

INDEPENDENT PROVIDER CERTIFICATION CHECKLIST

This form is to be used as a means of assisting you in obtaining all of the required items for Provider Certification. All of the documents should be obtained BEFORE starting the online application.

- Proof of age – **Copy of Birth Certificate; Must be least 18 years of age**
- Proof of Provider Orientation Training – **Training link is on the DODD Website at the bottom of any page; Click on DODD MYLearning – View All Courses and choose “Orientation for Independent Provider”**
- Form of Identification (**Copy of Driver’s License or State ID or Government Issued Photo ID**)
- BCII Check – Independent Provider code use code 5123.169 (**FBI Check using code 5126.28; also required if you have not lived in Ohio for last 5 Years – These must be sent directly from BCII to DODD**)
- Proof of High School Diploma/GED
- Valid Social Security Number/Card
- Proof of First Aid Card & CPR Card – must ensure that you have completed skills session if taking online course
- Proof of the 8 hour required training [**which includes *MUI/UI, *DD Bill Of Rights, *Overview of Serving Individuals with DD, *Universal Precautions & *Providers’ Roles & Responsibilities Training (regarding Person-Center Planning, Community Integration, Self-Determination & Self-Advocacy)**]
- Obtain a Supplier ID number – Email received identifying number; **See included attachment**
- Electronic Visit Verification (EVV) Training Certificate (**only applicable if providing Homemaker Personal Care billing per unit and/or IO Waiver Nursing; you are considered Non-Agency**). Please see included attachment on how to obtain required training.

TRANSPORTATION SERVICES REQUIREMENTS

These items are required in addition to the above items if you want to become certified in Homemaker Personal Care Transportation (HPC Transportation) and/or Non-Medical Transportation

- Proof of Insurance (**Declarations Page from Insurance Company if wanting to be certified for HPC transportation and/or Non-Medical Transportation**)
- Official Driver’s Abstract (**HPC Transportation and/or Non-Medical Transportation; not older than 14 days prior to submission of application/collateral paperwork**)