

I want to become an Individual Options or Level 1 Waiver independent provider for individuals with developmental disabilities. What do I need to do?

People providing services to individuals with developmental disabilities need to be certified through the Ohio Department of Developmental Disabilities.

It is important to know what type of waiver services you want to provide. If there is an individual in need of waiver services, please ask the individual or parent/guardian to verify the type of waiver services needed.

Complete the following steps for certification as an **Independent Provider**:

1. Review the following information regarding certification through the Ohio Department of Developmental Disabilities:

[Service Definitions](https://doddportal.dodd.ohio.gov/servicedefinitions/Pages/default.aspx) (https://doddportal.dodd.ohio.gov/servicedefinitions/Pages/default.aspx)

Administrative Rules:

- [5123:2-2-01 Provider Certification](https://doddportal.dodd.ohio.gov/rules/ineffect/Documents/5123-2-2-01%20Effective%202009-10-01.pdf) (https://doddportal.dodd.ohio.gov/rules/ineffect/Documents/5123-2-2-01%20Effective%202009-10-01.pdf)
- [5123:2-2-02 Background Investigations for Employment](https://doddportal.dodd.ohio.gov/rules/ineffect/Documents/5123-2-2-02%20Effective%202013-01-01.pdf) (https://doddportal.dodd.ohio.gov/rules/ineffect/Documents/5123-2-2-02%20Effective%202013-01-01.pdf)

2. Get a BCII check. You will also need a FBI check if you have not lived in Ohio for the last 5 years. It can take up to 30 days for your background check results to get from BCII to DODD.

The Belmont County Board of DD offers BCII and FBI background checks services for independent and agency providers. Please call 740.695.0407 to schedule an appointment.

BCII fee - \$22.00 FBI fee - \$24.00

In addition, you can also click here

(<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>) to locate a WebCheck agency in your area.

Ask for your background check results to be sent directly to the Ohio Department of Developmental Disabilities. DODD will not accept paper copies.

DODD

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

3. Take an eight-hour DODD approved Provider Certification Training.

[Ohio Association of County Boards - Course 116](https://asoft7173.accrisoft.com/oacbdd/index.php?link=Training+Center+Home&submenu=Programs&src=ge)

(https://asoft7173.accrisoft.com/oacbdd/index.php?link=Training+Center+Home&submenu=Programs&src=ge&ndocs&ref=Training+Center+Home&category=Training+Center)

4. Be certified in First Aid/CPR. If you do not have current First Aid and CPR certification, you will need to take training. DODD will not accept on-line training. Contact your local fire departments, hospitals for information regarding local classes.

5. Complete the online application through the Ohio Department of Developmental Disabilities. You must first create a User Account. Please click the link below.

[Create a Provider User Account.](#)

(<https://doddportal.dodd.ohio.gov/PRV/certification/CreateAccount/Pages/default.aspx>)

Once you have created an account, you can log on to the [Provider Certification Wizard](#) (<https://doddportal.dodd.ohio.gov/PRV/certification/Pages/default.aspx>) to start your application. The link is at the bottom of the page.

You will need to print out the forms in the “Downloads” section and sign and date them. You will need to scan and upload, email or fax this information to DODD. Instructions are included in the online application.

[Click here to see what additional information is required for each service type.](#)

6. More Information

- Once you choose a particular application type (individual or agency) you cannot change it.
- Do not send in information prior to submitting an application. DODD will not have any way to attach the information to your application.
- An email address is MANDATORY. This is the primary way DODD corresponds with providers. Your application will not be processed without a valid email address.
- If you are getting certified to work with a specific individual, you will need the following information to put on your application
 - Name of the individual
 - Medicaid number of the individual
 - SSA name
 - SSA phone number
- Uploading your documentation into your application is the best way to get your information to DODD.
- Be sure to write down your username and password. You will need this information every time you log in to the DODD website.

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.