

Certification TIPS

Listed below are a few tips for waiver providers:

- Be sure to write down your username and password. You will need this information every time you log in to the DODD website.
- The on-line application will automatically save each time you exit. You do not need to complete the application at one time and can make revisions. However, once the application is submitted to DODD, it cannot be revised.
- You will need to pay the certification fee using a credit card, debit or electronic check at end of the application.
- To ensure more efficient processing of your certification application, submit your application with all required documentation (excluding the background check).
- When you do become certified as an independent provider, be sure to keep your approval letter. You will need to access this letter during Provider Compliance Reviews. The Belmont County Board of DD does not receive a copy of the approval letter. If you are becoming certified to provide waiver services for a specific individual, be sure to contact the family when you receive certification.
- Remember, once you receive your final approval letter, you should contact the Belmont County Board of Developmental Disabilities at 740.695.0407 x.331. We will then add you to our list of Certified Providers and email notification list.
- Be sure to keep evidence of trainings that you attend once you are certified as a provider. This will be important for compliance reviews.
- The on-line provider renewal certification application will have most the information already completed from the previous application including waiver services being provided. Please make any changes on the application. If you want to add services or delete services, be sure to do designate on the renewal application. There is an additional fee if you add a waiver service any time other than certification renewal.
- Be sure to keep your contact information, especially your email address, updated through your on-line DODD provider profile. The Ohio Department of Developmental Disabilities will contact you by email a majority of the time regarding any provider issues.
- Feel free to call the Belmont County Board of DD with any questions you may have at 740.695.0407, EXT. 331.