

**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
- 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
- Proof of Ohio residency (proof of residence for the past five consecutive years. i.e. driver's license, 1099s, W2s)
- Supplier ID number, obtained from Ohio Shared Services (email confirmation)
- \$125.00 application fee via credit card or electronic check
- FYI - There will also be forms for you to print and sign from your online application

**Background check information: All providers must complete a background check.**

- Ohio BCI&I background check (not more than 12 months old)
  - o BCI check must be submitted under the following reason code: "Applicant for Supported Living Certification"
- 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)
  - o 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, 13<sup>th</sup> Floor  
Columbus, OH 43215