

## Become an Independent Provider (IP)

When a person becomes an Independent Provider, they get to choose what individual they want to work with and when, based on the individual looking for services. Certification fees and requirements are less than that of becoming an agency. Keep in mind, independent providers are responsible for completing their own billing and paying taxes, this is considered self-employment. Independent providers are not employees of the State of Ohio, DODD, County Boards of Developmental Disabilities or WestCON. Independent providers cannot employ someone else to provide services on their behalf.

### IP Qualifications

- Be at least 18 years of age
- Have a valid social security number
- Have the ability to read, write, and understand English.
- Have a high school diploma or GED certificate.

### Things to do before applying:

1. Create an email account that is designated for your new business. The email address must be kept on file with Ohio Department of Developmental Disabilities. Any changes to this account must be updated.
2. Obtain a current report from the Bureau of Criminal Identification (BCII). This report must be sent to DODD by the Ohio Attorney General's office. DODD cannot accept reports from the individual. Request that the criminal records check results be sent directly to:

Provider Certification  
Ohio Department of Developmental Disabilities  
30 East Broad Street, 13th Floor  
Columbus, OH 43215

- 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.
  - If you have not been a resident of Ohio for the last 5-years, you must obtain a BCII and an FBI report.
  - The code for the BCII is 5123.169.
  - The code for the FBI is 5126.28.
  - [Contact Nancy Conley at WestCON](#) for locations to obtain your background check.
3. View the [Initial Overview \(Orientation for Independent Providers\)](#) online training. This orientation for independent providers is required for certification.
  4. Complete the Eight hours of Direct Service Provider Training for Initial Certification in accordance with standards established by the Department in:
    1. Overview of serving individuals with DD including implementation of ISPs

2. Role and responsibilities of independent provider with regard to services including person-centered planning, community integration, self-determination, and self-advocacy
3. Universal precautions for infection control
4. Rights of individuals
5. Rule 5123:2-17-02 including Health and Welfare Alerts issued by the Department  
Click [here](#) to access the available training modules.
5. Complete in-person training in CPR & First Aid. Training must be administered by American Red Cross or equivalent agency. Find an [American Red Cross](#) training near you.
6. Sign up for Health & Welfare alerts and other communications through the DODD. Click here to [subscribe](#).
7. Obtain a Supplier ID by registering for a new account on the State of Ohio website. Click [here](#) to access the website. You will need a Bank Verification Letter or a Voided Check ready to complete the registration. You will also be given a W-9 to sign and date. A 10-digit supplier number will be emailed to you. The supplier number, a copy of the email and the W-9 will need be uploaded into the application.

**Things to gather before applying:**

1. Birth Certificate
2. High school diploma or general education development (GED) certificate
3. Valid driver's license or other government-issued photo identification
4. Social security card (independent providers must be certified under their Social Security number)
5. CPR & First Aid Certification
6. Documentation showing you have completed the eight hours of direct service provider training for initial certification and the Initial Overview.
7. A signed and dated Form W-9. Click [here](#) to obtain a blank Form W-9.
8. If applying for transportation, the following additional documentation will need gathered:
  - a) a driver's abstract from the BMV. An official copy can be obtained at your local BMV. Click [here](#) for locations. NOTE: Driver's abstract cannot be obtained more than 14 days prior to application submission.
  - b) proof of current driver's insurance. Declaration page from your current auto insurance policy should be submitted. (Make sure name and coverage dates are shown)
  - c) Physician statement indicating no medical condition (for Non-Medical Transportation), stating you are free of any physical, mental, or medical issues that would put those you drive in danger
  - d) Results of Drug/Alcohol Test (5-7 Panel; Non-Medical Transportation Only)

**Submitting Application and Non-refundable application fee:**

1. [Create an account](#) by entering your contact information.
2. Follow the instructions located in a series of emails from [AgencyIDService@ohio.gov](mailto:AgencyIDService@ohio.gov).
3. When you have received a user name and password use [Provider Services Management \(PSM\)](#). PSM will allow you to start a provider application, navigate to a pending application, or view your provider home screen.
4. All documentation must be uploaded into the application prior to fee payment with the exception of the background check report.
5. \$125 non-refundable application fee

Need help? Try these [PSM Video Tutorials](#).