



REQUIREMENTS FOR CERTIFICATION RENEWAL:

- ✓ **Updated BCI**, *give yourself plenty of time, get it 3 months BEFORE you expire*
- ✓ **Application fee**
- ✓ **Evidence of required MUI and Individual rights training** (less than 1 year old)
- ✓ **Copy of valid identification or Driver's license**. If your current address does not match the driver's license, you must also submit proof of residency, preferably in the form of a utility bill.

ANNUAL TRAINING REQUIREMENTS:

- A. Total of 8 hours training is required annually, including:** Incidents Adversely Affecting Health and Safety (MUI), Individual Rights, Review of health and welfare alerts, Provider's role in person centered planning, community integration, Self-determination and Self-Advocacy. This will fulfill 4 hours of training.

Other trainings are available in Cuyahoga County and are free. The training topics are offered regularly throughout the year. The trainings apply toward the required hours. Please go to the cuyahogabdd.org website, click on the Resources for Providers button and then select Meetings and Trainings to view the upcoming trainings for Independent Providers and Agency Providers and employees.

NEON offers MUI and other required topics every month for Independent Providers. Click the link to go to the NEON website to view the schedule at: [NEON Training](#)

The renewal training **can also be obtained for a fee on-line at:**
[OACB DD Training](#) OR [Train to Excel](#) OR [CEU Certificates](#) OR [West Central Ohio Network COG](#)

(Hold Ctrl button down as you click on the links)

B. Valid CPR/ First Aid must be maintained and can be obtained for a fee from various entities throughout Cuyahoga County:

Shull Medical Educators: John Shull, cell phone 330-730-1056
ASHI (American Health & Safety), CPR (Adult, child and infant) & Basic First Aid Classes
Classes held approximately every two months at:
Garfield Heights Fire Dept., 5115 Turney Rd., Garfield Hts., OH Phone: (330) 730-1056
* Must call to pre-register to attend next class - \$50 payable at registration

Clarence Gilmore - American Heart Association (AHA), Instructor CPR & First Aid
Phone: 216-925-9258 (c) or 216-432-1169 (h) e-mail Claygoody@gmail.com

Beulah Price Please call 216-239-7472 or email pricebeulah@aol.com

Tennie Millhouse - Please call 216-410-6711 or email honestyhouse_homecare@outlook.com

Save A Life CPR - Danielle Miller – Phone 440-381-4158 or email daniellemiller920@gmail.com

Good Strong Heart CPR training: John S. Bornstine, Phone: 330-939-0055
Email: stronggoodheart@yahoo.com

American Red Cross: [American Red Cross - Cleveland](#)

American Heart Association: [American Heart Association](#)

********* On line First Aid and CPR **DOES NOT MEET THE REQUIREMENTS FOR CERTIFICATION.** The applicant must make arrangements to demonstrate CPR and 1st Aid skills to a certified instructor in order for that training to be acceptable.

C. BCII BACKGROUND CHECK

All applicants must complete a **BCII criminal background check**. FBI Background check is also required if you have lived outside of Ohio in the last 5 years.

The link to the Attorney General's website to find webcheck locations near you:
[Webcheck Locations](#) Please check with them for their fees.

BCII Results must be sent directly to:
The Ohio Dept of DD
Provider Certification Unit
30 E. Broad Street, 13th Floor
Columbus, Ohio 43215-3434

CCBDD is available, **BY APPOINTMENT ONLY**, to complete criminal background checks.
\$25 for BCII, \$50.00 for BCII and FBI. Payment is by credit card only. Credit cards accepted: Discover, American Express, VISA or MasterCard.

Appointment hours: Mon – Thurs between 10 am and 2 pm at the CCBDD Administration Building, 1275 Lakeside Ave., Cleveland 44114

Please call the CCBDD Provider Support Line at 216-931-7474 for an appointment.

BCI and FBI “Reason Codes” on Webcheck:

Independent Provider or Agency CEO - Applicant for Supported Living – 5123.169
FBI code – Volunteer Children’s Act

D. COMPLETE THE APPLICATION OHIO DEPT OF DD website:

<http://dodd.ohio.gov> [Click “Log In”.](#)

If you don’t remember your password, click “Forgot Password” to reset it.

E. Scan and upload Required documents and signed forms

F. Pay the Renewal Fee

Renewal is for 3 years. The renewal fee must be paid by credit card (Master Card or VISA) or electronic check as the last step of the application process. Agencies applying for provider certification will self-report their status as a small agency or a large agency on their application form.

	Renewal Fee (3 years)	Add Service(s) During Term of Certification
Independent Provider	\$ 125	\$ 25

	Renewal Fee (3 years)	Add Service(s) During Term of Certification
Small Agency Provider (Serving up to 50 individuals)	\$ 800	\$ 75
Large Agency Provider (Serving 51 or more individuals)	\$ 1,600	\$ 150