

Ohio Department of Developmental Disabilities Certification Application Checklist

Applications for certification must be completed online. You will be required to provide proof that you meet the requirements of the certification rule. Be prepared with the items on the checklist below. This list is for independent providers of INFORMAL RESPITE FOR A FAMILY MEMBER.

- Proof that you are at least 18yrs old (must be a copy of your birth certificate)
- Proof that you have completed the DODD online Independent Provider Orientation training found on the DODD website at www.dodd.ohio.gov
- Copy of your High School Diploma or GED (an Associates, BA or MA will also be accepted)
- Copy of your social security card
- Copy of your driver's license, state id or other government issued id
- *Copy of your Ohio BCI&I background check (not more than 12 months old)
- *Copy of your Federal BCI&I background check (only required if you have not lived in Ohio for the past five years, not more than 12 mons old)
- A copy of a current utility bill if your current address is not reflected on your driver's license/state id
- \$125.00 application fee via credit card or electronic check
- FYI – there will also be forms that you will print and sign from your online application

*BCI check must be submitted under the following reason code: "Applicant for Supported Living Certification"

*FBI checks must be submitted under the following reason code: "Employment with DODD"

*BCI and FBI checks MUST be sent directly to the Ohio Department of Developmental Disabilities at the following address:

Ohio Department of Developmental Disabilities
ATTN: Provider Certification
30 E. Broad Street, 13th Floor
Columbus, OH 43215