

**Local Contact**

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State Contact

DODD Provider Support Center

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Option 3 – Certification

Option 4 – Security/Technical Issues

You will complete your certification renewal through the Provider Certification Wizard on the Ohio Department of Developmental Disabilities website. You will be required to submit proof of the trainings required, in addition to paying a recertification fee. As requirement dictates to maintain certification, you must undergo a BCII and/or FBI check. Other information may be requested based on the services you are certified to provide.

If you do not submit a completed renewal application 30 days prior to your certification expiration, you may not work or be paid during the time your certification is in expired status. You may be assigned a new certification date, based on the date your certification renewal is processed by DODD.

Follow the steps below to renew your certification:

- Get a BCII check. *Please note, it may take 30-45 days for your background check to be processed from BCII to the Attorney General's Office to DODD. Background checks must be received from the Attorney General's Office
- If you have not lived in Ohio for the past 5 years, you will also need an FBI check.
- Log on to the Provider Certification Wizard to complete your renewal application. Once you log into your account from the DODD home page, go to the blue box at the bottom left corner of the page. Click on "Providers" then click on "Provider Certification Wizard."
- All necessary documents must be uploaded to your application prior to submitting your application and making payment. The system will not allow you to submit your application and process your payments until there is something uploaded for each required document.
- In PCW, you will be asked to provide DODD the MOST RECENT verifications of the following trainings/verifications: *MUI training, Individual Rights training, current First Aid and CPR certification, current driver's license or state id, vehicle Insurance (if providing transportation services), driver's abstract less than 14 days old (if providing transportation services)*. You may be asked for additional information based on the services you have selected to provide.
- Only submit information as one single PDF document in PCW. After you upload this file, you will be asked for payment.
- If you receive an email from DODD certification requesting additional information for your application, respond directly to that email with your information. Once your application goes into "Under Review with Specialist" status, you will receive an email. **DO NOT respond to the email that has this information.** This will slow down the certification process. If you need to contact someone in the certification unit, reference contact information at the top of this page.
- If you are asked for a **Letter of Intent**, you have most likely changed something in your contact information (address, phone, email.) You will need to write a statement regarding why the change was made (moved, new service provider for phone number, etc.)

Training that must be submitted to Renew Certification:

- Incidents Adversely Affecting Health and Safety (MUI)
- Individual Rights

Annual Training Requirements:

- Incidents Adversely Affecting Health and Safety (MUI)
- Individual Rights
- Person-Centered Planning
- Community Inclusion
- Self-Advocacy
- Self Determination
- Providers Role in Behavior Support (HPC Providers only)