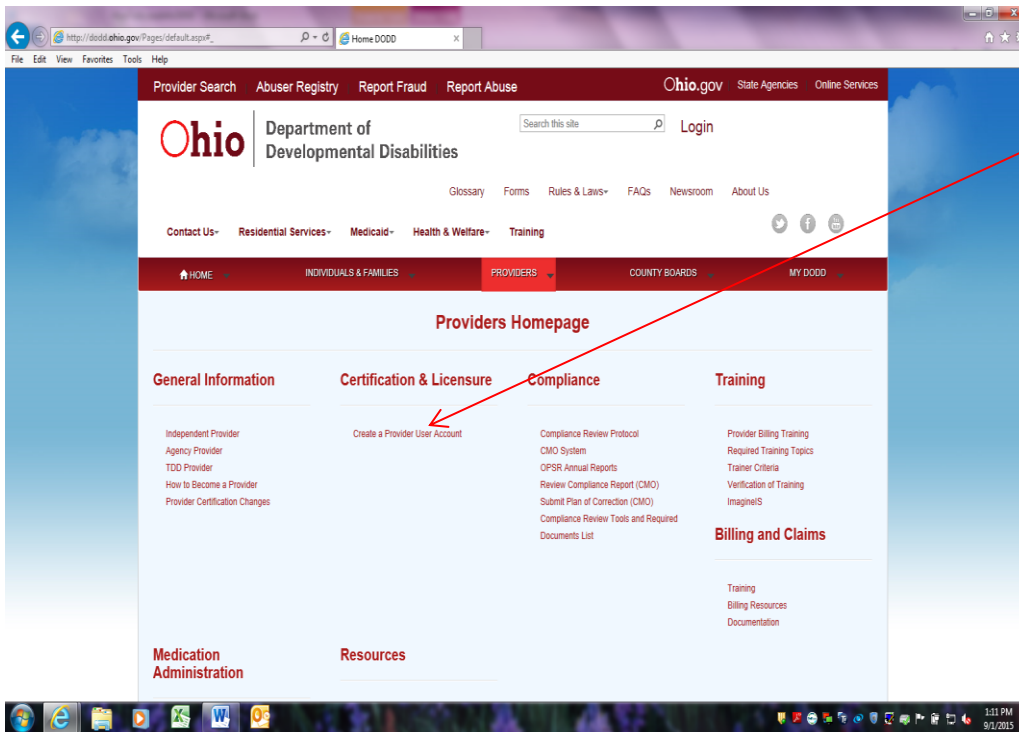


DODD website: <http://dodd.ohio.gov/Pages/default.aspx>



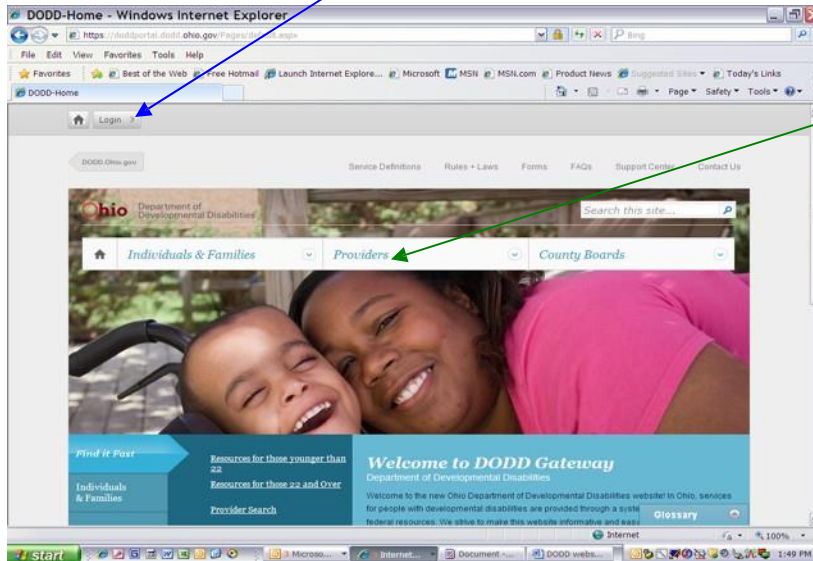
Click on
Providers tab



Click on
**Create
Provider
User
Account**

Complete the New Provider User application.
The username will be emailed to you. Save the email and the password that you selecte

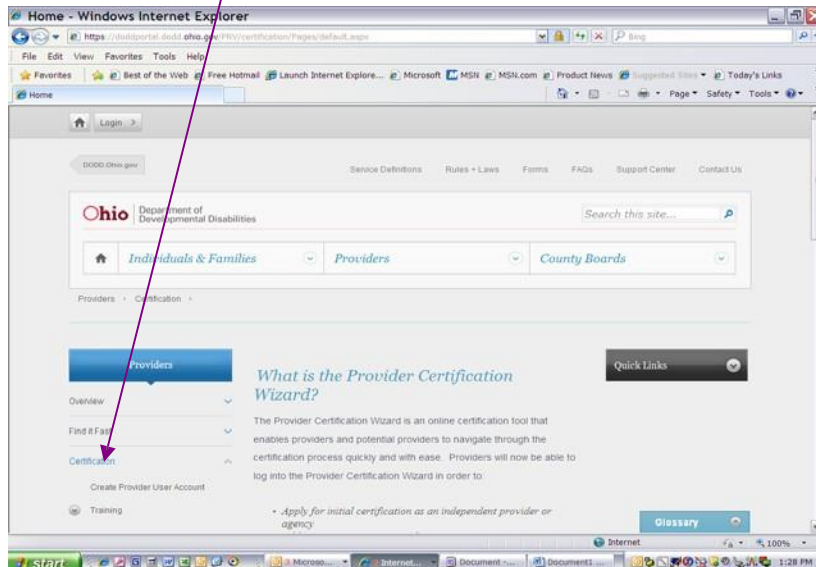
Return to the log in page, and **log in** using username and password.



Click on **Providers** tab
Then Certification
And Provider Certification Wizard

Certification Wizard Page:

Click on **Certification**, then **Certification Wizard** to go to the Application



What is the Provider Certification Wizard?
The Provider Certification Wizard is an online certification tool that enables providers and potential providers to navigate through the certification process quickly and with ease.

The following documents are required to apply for initial certification:

Verification of age: All provider applicants must be at least 18 years of age.

High School Diploma/GED

State Identification: Valid driver's license or other government-issued photo identification

Social Security Card: a copy is required to be submitted with your application

Current report from the Bureau of Criminal Identification and Investigation (BCII). Organizations that offer web check for civilian and FBI checks can also be found on-line at:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck.aspx/?from=nav>. Or, contact your local DODD County Board to see if they offer or can refer you to local organizations that offer BCII and FBI criminal background checks.

Initial certification is valid for 1 year, it must then be renewed and will be valid for 3 years. It must be renewed every three years thereafter.