

Provider Certification and Re-Certification Process

This side to be completed by Provider Your Name: _____

What kind of provider are you currently?

Work for agency Work independently Not currently Certified

What type of provider certification do you currently hold?

TDD (through ODM) Independent Provider I/O, Level 1 or SELF None

What year did the certification listed above begin (Approximately)? _____

What type of certification are you applying for today?

<input type="checkbox"/> New certification <input type="checkbox"/> TDD <input type="checkbox"/> I/O, Level1 or SELF	<input type="checkbox"/> Transfer classification From _____ to _____ Date of Transfer: _____	<input type="checkbox"/> Renew certification No changes
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What services do you wish to provide? (Check all that apply)

X	Homemaker Personal Care (HPC)	X	Informal Respite (non-family)
	HPC Transportation (*Driver’s abstract required)		Personal Care Aide – CSTO (TDD Only)
X	Supported Living	X	Adult Family Living
X	Adult Foster Care		Other:

When applying for certification you must have your own Email address for which you have the password. Sharing the Email is a violation of HIPAA rules.

Write your Email address here: _____

Write your password down and bring it with you.

Your DODD provider number: _____

Name of the person that you support: _____ Their DOB: _____

Write down the person you support’s Medicaid Number and bring that with you.

[Click here](#) to set up an account in PCW (you will need access to your email to complete this requirement). Follow the prompts on screen.

Your DODD Login id: _____ Write your DODD password down and bring it with you.

Provider Certification fees are \$125.00. This can be paid **online only**. You may use a credit/debit card or an electronic check (must be from a checking account for which you have permissions to write checks).

Background Check BCII reports can take 30 days or more to get to DODD, submit this ASAP:

Have you completed a background check within the last 10 months? Please [click here](#) to download for a BCII copy request form.

To complete a new background check:

- Take your driver’s license or State ID card. **Use code 5123.081** and have the results sent to: **DoDD Attn: Provider Certification, 30 East Broad, 13th Floor, Columbus, OH 43215**
 - o Acquire from any reporting facility...1 option is Newark Police Department, (740) 670-7200, Monday through Friday, from 8:00 a.m. to 3:30 p.m. They charge \$25.00 Cash, Check or Credit card

Write down the date: _____ and location: _____ Keep your receipt.

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Gather your documents: Do not wait on the BCII report.

You must have all required documents on this page before you can submit your application:

If applying for HPC Transportation:

- Driver's abstract.** Acquire (within 14 days of application) from the local DMV (\$8.00 charge, or have one mailed to you using the website online for a \$5 charge using <https://www.oplates.com/DL/Abstracts>
- Automobile insurance** (Your name must be listed on the insurance card)

New (and TDD Provisional) Applicants:

- View the [Independent Provider Orientation video](#).** Print the certificate at the end of the orientation.
- Verification of age.** Must be at least 18 years of age. Provide your birth certificate as of proof of age.
- High School Diploma/GED.** Question about your diploma? Contact the source from which it was earned or the Educational Service Center in the area where your diploma/GED was earned. If you need additional help, please contact the State Board of Education, (in Ohio 877-644-6338 or Email: contact.center@education.ohio.gov).
- Social Security Card** The name on your card must match the name on your DODD application. Need a new, corrected or replacement card? Social Security (740-345-9412) provides those services for free.

Re-Certification and New Applicants:

- DODD Compliant Provider Certification Training** This must include certificate(s) provided upon completion annual of Provider training. The certificate must state the date, duration, name of the training and have the signature of the trainer. Options for training are available on the [LCBDD web site](#).
- State Identification** Valid driver's license or other state-issued photo identification. Your name and address on this identification must match what is entered on the application.
- First Aid Certification** Valid American Red Cross or equivalent certification in First Aid with in-person assessment required. See below.
- CPR Certification** Valid American Red Cross or equivalent certification in CPR with in-person assessment required. See below.

[The American Red Cross lists available classes online. Click this link to view the courses available in Newark and surrounding areas.](#)

All documents on this page must be scanned and uploaded (during application). When all items above are compiled, apply for certification at dodd.ohio.gov, or call Teresa Whipkey at the Administrative office of LCBDD 740-349-6588 to schedule a time to have her assist you with your application. Bring all items listed, your Email address and your DODD login ID as well as your passwords to that meeting.

Documents that will be printed during the application process include:

- Completed W-9 Form
- Non-Disclosure Agreement
- Vendor Information Form