Provider Recertification

The DODD sends an email notification to all providers 90 days before their certifications expire. Be sure that the email address on your PSM file is correct so you don't miss this notification. The notification will include the procedures for submitting the certification renewal application and the non-refundable application fee in accordance with Administrative Rule 5123:2-2-01. Your renewal certification is issued for a term of three (3) years. The current fees are:

Independent Provider	$ 125
Small Agency fee (50 or less staff)	$ 800
Large Agency (51 or more staff)	$1600

Step 1: Gather your documents

DODD will request the following documents from the independent provider or agency CEO during the recertification process:

1. **Current report from the Bureau of Criminal Identification and Investigation (BCII).** This report must be sent directly to the DODD, so you'll need to request that it is sent to:

   Ohio Department of DD, ATTN: Provider Certification
   30 East Broad Street, 13th Floor
   Columbus, OH 43215

   Contact Nancy Conley at WestCON for locations to obtain your background check.

   If you have had a BCII check in the last year *using the correct code*, you can submit a form to have a copy sent to DODD. There is an eight dollar charge for this service. Contact Nancy Conley if you need a copy of the form.

   It can take 30 days or more for your BCI check to reach the DODD, so it's a good idea to take care of this as soon as you can.

2. **First Aid Certification:** Valid American Red Cross or equivalent certification in First Aid. This must be an in-person training. Find an American Red Cross First Aid training near you.

3. **CPR Certification:** Valid American Red Cross or equivalent certification in CPR. This also must be an in-person training. Find an American Red Cross CPR training near you.

4. **Completion of Annual Required Training:** Evidence of completion of annual training on MUI, Client Rights, Behavior Support Strategies, AND provider's role and responsibilities with regard to services including person-centered planning, community integration, self-determination and self-advocacy.

Please be sure you have scanned and saved your training certificates and the documents listed above BEFORE you start your online application process in the Provider Service Management (PSM). You will need to upload them to your application during this process.

DODD may ask for additional documentation when you complete your application, depending on the services you choose on your application.

Step 2: Log in to the Provider Services Management **to complete Recertification.**

If you haven't used this account in the past year. You'll need to reset it.

Step 3: Complete your application and pay the fee.

DODD provider certification department will review your application and the documents you have submitted. You will get an email from them which will either request more documents or verify that your application is under review with a specialist.

If they request documents, you will have 30 days from the receipt of the email to submit the documents. This process is done electronically, so you must reply to the email they sent you when submitting the documents. Their system will automatically attach the received documents to your application when you use their email. If you don't reply to their email when submitting documents, they will get lost in the system.

The 30-day turn-around time is very important. At 31 days, your application will be closed and you'll have to start at the beginning (including the non-refundable fee).

Please click HERE for additional information on the DODD website.

Click HERE to review the Provider Certification Rule 5123:2-2-01.