30.00 |
| Management 1 | Temporary | $10.00 |
| Management 1 | Provisional | $20.00 |
| Management 1 | Professional | $40.00 |
| Specialist | Temporary | $10.00 |
| Specialist | Provisional | $30.00 |
| Specialist | Professional | $60.00 |
| Management 2 | Temporary | $10.00 |
| Management 2 | Provisional | $40.00 |
| Management 2 | Professional | $80.00 |
| Management 3 | Temporary | $10.00 |
| Management 3 | Provisional | $50.00 |
| Management 3 | Professional | $100.00 |

Early Intervention Validation

|  |  |  |
| --- | --- | --- |
| Level | Grade | Fee |
| Program Assistant | Substitute | $10.00 |
| Program Assistant | Special Temporary | $10.00 |
| Program Assistant | Temporary | $10.00 |
| Program Assistant | Provisional | $15.00 |
| Program Assistant | Professional | $30.00 |
| Specialist | Substitute | $10.00 |
| Specialist | Temporary | $10.00 |
| Specialist | Provisional | $30.00 |
| Specialist | Professional | $60.00 |
| Supervisor | Temporary | $10.00 |
| Supervisor | Provisional | $40.00 |
| Supervisor | Professional | $80.00 |

*Service and Support Administration Validation*

|  |  |  |
| --- | --- | --- |
| *Level* | *Grade* | *Fee* |
| *Registered Service* | *Temporary* | *$10.00* |
| *Registered Service* | *Provisional* | *$15.00* |
| *Registered Service* | *Professional* | *$30.00* |
| *Specialist 1* | *Temporary* | *$10.00* |
| Specialist 1 | Provisional | $30.00 |
| Specialist 1 | Professional | $60.00 |
| Specialist 2 | Temporary | $10.00 |
| Specialist 2 | Provisional | $30.00 |
| Specialist 2 | Professional | $60.00 |
| Management 2 | Temporary | $10.00 |
| Management 2 | Provisional | $40.00 |
| Management 2 | Professional | $80.00 |
| Management 3 | Temporary | $10.00 |
| Management 3 | Provisional | $50.00 |
| Management 3 | Professional | $100.00 |

Assistant Superintendent Validation

|  |  |  |
| --- | --- | --- |
| Level | Grade | Fee |
| (Not applicable) | Provisional | $80.00 |
| (Not applicable) | Professional | $160.00 |

**2204 Multiple Registrations and/or Certifications**

An applicant who holds multiple provisional grade or professional grade registrations and/or certifications issued by the Board 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.

**2205 Fund**

All fees collected pursuant to this policy shall be deposited into the Board’s General Fund.