

# Provider Re-Certification Process

Your Name: \_\_\_\_\_

**Background Check** BCII reports are sent directly from BCII to DODD and 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 a BCII copy request form.

To complete a new background check:

- Take your driver's license or State ID card. Use code 5123.169 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: \_\_\_\_\_ & Be sure to keep your receipt.

### What kind of provider are you currently?

\_\_\_ Work for agency    \_\_\_ Work independently    \_\_\_ Not currently a provider

### 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 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	X	Personal Care Assistant (SELF Waiver)
	Other, Please Specify:		Other, Please Specify:

***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. If you come to LCBDD to upload files to your application, you must log in to your Email using our computer. You cannot upload files using you cell phone.

What is your DODD contract number: \_\_\_\_\_ (Teresa Whipkey can look this up on DODD's web site, call her for help with this 740-322-6907)

You need your DODD login Name. If you do not know that login name, call the IT help desk (800-617-6733, option 4). Ask them to tell you the correct login name that is attached to your DODD contract number. Verify the Email address they have on file. Ask them to activate and reset that login name. They will most likely ask you to fill out a security affidavit online. You will have to print that form, scan it, and Email it back to them. You can ask them to send you the security affidavit link in Email, or you can find it at this link: <https://sra.prodapps.dodd.ohio.gov/default2.aspx>. Once you are able to set your password, you must close all open Internet windows. Open a new Internet window. Go to [dodd.ohio.gov](http://dodd.ohio.gov) and login to test your new credentials.

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

Provider Certification fees with DODD are \$125.00 and lasts for 3 years. 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).

**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)

**Documents required:**

- Your birth certificate may be requested.**
- High school diploma/GED may be requested.** You may use your high school transcript. A college diploma/transcript will not be accepted.
- 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.
- DODD Compliant Provider Certification 8-Hour Training.** This must include certificate(s) provided upon completion of 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 using [dodd.ohio.gov](http://dodd.ohio.gov), log in to that web site. Choose provider at the bottom left corner next, choose provider certification wizard (PCW). Find “Renew” on the list of options. There will be about 10 screens of questions. Fill out each screen and hit save and continue. Or call Teresa Whipkey, Provider Support Coordinator, LCBDD at the Administrative office (ES Weiant Center, 116 N 22<sup>nd</sup> Street, Newark) of 740-322-6907 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

Other documents as required: DODD may ask for additional documents that they will prepare during your application or may be requested due to certain answers on your application.