



11/3/2011

Dear Applicant,

The Ohio Department of Developmental Disabilities (DODD) will no longer accept paper provider application packets. DODD has developed a new provider application website. You can access this system by going to: www.dodd.ohio.gov and clicking on the DODD Gateway (the link looks like a key). From there you will select the "Providers" tab and select the certification wizard link.

You will have to create a Provider User Account before you can access the certification wizard. You must have an email account to become certified. You can access many free email services (Yahoo, Hotmail, Gmail) from any computer, including those available at the public Library. After creating a Provider User Account you will receive a user name and password via email and you will use these to access the Provider Certification Wizard. The user name and password will also allow you to come back to your application if you are unable to complete the application or if you want to check the status of your application after completion.

Please note the application number you are given when you start the application process. If you are unable to upload your supporting documentation for your application at the time you apply you will want to write that number on all of your supporting documentation forms so DODD will be able to attach your documentation with your application. You will need to pay the application fee when you apply. The methods of payment are credit card or electronic check.

Below is a list of items you will need before you can complete the application to become a DODD certified waiver provider.

- BCII background check
(Available from your local police department or by calling 740-349-1420 and making an appointment with the receptionist at LCBDD's administrative office to get these completed).
 - If you have not lived in Ohio for the last 5 years you will also be required to obtain an FBI background check.
 - Proof of 8 hours of initial training, this includes:
 - Overview of serving individuals with Developmental Disabilities
 - DD bill of Rights
 - Incidents affecting Health and Safety (UIR/MUI)
 - Basic principles and requirements of providing HCBS waiver services
 - Universal Precautions for infection control
- (These trainings may be obtained by going to: www.OACBMRDD.org and clicking on the Training Center link, or by going to www.MEORC.com or www.ceucertificates.com and clicking on the training tab)
- A copy of your High School Diploma or GED.
 - A copy of your current CPR and First Aid cards
(These must be from an accredited source such as the American Red Cross or the American Heart Association)
 - A copy of your Driver's License
 - A copy of your Social Security Card
 - A copy of your Automobile insurance card showing that you are on the policy.

Thank you,
Marina Anderson
Waiver Coordinator

Administration Offices
at the E.S. Weiant Center
116 N. 22nd St.
Newark, OH 43055
Phone (740) 349-6588
(800) 325-2848
Fax (740) 344-2787

Early Intervention Services
at the E.S. Weiant Center
116 N. 22nd St.
Newark, OH 43055
Phone (740) 344-6921
(800) 443-4805
Fax (740) 344-2787

Adult Services at LICCO Inc.
600 Industrial Parkway
Heath, OH 43056
Phone (740) 522-8345
(800) 247-1636
Fax (740) 522-8340

Service Coordination
565 Industrial Parkway
Heath, OH 43056
Phone (740) 349-1420
(800) 722-6096
Fax (740) 349-1426

www.LCountyDD.org