

Steps to be an Independent Provider

Applicants for provider certification must meet all qualifications, pay a non-refundable fee, and include supporting documentation with their application

The Provider Certification Wizard (PCW) has been re-platformed to a new system titled Provider Services Management (PSM).

Login to PSM with your PCW Username and Password if you have one.

Need help? Go to www.dodd.ohio.gov for PSM Video Tutorials.

An independent provider is a self-employed person who provides services to people with developmental disabilities.

- They are not employees of the State of Ohio or the Ohio Department of Developmental Disabilities (DODD).
- They cannot employ someone else to provide services on their behalf.

Below are some of the requirements to become certified as an Independent Provider. For more requirements see rule 5123:2-2-01 Provider Certification.

- 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

Step 1 View the Initial Overview (Orientation for Independent Providers) online training. This orientation for independent providers is required for certification.

Go to www.dodd.ohio.gov for technology requirements for viewing the training.

Step 2 Gather documents and non-refundable application fee

This list is not exhaustive. Additional documents may be required. For more information see rule 5123:2-2-01 Provider Certification.

- \$125 non-refundable application fee
- Verification of age (birth certificate)
- High school diploma or general education development (GED) certificate
- Valid driver's license or other government-issued photo identification
- Social security card (independent providers must be certified under their Social Security number)
- Current report from the Bureau of Criminal Identification and Investigation (BCII)
 - This report must be sent to DODD by the Ohio Attorney General's office. DODD cannot accept reports from the individual.

- Find organizations that offer Web Check on the Ohio Attorney Generals' website.
- First Aid Certification
 - Valid American Red Cross or equivalent certification in first aid. In-person training required. Find an American Red Cross First Aid training near you.
- CPR Certification
 - Valid American Red Cross or equivalent certification in CPR. In-person training required. Find an American Red Cross CPR training near you.
- Eight hours of Direct Service Provider Training for Initial Certification
 - Evidence that you have completed the required eight hours of provider training, like a certificate of completion.

Step 3 Create an account

- Create an account by entering your contact information.
- Follow the instructions located in a series of emails from AgencyIDService@ohio.gov.

Step 4 Submit application, supporting documentation, and non-refundable application fee

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.

After submitting the application fee, you have 30 days to submit all of the required documentation.

- The date that you submit the last of your documentation is considered your application submission date. DODD will review and respond to your application within 30 days of this date.
- After 30 days provider applications that are missing documentation will be closed and will not reopen.
- If you wish to reapply, you will need to submit another application and pay the application fee again.

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