# Ohio Department of Developmental Disabilities Certification Application Checklist

## Shared Living

# If you are becoming a provider for someone for which you are also a court-appointed guardian; you must obtain approval from the probate court before services are authorized. Find the application here: [Application of Guardian to Provide Direct Services to Ward](https://probate.co.delaware.oh.us/wp-content/uploads/sites/16/2018/04/Application-for-Approval-of-Direct-Services.pdf)

# Birth certificate

# Social security card

# Government-issued photo id (proof of Ohio residency will be required if the address on your government-issued id is NOT current)

# High school diploma or GED

# W9 form (print and sign from your online application)

# First Aid training certificate (American Red Cross or equivalent training, must include in-person skills assessment)

# CPR training certificate (American Red Cross or equivalent training, must include in-person skills assessment)

# Initial Training for Independent Providers training certificate (DODD MyLearning website)

# Email confirmation of Payee number

# $125.00 application fee, if application (paid online at the time of application via credit card or electronic check)

**Background check information: All providers must complete a background check. Click here to schedule your background check:** <https://www.signupgenius.com/go/10C044BA8AD2CA2FE3-46953827-dcbdd>

* Ohio BCI&I background check (not more than 12 months old)
	+ 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)

* + 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

REV 3.14.24