

Tips For a Better Provider Application Packet

7 and smoother certification process!

Your application packet includes your Provider Services Management (PSM) application and all of your supporting documents, like your birth certificate, training certificates, and background check.

Submitting a better application packet can help to make certification or re-certification a much smoother process. Follow these tips to avoid common mistakes and submit a more complete application packet.

Start with your background check



The 30-day review period for your application packet does not begin until all of your supporting documents are available for review, including your background check.

Because the results of a background check can take up to 45 days, visit a [WebCheck](#) location for fingerprinting early in the process, while gathering your documents and completing your training.

Add your application number



When you submit your application through PSM, you will be given an application ID number.

Write this number at the top of all the documents you scan and submit as part of your application packet.

DODD offers a [scanning template](#) to make it easy.

Check your scanned documents



Be sure your scans are clear enough for reviewers to read. Double-check your scanned file to make sure that you are uploading the correct file.

You may be asked to resubmit them. The 30-day review period doesn't start until all documents are ready for review. Submitting the wrong scanned file or files can delay your application packet.

Choose your services carefully



Make sure you select services you wish to provide carefully before completing your application. Keep in mind, some services may require additional documentation.

Application packets are not complete until all the needed documents are available for review.

Be consistent



Use the same name and address on each document.

Always use your full legal first, middle, and last names. Do not use nicknames.

Use the same address on your provider application and throughout your application packet.

Be sure certificates show your name



Certificates that show you have completed required training must have your name on them.

For DODD's online [Initial Overview](#), you can type your name into the certificate once you have downloaded it.

Check your work



Make sure you sign and date your application in each of the places your signature is required, such as the W9 form, before uploading documents to your application.

Otherwise, application packets will be considered incomplete and cannot begin the 30-day review period.