

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 after joining the program;
- (2) Ombudsman specialists and ombudsman program directors: two years as soon as practicable and no later than fifteen months after the date of employment.

(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 regional program director or, if ~~a volunteer of the state program~~ the candidate is the program director or staff or volunteer of the state office, directly to the SLTCO. The application must be received at least thirty days ~~prior to~~ before 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~~ if 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~~ as soon as practicable.

(C) Except as provided in paragraph (B) of this rule, ~~failure of a candidate~~ a candidate's failure 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. ~~For paid candidates, The~~ the SLTCO shall provide a notice and hearing process in accordance with the requirements found in rule ~~173-14-26~~ 173-14-27 of the Administrative Code ~~prior to~~ before removing a candidate for failure to complete the required professional development or to take an examination in a timely manner.

Effective: 5/1/2018  
Five Year Review (FYR) Dates: 1/30/2018 and 05/01/2023

CERTIFIED ELECTRONICALLY

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Certification

04/06/2018

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Date

Promulgated Under: 119.03  
Statutory Authority: 173.01, 173.02, 173.16, 173.21; 42 U.S.C. 3025(a)(1) (C), 3058g(a)(5)(D); 45 C.F.R. 1321.11, 1324.11(e), 1324.13(b)(1), 1324.15(b), (k)(4)  
Rule Amplifies: 173.21; 42 U.S.C. 3058g; 45 C.F.R. 1321.11, 1324.11(e), 1324.13(c)(2), 1324.15(c), 173.16, (k)(4)  
Prior Effective Dates: 07/11/1991, 12/27/2001, 12/28/2006