You will complete your certification renewal through the Provider Services Management (PSM) system 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, if you are not enrolled in the Rapback program. Other information may be requested based on the services you are certified to provide.

If you do not submit a completed renewal application at least 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 if needed. *Note that it may take 30-45 days for your background check to be processed from BCII to the Attorney General’s Office and mailed 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.

- Independent providers renew their DODD provider certification every three years by completing the following steps:

  1. Gather your documents

  ✓ Current report from the Bureau of Criminal Identification and Investigation (BCII): Your County Board can assist you in finding local organizations that offer BCII and FBI criminal background checks. Find more organizations that offer WebCheck on the Ohio Attorney Generals' website.

  ✓ First Aid Certification: Valid American Red Cross or equivalent certification in First Aid

  ✓ CPR Certification: Valid American Red Cross or equivalent certification in CPR

  ✓ Completion of Annual Required Training: Evidence of completion of annual training on MUI, Client Rights, AND provider's role and responsibilities with regard to services including person-centered planning, community integration, self-determination, and self-advocacy. Eight hours of training is required annually.
2. Log in to the Provider Services Management to complete Recertification.

- 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 payment until there is something uploaded for each required document.
- In PSM, you will be asked to provide DODD the MOST RECENT verifications of the following trainings/verifications: MUI training, Individual Rights training, current First Aid/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.
- Scan each of these documents into a SEPARATE pdf File. After you upload these files, 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 document.
- 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 #, etc.)

**Training that must be submitted to Renew Certification:**

- ✓ Incidents Adversely Affecting Health and Safety (MUI) including a review of Health & Safety alerts from the date of your last MUI Training
- ✓ 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)

[http://dodd.ohio.gov/Training/Pages/default.aspx](http://dodd.ohio.gov/Training/Pages/default.aspx)

DODD is giving you more than 130 hours of free, online courses to choose from through DirectCourse and MyLearning.