



Now is the time to gather all information and documents you will need in order to complete your DODD Independent Provider Certification Application.

GATHER INFORMATION

- NPI Number
 - If you cannot find the email with your NPI, you can search for it here: [NPPES NPI Registry \(hhs.gov\)](https://nppes.hhs.gov)
- Services to include on your certification:
 - If you have already been matched with an individual, ask the individual's Service and Support Administrator (SSA) which services you need to select.
 - We RECOMMEND the following services be requested (in addition to what the SSA tells you) for your DODD certification application:
 - Shared Living
 - Supported Living
 - Homemaker Personal Care (HPC)
 - Participant-Directed Homemaker Personal Care (PD-HPC)
 - Informal Respite (Family Only)
 - Informal Respite (Non-Family Only)
 - Homemaker Personal Car Transportation
 - Non-Medical Transportation
 - View types of services here: [Services | Department of Developmental Disabilities \(ohio.gov\)](https://www.ohio.gov/department-of-developmental-disabilities/services)
 - **Please Note:** Additional requirements or documents may be required if you select additional services (other than above) to include on your certification.



GATHER DOCUMENTS

- Social Security Card
- Birth Certificate
- High School Diploma, GED, or Proof of College
- Driver's License or State ID
- DODD's MyLearning Initial Provider Training Certificate
- CPR and First Aid Certification
- EVV/Sandata Training Certification
- Payee ID Proof
- Signed W-9 Form (sign with pen)
- Proof of Vehicle Insurance (if providing transportation services)
- Driver's Abstract (if providing transportation services)
 - Abstract cannot be more than 14 days old
 - Must be official copy
- Background Check receipt
 - This will only be asked for if DODD hasn't received your background check in a timely manner. If this is the case, it will be requested AFTER you submit your application.

Important Information

- Digitally save each item separately. Name each file so it identifies the item. (Example: Colleen Foxton_Social Security Card)