

I received a notice from the Ohio Department of Developmental Disabilities that I need to renew my certification. How do I renew?

You will complete your certification renewal through the [Provider Certification Wizard](https://doddportal.dodd.ohio.gov/PRV/certification/Pages/default.aspx) (<https://doddportal.dodd.ohio.gov/PRV/certification/Pages/default.aspx>) on the Ohio Department of Developmental Disabilities website. You will be required to submit a recent BCII (background) check, proof of training, and a certification fee. Other information will be requested based on the services you are certified to provide

If you do not start your renewal application prior to your certification expiration, you will not be paid for any work that you do between the date of expiration and the date when your certification becomes active again.

- Get a background check. Please note it may take up to 30 days for your background check to get from BCII to DODD.
 - If you have not lived in Ohio for the past 5 years, you will also need a FBI check
 - If you have had a BCII check done in the past year, you may request that BCII send those results to DODD [using this form](#) (see Attachment 2). Follow the directions on the form.
 - [Click here](http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing) (<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>) and enter information to search for a Web-Check location in your area.

Ask for your background check results to be sent directly to the Ohio Department of Developmental Disabilities.

DODD

Office of Provider Certification
30 E. Broad Street, 13th Floor
Columbus, OH 43215

- You will need to submit the following information to DODD:
 - Most recent MUI training
 - Most recent 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.

Additional Information

- Do not send in information prior to submitting and application. DODD will not have any way to attach the information to your application.
- Uploading your documentation into your application is the best way to get your information to DODD.
- 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, compose a new email to Provider.Certification@dodd.ohio.gov.

- 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.)